

CODE OF ETHICS & CONDUCT FOR STUDENTS, ADMINISTRATORS & STAFF



SATHYABAMA

**INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)**

Accredited with Grade "A++" by NAAC | 12B Status by UGC | Approved by AICTE



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

Code of Ethics & Conduct For Students

**All
Students
are requested
to be conversant
with this Code of Ethics
& Conduct which can be viewed
on the official website of the Institution.**

- Students are expected to maintain the highest standards of discipline and exhibit dignified behavior inside and outside the Institution campus. They shall abide by the rules and regulations of the Institution and should act in such a way that maintains the dignity and decorum of the Institution
- Every student must wear their identity card in a proper manner while being present in the Institution's premises
- Loss of Identity card shall be reported immediately to the Student Help Desk. After paying the requisite fee, the duplicate ID card shall be received within three working days
- Students are informed to take safe custody of personal belongings (mobile, money, laptop or any other valuables). The Institution will not be responsible for any theft or loss of student's property in campus or in the hostel
- Every student is expected to maintain general cleanliness within the classrooms, Laboratories and hostels. Students are asked to provide their full-fledged support in keeping the campus premises clean
- Every student will remain answerable to the Institution's authority for his/her activity and conduct in the Institution's premises
- Any act which obstructs teaching, research, administrative activity and other proceedings of the Institution is strictly prohibited and punishable
- Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited and punishable

Code of Ethics & Conduct for Students

- Playing cards, spitting and loitering are strictly prohibited inside the Institution and in the hostel campus and shall lead to severe disciplinary action
- Use of Cell phones is prohibited during class hours and in laboratories
- Attempted or actual theft of and/or damage to property of the Institution, or other personal or public property, in campus will be considered a punishable act
- It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture, which could deface the Institution and disturbs the academic ambience. In the event of damage to property, the responsible students will have to bear the cost of replacement/repair
- Indulging in ragging, anti-institutional, anti-national, antisocial, immoral or political expressions and activities within the campus and hostel are strongly prohibited as well as punishable
- Assaulting, harassing, or threatening another individual or group, endangering the health or safety of others, inappropriate physical contact, verbal threats, bullying or fighting is punishable
- Students are not permitted to arrange any unauthorized celebrations (bringing cake) and decorations of any magnitude inside the campus
- Students are not permitted to bring any outsiders in an unauthorized way into campus or to hostels
- Misbehaviour towards girl students, use of threats or violence against members of the staff or fellow students will be considered as very serious cases of misconduct and is subjected to severe punishment and also leads to expelling the responsible students from the campus
- All kinds of tattoo, body piercing and hair styling that goes against the existing social norms, which could go against the spirit of academic values will be referred to the discipline committee
- No profane language is permitted at any time and in any place of study and living

Code of Ethics & Conduct for Students

- Students must be on time for class, and those who arrive late will lose their attendance and not be permitted to enter the campus after the designated hour
- Classes are scheduled from 9.00 A.M. to 3.15 P.M., with a short break of 15 minutes and Lunch break of 60 minutes
- Under no circumstances a student is allowed to leave the campus before 3.15 P.M. However, in the case of emergencies, if the parent accompanies the student based on a genuine health-related problem, then the student shall be allowed to leave the campus after getting permission from Director (Administration)
- In case of any other unfortunate incidents such as the loss of a blood-relation, the student will be allowed to leave the campus upon parental verification over the phone
- Attendance will be taken for every hour and the same will be digitized immediately after the respective class. Students should ensure their presence and give attendance properly in and every hour
- Attendance is compulsory for Continuous Assessment Tests
- Parents/Students can view student details in the 'Student login' available on the institution's website
- If leave is required for more than three days on medical grounds, parents should intimate the department about the duration of leave required through letter/mail with the necessary proof attached
- If a student is requiring immediate medical assistance during class hours, he/she shall approach the student help desk, first aid will be given to the student in Medical Room and if required the student will be referred to the Institution's General hospital
- On-duty leave applications will not be entertained beyond Six working days per semester under any circumstances. Necessary proof has to be submitted to the faculty counsellor before availing on-duty
- Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the classroom

Code of Ethics & Conduct for Students

- Students must have compulsory attendance of 80% in Theory and on medical grounds or for any legitimate reason the students with a minimum of 70% shall be qualified for appearing in the final examinations after submission of valid certificates. 90 % attendance is required for Practicals in order to appear for the end-semester examinations
- During 2 Hours of internal examinations, students are not allowed to leave the hall within 90 minutes (one and half hours) from the commencement of the exam, and students have to occupy their seats 5 minutes before the commencement of the examination
- During the entire duration of his/her course he/she will not enroll himself/herself for any other Regular Course in any other Institution /College
- Any absence for more than 30 days without information can lead to removal of name from nominal rolls
- Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program organized by the Institution beyond class hours. However, under normal circumstances, students shall retreat to their hostels by 3.30 P.M.
- Students are required to check the Notice Board and also the website, LMS and ERP of the Institution for important announcements
- Students are asked to wear a decent Dress Code:
 - Boys shall wear Formals /Jeans & a decent T-shirt with collar / Formal or sports shoes. Wearing of Chappals is not allowed
 - Girls shall wear Churidar/SalwarKameez / Jeans and Kurtas. Skirts must be avoided. Hair beyond shoulder length to be tied up

Code of Ethics & Conduct for Students

Not Recommended for Students

- Torn attire/ Sleeveless T-Shirts / Tight fitting Tops / T-Shirts with obscene words or language, Trousers with more pockets
- Note: During the technical presentations and in placement season, students should come in formal dress code only.
- Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons to the campus without the permission of the Institution authorities
- Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission
- Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission
- Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institution in social media or indulging in any such activities will have grave ramifications on the reputation of the institution.
- Cooking inside the hostel is strictly prohibited. Items like electric cookers, coffee maker, induction stove, bread toaster, etc., are not allowed inside the hostel premises
- Students are advised not to have any pets or aquariums in the rooms
- Students should stay only in the room, which is allotted to them and should not interchange / shift the rooms without the permission of the warden
- Students should not tamper with the wall, Almirah, door, window or any property of the Hostel
- No day scholar is allowed to stay in the Institution hostel(s)
- Any complaint or reporting of misbehavior, violence, antisocial, anti-national, unethical and immoral activities towards international students inside or outside the campus will be dealt with in accordance with the state and central laws that are in force
- Students have to adhere to self-discipline and decent behaviour during the transit time of the Institution's buses

Code of Ethics & Conduct for Students

- Sathyabama Institution of Science and Technology will not take any responsibility for any criminal or non-criminal acts done outside the campus, when the students are in the nominal rolls of the Institution
- Any violation of the code of conduct or breach of any rule or regulation of the Institution by a student shall constitute an act of indiscipline and shall make him/her liable for disciplinary action, which will be taken by the duly constituted Institution Disciplinary Committee

Disciplinary measures:

Disciplinary Measures that may be imposed under the Code include but are not limited to:

- Verbal / Written warning or reprimand
- Parent conference or phone call
- Parent reporting to the Head of the department
- Probation, during which certain conditions must be fulfilled and good behavior must be demonstrated
- Payment of costs or compensation for any loss, or damage caused by the conduct
- Demanding an apology letter from the student
- Letter of Undertaking from student and or parent
- Debarring from participation in Sports/NCC/NSS and other such activities
- Restriction or prohibition of access to, or use of, Institution facilities, services
- Disqualifying from holding any representative position in the Class/Culturals/Sports/Clubs/ Professional bodies
- Reflect the act of indiscipline in the Character Certificate
- Suspension from the Class/Department for 3/5/7/10 days or more, with an impact on the attendance
- Suspension or cancellation of Scholarships, fellowships or any financial assistance from any source and from the Institution
- Expulsion from the Institution for a specified period or Permanent expulsion

Code of Ethics & Conduct for Administrators and Staff

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods
- Refrain from undertaking any other employment and commitment, including private tuition and coaching classes, which are likely to interfere with their professional responsibilities
- Co-operative in the formulation of policies of the Institution by accepting various offices and discharging responsibilities
- Co-operative with the authorities for the betterment of the Institution keeping in view the interest and in conformity with the dignity of the profession
- Refrain from availing leave except on unavoidable grounds
- Administrative officials and teachers shall treat the Non-teaching staff as colleagues and equal partners in a co-operative undertaking
- Work to improve education in the community and strengthen the community's moral and intellectual life
- Adhere to the timings of the Institution and guidelines of Management for the development of the Institution
- Decent dress code shall be followed exhibiting the dignity of the faculty; Non-teaching staff shall wear the uniform provided by the Institution
- Students shall be dealt cautiously without hurting their sentiments and emotions
- Civil workers, Non-teaching staff shall be treated with due respect