



VIDYA JYOTHI INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)

(Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)

ABSTRACT

This document is prepared to create fairness, accountability and effective functioning of institution. Regulations are necessary, particularly in a competitive environment, and to ensure the quality of teaching and learning process with transparent administration. The role of code of conduct is defined by institution authorities as a broad framework within which an action, or inaction, by those engaged against/ violating rules are judged.

About the College

VidyaJyothi Institute of Technology (VJIT) was established in 1998 by VidyaJyothi Educational Society created by a group of committed academicians and enterprising educationists. VJIT quickly won the confidence of the parent community and the students to become one of the select destinations for future engineers. Soon the lamp of knowledge began to spread its radiance far and wide. The institute is committed to adopt the changes in Engineering Education and strongly believes in and strives to strengthen the Technical Education. The highest quality of VJIT's academics is mirrored in the consistent 95% academic results. The institution registers an average of 82% placements for eligible students.

GENERAL RULES FOR CONDUCT

Core values, Code of conduct & Ethics

Core Values

Students seeking admission and trust of their parents are the primary reasons we exist as an Institution.

Our core values are:

1. Integrity: All the activities should be conducted in an ethical manner. Research and teaching shall be carried out in an environment of academic freedom and honesty.
2. Accountability: The roles and responsibilities are assigned and people are held accountable for their deeds. We feel our liability towards the society and our actions add values to the Institute.



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3. Responsibility: Everybody in the Institute is expected to discharge his/her duties with due responsibility.
4. Transparency: The general records of maximum aspects of the functioning are maintained online to encourage transparency.
5. Respect of Individual: While carrying out the interactions at all levels, the dignity and respect of an individual is observed.
6. Faculty Empowerment: Institute promotes and encourages faculty in their individual academic development and provides scope for enhancement in their participation in general governance.
7. Service to Nation: Institute is committed to developing the skilled manpower to serve the Nation.
8. Environmental stewardship: Committed in practicing green technologies for sustainable development of the Nation.

Code of Conduct

1. The Institute is a community of cultured intellectuals. It is expected that, the freedom should be with sense of responsibility. Being aware of the rights should go together with consciousness towards duties. All pleasures are to be enjoyed with sense of morality. All arguments should take place maintaining the dignity. Mahatma Gandhiji's seven principles are strived to be followed, that is: Wealth with work, Pleasure with conscience, Knowledge with character, Commerce with morality, Science with humanity, Religion with sacrifice and Politics with principle.
2. The character of the Institution is built with the discipline and harmony in the functioning. Certain policies are to be formed and communicated to all the elements to strike the balance between the freedom and responsibilities, rights and duties, in pursuit of knowledge, respecting all the individuals.
3. VJIT Engineering has got a code of conduct for the staff as well as students. Along with the general code of conduct prescribed by the Statutory Regulatory Authorities, the Institute has certain mandatory requirements.



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4. VJIT students assume an obligation to conduct themselves in a manner compatible with the Institute's norms. Every individual is held responsible for his/her actions.
5. Every student in the Institute is expected to be involved only in activities that are likely to maintain the prestige of the Institute. Each student should behave respectfully with all.
6. Following actions constitute the Institute code of conduct.
7. Honesty: Malpractices/Cheating during test/examination or knowingly furnishing false information are prohibited and strictly dealt with at the same time things like plagiarism are prohibited for faculty also.
8. Transparent Administration: With the help of MIS online information is maintained regarding attendance of students and conduction of classes by teachers.
9. Biometric attendance of staff, leave records, salary slips etc. are maintained online.
10. Disciplined Conduct: Any behavior obstructing teaching, research, administration, other proceedings or activities in the campus are entitled for punishment.
11. Respect for women: Students must take care that his/her behavior is impeccable toward opposite gender. Any unwelcome behavior towards female students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the Law.
12. Prohibition of Ragging: Ragging is any conduct by a student as an individual or group of them whether by words spoken or written, or by an act, which has the effect of teasing, treating or handling the fresher or any other student with rudeness will be treated as ragging and will be entitled for disciplinary action.
13. Drugs/ Alcohol/ Tobacco: Sale, distribution, manufacture use and possession of drugs that are not prescribed by physician or are not legal in the open market are prohibited. Alcohol and Tobacco products are also prohibited in the Campus and in the Hostels.
14. Possession or use of Fire arms, Fireworks, Explosives, Weapons or items of destruction are prohibited.
15. Conservation of Natural resources, Energy and Environment: Every student and Staff are expected to be aware of these things and maintain the conduct accordingly.
16. Cleanliness: Every student and staff is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general.



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CODE OF CONDUCT FOR TEACHERS, ADMINISTRATORS AND STAFF

1. Director

1. To chair the meetings of Deanery.
2. Convey official information to Staff and students from authorities
3. To sign in all official notifications and the circulars wherever necessary
3. To chair, co-chair or act as member of various committees
4. Act as a bridge between the staff and Principal.
5. Administrative head at faculty level
6. To decide the Financial Powers of Deans.
7. To report all activities to higher ups regarding various events

2. Principal:

He/She is the key person with a good vision, who works for the overall development of the college day and night.

1. To monitor and conduct academic activities of the college under the guidance of the management and assistance of the Heads of Departments.
2. To take institute and faculty feedback and accordingly take the remedial actions.
3. To plan and take the necessary actions for improvement of college results and academics.
4. To promote industry institution interaction and research & development activity.
5. To conduct the periodical meetings with the HODs and faculties for effective administration of the college.
6. To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
7. To initiate recruitment of non-teaching staff & teaching staff as per rules



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laid down by the AICTE.

8. To maintain good rapport with the public.
9. To give more attention to the grievances of students and staff.
10. To monitor campus drives to help the meritorious students in their job search.

3. Head of the Department:

The responsibilities of the HOD are as follows:

1. To monitor and conduct academic activities of the department under the guidance of the Principal.
2. To take department and faculty feedback and accordingly take the remedial actions.
3. To plan and take the necessary actions for improvement of department results and academic performance.
4. To maintain discipline and enforce rules as laid down by the institute, in the department.
5. To maintain necessary academic records.
6. To monitor the day to day activities of the department.
7. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc., for the benefit of the student and faculty.
8. To conduct regular meetings with teaching, non-teaching staff and students.
9. To prepare the department requirements and budget needed.
10. To oversee the purchase and deployment of any resource allotted for the department.
11. To execute any other work assigned by the Management /Principal.

4. Conduct rules for teaching and non-teaching Staff:

1. The staff members are expected to be at their workplace during the prescribed



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working hours.

2. If, for any unavoidable reason, one must leave the workplace, prior written permission should be obtained from the Principal through their HOD.
3. The staff members shall not engage themselves either directly or indirectly in any kind of business, trade activities and in running of educational institution or undertake part time job in other concern etc.
4. The staff members shall not involve themselves in activities, not conducive to their work during the working hours.
5. The staff members shall not engage in offering private tuitions. However, in exceptional cases, with prior permission of the Principal, extra classes or doubt sessions can be undertaken.
6. Staff members are encouraged to take up Consultancy / Research projects only with the permission of the Management.
7. Staff members are prohibited from accepting valuable gifts in any form from the students / parents / companies having business transactions with the college.
8. The perks received if any, for the good work from the management by the individual shall be treated as confidential.
9. The staff members shall not involve in political activities.
10. The details of student feedback forms and self-performance appraisal reports given by the individual to the superior shall be treated as confidential.
11. Any breach /violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension / termination.

5. Teacher

Teacher includes all cadre categories as Professor, Associate Professor, and Assistant Professor. He / She is having the following responsibilities:

1. To follow all rules and regulations as laid down by the college which includes working time in the institute, signing of the muster, updating leaves, submission of tax documents, etc.
2. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical's, preparation for the course



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assigned, conduct of internal exams and to maintain the course file and personal file in appropriate format.

3. To use innovative teaching aids and adopt innovative teaching – learning methodologies.
4. To counsel students and conduct extra lectures/ revision lectures for students requiring help.
5. To organize/co-ordinate/attend various seminars/workshops/conferences/faculty development programmes/training programs.
6. To participate proactively in any research and development activities conducted in the department.
7. To complete the work assigned to him in time
8. To perform other academic/administrative duties assigned by Head of the Department / Principal /Management.

6. Non-teaching - Technical staff:

1. Non-teaching Technical staff includes lab technicians, programmers, lab assistants, and workshop instructors. They have to perform the following duties:
2. To update and maintain institute website with institute data.
3. To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
4. To initiate purchase of equipment.
5. To provide support for various software servers.
6. To ensure continuous internet during assigned hours.
7. To give support to On-line exam, Seminar, Workshop, technical training program.
8. To prepare the laboratories for smooth conduction of laboratory session.



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9. To assist faculty and students during laboratory sessions.
10. To maintain stock register, Instrument Issue register and maintenance register.
11. To conduct installation of new equipment and maintenance of existing equipment.
12. To maintain and update the approved supplier list for equipment.

7. Non-teaching – Non Technical staff:

- Non-teaching – non technical staff includes, Librarian / In-charge librarians, TPO, Manager, Office superintendent, office staff and supporting staff. They have to perform the following duties:

(a) In charge-Library /Librarian:

1. To implement all library rules as defined by the management.
2. To ensure that documented Quality Management System is followed at various stages of library processes.
3. To be responsible for overall functioning of the library.
4. To be responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books, online resources etc. and renewal of books /magazines.
5. To display all technical articles, literature and new arrivals.
6. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
7. To execute any other work given by the Principal/management.

b. Training and Placement Officer:

1. To maintain complete information regarding student appearing for placement activities.
2. To conduct placement activities smoothly
3. To decide and arrange for personal development programs for student.
4. To update and maintain the contact details of companies interested in recruitment activities.
5. To send invitation to industry and company for campus recruitment, to



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notify the students about the events and take necessary action.

6. To take feedback from industry about the students recruited.
7. To execute any other work given by the Principal/management.

c) Manager/Office Superintendent /Office Assistants / Supporting Staff:

1. To provide secretarial support to the College Management and Principal.
2. To maintain general discipline, safety, cleanliness of premises etc.
3. To handle the student section, Establishment Section, Stores and Purchase section, maintenance related activities and Control of Centralized activities.
4. To ensure that documented Quality Management System is followed at various stages of administrative processes.
5. To execute the admission process and University Examination process of students.
6. To handle student grievance and taking remedial actions.
7. To execute attendance monitoring, salary payments to faculty & staff.
8. To handle of customer complaints and ensuring corrective actions.
9. To execute any other assignments given by Management and Principal

d. Duties and Responsibilities of College Committees:

1. The Management and Principal constitute different committees like (Disciplinary, Anti- Ragging, Transport, Editorial, Women Grievance, Web committee, NBA committee, etc.,) for smooth running of the institution. The committee consists of a coordinator and members from each department. Their duty and responsibilities are:
2. To support the Principal in the smooth maintenance of the committees.
3. To conduct periodical meetings and pass resolutions which help for the development of the college.
4. They should send the resolution copies of every meeting to the Principal/Director/Secretary.
5. They should always be in touch with the principal for having his valuable advice.



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8. Code of Conduct for Counseling In charges

1. Be familiar with the personal history of assigned student including educational and family background.
2. Attempts should be made to determine the reason for the student problem, counsel and provide guidance to the student to correct the problem and recommend a remedial programs if necessary.
3. Assist students I periodic evaluation of his/her academic progress.
4. Helps student understand and examine the graduation requirements for the curriculum leading to the bachelors degree.
5. Explains importance of participation in the class activities.
6. Explains importance of submission of assignment and its consequence on the performance of mid examinations and end semester examinations.
7. Helps the student to explore the career fields in the students branch of engineering and provide information about higher education and job opportunities.
8. Explains importance of attendance and its implications to student to perform well in examination.
9. Counsel students on their academic progress and report the same to the respective program coordinator.
10. Explains importance of self motivation to give their best in career and subsequently in life.

9. Code of Conduct For Class Representative (CR)

1. Report general problems of students to HOD through the class teacher.
2. Transmit information instructed by HOD/class teacher to the students.
3. Collect the names of students to participate in the department activities as per schedule given by the class teacher /HOD.



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Actions to be taken against students indulging and abetting in ragging as per the directions

1. Cancellation of admission and also debarred from taking admission in any institution in India.
2. Suspension from attending classes.
3. Student should have at least 75% attendance in the lectures of every subject and 100% overall performance.
4. Students should not arrange any function meeting or religious gathering within the campus without prior permission from the higher authorities of the institution.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students is not acceptable.
6. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students is forbidden.

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1. Students are not permitted to use mobiles in the college campus. However, students may use department phone in case of emergency. If any student is found carrying the cell phone in the campus, disciplinary action will be taken.
2. No musical gadgets shall be allowed in the college campus. If any student found using such items, the items would be seized and severe disciplinary action will be initiated.
3. Students found bunking classes or leaving the college without prior permission will not be permitted to attend the classes the next day, till proper explanation is given by the students or parents/guardian to the Head of the Department concerned.
4. Students should be punctual to their classes. In case coming late to the class, the student may be permitted to attend the class with the permission of their respective Department Head. If the student is a regular late comer, appropriate disciplinary action will be taken.



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5. Students should have formal attire and are not permitted to wear T-shirts & jeans. Students must follow the department dress code on all the days.
6. No student should absent from the class without prior permission of the HOD. If a student is absent for three days continuously without reason/prior permission, disciplinary action will be taken. The students must submit leave application in advance to the HOD, if he/she wants to go on leave for a day on some valid reason.
7. Wearing ID card is mandatory for all the students as long as they are in the college premises. They are not allowed to attend the classes and labs or appears for the examinations without the identity card.
8. The students are supposed to submit their Lab records and Assignments given by the faculty concerned and get them corrected and graded in time. Late submission is not accepted.
9. Students are also informed to see the College notice boards, department notice boards and Lab noticeboards regularly.
10. The students must commute in the allocated buses. In case of emergency they will be permitted to change route, with the permission of the authority concerned /bus in- charge. If the behavior of any student is objectionable to the staff/other students, disciplinary action will be taken. No student is permitted to travel without bus pass. One Senior Faculty Member will be nominated as Bus In-charge.


PRINCIPAL

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Hyderabad-75.



SECRETARY

Secretary/Correspondent
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