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Website : www.kitsingapuram.ac.in

KAMALA INSTITUTE OF TECHNOLOGY & SCIENCE

Established in 1997

(Sponsored by VODITHALA EDUCATION SOCIETY, Approved by AICTE Affiliated to JNTUH, Hyderabad and

Accredited by NAAC with 'B++' Grade)

SINGAPUR, HUZURABAD – 505468, Dist : KARIMNAGAR (T.S.) INDIA.

(COLLEGE CODE : 28)

7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in this regard.

CODE OF CONDUCT FOR TEACHERS AND OTHER STAFF:

- All employees should be dressed appropriately at all occasions. Uniform/Apron where applicable should be worn with pride.
- All the staff members should wear Identity Cards when they are in the Campus.
- All employees should be punctual to their duties and shall strictly adhere to the College timings. Punctuality should be maintained in all the activities like examination duties/ class work/meetings etc.
- All the employees should strictly adhere to the rules framed in the administrative manual.
- All the employees should strictly obey the instructions and circulars issued by the authorities from time to time.
- All the staff members should maintain transparency in evaluation procedures.
- All the staff members should maintain confidentiality in examination and other works where ever necessary.
- All the employees should maintain the gender equity and see that the students also follow the same.
- Equal priority should be given for character building and proper behavior, along with academics while counseling the students.
- All the staff members should strictly avoid usage of mobiles during invigilation/ class work /practical sessions.



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- All the employees should maintain discipline and cordial relations with colleagues, parents and students.
- A teacher finding a student committing any act of misconduct in the class or in the premises shall immediately take appropriate action, which shall be taking correctional action fit is within his / her power or reporting the matter to the higher official.
- Every employee shall attend all the departmental and institutional functions and carry out additional responsibilities assigned from time to time.
- Employees should not engage themselves in other activities / businesses, which affect their effective contribution in the department and the college.
- Employees should maintain impartiality and should not accept gifts of any kind from the students or their parents for any favoritism.
- All the employees should exhibit matured behavior in sensitive issues like caste/community and politics; it should not disturb the work environment.

"BREACH OF POLICY:

Any employee found violating any of the above guidelines will be viewed seriously; and it may lead to disciplinary action against him/her.



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CODE OF CONDUCT FOR STUDENTS:

- Students of Kamala Institute of technology & science should display exemplary conduct, professional ethics and character, not only within the campus but also outside the campus.
- Ragging, Eve-teasing in any form to any extent is strictly prohibited within or outside the college. This attracts serious punishment and entails summary dismissal from the college also.
- Students should abstain from using drugs or consume intoxicants and smoking, if found red-handed, it will lead to immediate suspension or dismissal or any other disciplinary action against them.
- Student should follow all the road safety norms like avoiding triple-riding, wearing helmet, following speed limit within or outside the college premises.
- All the students should maintain punctuality for class work, practical sessions and examinations.
- Students should not adopt any kind of malpractices in the mid-term/Semester end/Practical Examinations, if found practicing, firm action will be taken.
- Gender equity must be maintained within and outside the campus.
- Discipline should be maintained at Canteen, Library and other common places.
- Any sort of misbehavior with staff members, employees and seniors will not be tolerated.
- Safety precautions must be followed strictly in all the laboratories.
- Institute policies like timings for sports; gym etc. should be strictly followed.
- Formal wear is mandatory during Class-lectures, Lab sessions, practical exams, viva voce, student presentations, placements, guest lectures, seminars, workshops and other academic events.



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- wearing Apron and shoes is mandatory during practical classes especially in Engineering Workshop and other similar laboratories.
- Policies framed by the institute like keeping the mobile in silent mode during class work and avoiding mobiles during exam halls should be strictly followed.
- The students should feel the responsibility towards maintaining the condition of furniture, classroom, laboratory equipment, and library books.
- Suggestions by the institute like reduction in usage of plastic, avoiding wastage of power & water should be followed strictly.
- Students should maintain the cleanliness and greenery of the campus.
- Students should follow all the instructions given by the institute during fests/ cultural programs etc.
- Behavior of the students outside the campus should not bring any remark to the institute/parents.
- Hostlers should strictly follow the norms laid by wardens like maintaining inward / outward timings, avoiding birthday parties in the hostel premises etc.
- Students should not create any disturbance/ inconvenience to the co-passengers in the college buses.

"BREACH OF POLICY:

Any student found to be violating any of the above guidelines detrimental to the reputation of the college will be viewed seriously; and it may lead to any disciplinary action. Their misbehavior will also be mentioned in the conduct certificate issued at the time of leaving the college.



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Policy Document on Code of Ethics

The institute gives utmost importance to student development as they are its most important stake holders

- Developing integrity, civility and honesty is what the institute never loses sight of.
- The institute relentlessly works to bring out the best in them
- Diversity and inclusion are its guiding principles
- To make students creative, inquisitive and scholarly is its prime concern

Respect, compassion, integrity, excellence leadership, diversity, and a sense of social responsibility are some of the core values on which the institute operates.

Respect: In the classrooms, students are trained to understand and accept the diverse perspectives of their peers.

Compassion: Empathy is the fundamental value that a human need to be highly successful in life. Students are trained to be sensitive to the needs of each other and operate with understanding and concern.

Integrity: The institute strives to make its employees and students to become people of integrity. Under all circumstances, they are trained not to forget the vision and mission of the institute and are encouraged to constantly work for it.

Ethical behavior: In fulfilling personal and professional responsibilities, strict adherence to ethical standards is obligatory for students and employees. They are discouraged from deviant practices.

Leadership: Various programs are organized and opportunities are created, keeping in view the desirable professional and ethical standards and prepare the students for leadership in their fields.

Diversity: The institute strongly supports a learning community in which the values, goals, and learning styles of all students are recognized and guided.



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Student Focus: The institute focuses on the rural background of most of its students and works to create an educational environment and culture that makes the students feel included and confident to attain their goals.

Social Responsibility: Students are encouraged to develop a sense of social responsibility. NSS and NCC units are the means of promoting many social activities like blood donations, helping the helpless, environmental sustainability. Activities of community-institute linkage are an integral part of our training.

Excellence:

The institute works to develop and pursue the best standards in all that we do, and promote a climate of continuous improvement. We ensure to keep the academic environment vibrant with activities that contribute to the emergence of strong personality traits in the students.



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There is a committee to monitor adherence to the Code of Conduct

INSTITUTE ACADEMIC COMMITTEE

This Committee is constituted to deal with all academic related affairs of the College, academic staff, academic planning, Instructional issues and maintaining discipline in the College Campus. The recommendations are sent to Board of Governors for further approvals.

Members: Principal, College Academic Coordinator, Head of the Departments, Registrar and Officer In charges (Library, Examination Branch, Training & Placement).

Frequency: Once in a Semester

DICIPLINARY COMMITTEE

This committee is constituted to maintain discipline in and around the college campus during the events like Orientation Programme, Technical Festivals, Seminars, Conferences and College Day etc., organized in the college. The squad will enquire any issues happened within the block & in and around the college campus and report those incidents to the HODs, who in turn will initiate disciplinary action after consultation with the principal

To organize annual awareness Programs on Code of Conduct for Students, Teachers and other staff

Members: Principal, Senior Staff members, Director of Physical Education and Office Superintendent

Frequency: Twice in a Semester

Institution organizes professional ethics programmes for students, teachers, administrators and other staff.



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