



MALLA REDDY INSTITUTE OF TECHNOLOGY & SCIENCE

(SPONSORED BY MALLA REDDY EDUCATIONAL SOCIETY)

Permanently Affiliated to JNTUH & Approved by AICTE, New Delhi
NAAC&NBA Accredited, ISO 9001:2015 Certified, Approved by UK Accreditation Centre
Granted Status of 2(f) & 12(b) under UGC Act, 1956, Govt. of India.



Policy Name	Policy on Code of Conduct and Ethics
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Policy on Code of Conduct and Ethics:

Preamble:

Malla Reddy Institute of Technology & Science (MRITS) later referred to as Institute, is pleased to declare its policy of Code of Conduct and Ethics to be abided by the Faculty Members and Students. This Policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire Faculty as employees and all the Students who have enrolled in this Institute to study various Programs. It is binding on them to strictly adhere to and follow this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it.

Purpose: This document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the Institute. The purpose of the Policy is twofold:

1. To clarify the principles of academic integrity
2. To provide examples of dishonest conduct and violations of academic integrity. Failure to uphold these principles of academic integrity threatens both the reputation of the Institute and the value of the degrees awarded to its students. Every member of the Institute community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld

Scope of the Policy: This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and is required to adhere to the said policy. The Institute's endeavor by means of enforcing this Code is to pioneer and administer the student and staff discipline process that is egalitarian, conscientious, effectual and expeditious and providing a system which promotes their growth through individual and collective responsibility.

Policy contents/ Statements

Policy on Code of Conduct and Ethics is made available in both the forms- soft and hard. All the stakeholders are expected to be well conversant with the Code of conduct and academic ethics, which can also be reviewed on the official website of the Institute.


Jurisdiction

- The Institute shall have the jurisdiction over the conduct of the stakeholders associated /enrolled with the institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the campus or in connection with the institute related activities and functions.
- The Institute may exercise jurisdiction over conduct which occurs on campus violating the ideal student conduct and discipline as laid down in this Policy which shall include

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- i) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- ii) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
- iii) Possession or use of weapons, explosives, or destructive devices on campus.
- iv) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- v) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off campus community.

The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated herein above, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off campus.

Ethics and Conduct

This Code of conduct shall apply to all kinds of conduct of the students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the interest of the Institute or reputation.

At the time of admission, each student along with the parent/guardian shall sign on an undertaking and is also informed about the policy on Code of conduct and ethics that

- i) He/she shall be regular and must complete his/her studies in the Institute
- ii) In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institute on written direction of the Principal
- iii) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and the fees of the Institute if any

The Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

All students must deter from indulging in any and all forms of misconduct including indulging in any activity which can affect the Institute's interests and reputation substantially.

The various forms of misconduct include:

- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- Intentionally damaging or destroying the property of the Institute or property of other students and/or of faculty members


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- Any disruptive activity in a class room or in Institute sponsored event
- Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards, teachers and the staff

Participating in activities including

1. Organizing meetings and processions without permission of the Institute
2. Accepting membership of terrorist groups banned by the Government
3. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to the law or the policy
4. Use of harmful chemicals and banned drugs
5. Smoking on the campus of the Institute
6. Possessing, Consuming, distributing, selling of alcohol and drugs in the Institute and/or throwing empty bottles on the campus
7. Use of plastic in any form in the Institute premises
8. Parking a vehicle in a No Parking Zone or in area earmarked for parking other type of vehicles
9. Rash driving on the campus that may cause any inconvenience to others
10. Theft or unauthorized access to others resources
11. Misbehavior at the time of student body elections or during any activity of the Institute
12. Misuse of social networks
13. Usage of websites banned by Central/State governments
14. Creation of social network groups by using the name of the institute / branch of study
15. Engaging unauthorized student bodies in the campus

Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

Regulation of the violation of the Codes

If there is a case against a student for a possible breach of code of conduct, then the committee handling grievances and its redressal, is forwarded for a suitable disciplinary action and shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest the action to be taken based on the nature of misconduct to the Head of Institute for further action.



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Academic Integrity

As a premier Institute for advanced studies in multi-faculties, research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

The principles of academic integrity required by a student:

1. Properly acknowledges and cites use of the ideas, results, material or words of others
2. Properly acknowledges all contributors to a given piece of work
3. Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration
4. Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
5. Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress

Violations of this policy include, but are not limited to:

- i. Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:
 - a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet
 - b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
 - c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution
 - d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations
 - e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement
 - f) Paraphrasing or changing an author's words or style without citation
- ii. **Cheating**


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Cheating includes, but is not limited to:

- a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts
- b) Allowing or facilitating copying, or writing a report or taking examination for someone else
- c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources
- d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications
- e) Creating sources, or citations that do not exist
- f) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

Individual and Collective Responsibility:

The responsibility varies with the role one plays.

- a) **Student roles:** Before submitting a thesis to the department, the student is responsible for checking the thesis for plagiarism using software that is available. In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the thesis is original work. A webcheck does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner
- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity
- c) **Institution roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the Institute, and this can lead to various sanctions. In the case of a student the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the department. Upon receipt of reports of scientific misconduct, the Principal may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis


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ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutes, 2009'. The students are requested kindly to follow the codes strictly.

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student
- e) Any act of financial extortion or forceful expenditure burden put on a student by other students
- f) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person
- g) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student
- h) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student

ANTI-RAGGING COMMITTEE:

In order provides smiley welcome to freshers, an “ANTI-RAGGING COMMITTEE” has been constituted in the college with several teams Principal is Chairman for all the teams. The teams are Quick Action Committee which all Head of Departments of all the departments including Physical Director and six teams i.e. one team from each department. Further, a separate “Women Committee” is formed to take care of the wellness of Girl students.

All the members, depending on their availability (free time), shall continuously move in the college to monitor the situation inside the building, in the ground, in the canteen, in the buses, on the terrace etc. The committee members direct the students to their respective classes.

In case, if any of the committee members identifies an incident, the students may be properly advised, the group members can meet and advise the students, or the case can be brought to the notice of Quick Action Committee (QAC) and finally QAC members shall present


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the case to the principal without fail. Any act of ragging observed by any member of the college shall be brought to the notice of the Principal immediately. Depending on the severity of the incident, appropriate action will be taken in line with Anti-Ragging act of GOI.

Also, a committee comprising of students of all branches has been constituted. The student members will intimate the position of ragging to the Faculty members or HOD's or Principal.

The Anti- Ragging committee is expected to work effectively to maintain the discipline of the college.

SEXUAL HARASSMENT:

The Policy of the Institute on prevention and prohibition of sexual harassment the students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

STUDENT GRIEVANCE PROCEDURE:

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal Cell at the Institute or report to online mode. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee members to enforce this Code, in cases of any sexual harassment complaints.

STUDENT REPRESENTATION & PARTICIPATION IN GOVERNANCE:

As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student representation and participation is encouraged and must be strengthened through the involvement of students at all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.



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