

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE
MADANAPALLE - 517325**



STUDENT HANDBOOK - CODE OF CONDUCT

MITS Statement on Respectful Environment for Students, Faculty & Staff

Vision: Madanapalle Institute of Technology & Science envisions to become a globally recognized research and academic institution and thereby contribute to technological and socio-economic development of the nation.

Quality Policy: Madanapalle Institute of Technology and Science is committed to bring out and nurture the talents and skills of youth in the fields of Engineering and Management to cater the challenging needs of the society and industry.

MITS creates a conducive climate in which students, faculty and staff are provided with the best possible conditions for learning, researching and working, including an environment that is dedicated to excellence, equity and mutual respect. MITS strives hard to realize the above mentioned vision by fostering educational practices that respect individual's dignity ensures that everyone would live, work, and study in a positive and supportive environment.

Values:

- Respect
- Civility
- Diversity
- Equal opportunity
- Commitment

A. Statement of Principle:

MITS generates a possible environment for working, learning and living. Everyone at MITS is expected to conduct themselves in a manner that upholds the above mentioned values in all communications and interactions.

B. The Respectful Institutional Environment: Fostering a culture of excellence in research, innovation, entrepreneurship, rational thinking and civility by providing necessary resources for generation, dissemination and utilization of knowledge and in the process, creating an ambience for practice-based learning to the youth for success in their careers is the mission of MITS.

C. Respectful Environment for student: Student shall contact his/her class teacher, professor, Head of the department, if his/her concern relates to a course or academic matter.

D. Related Policies & provisions: Administrative Heads of Units and others responsible for addressing respectful environment concerns will direct the individual to the appropriate office.

Code of Conduct

1.1. Madanapalle Institute of Technology & Science is a community of students, faculty, and staff involved in learning, teaching, research, and other activities. In accordance with the **MITS Statement on Respectful Environment for Students, Faculty and Staff**, all members of this community are expected to conduct themselves in a manner that contributes positively to an environment in which respect, civility, diversity, opportunity, and commitment are valued, so as to promise the success of both the individual and the institution.

1.2 The purpose of this **Student Code of Conduct** is to define the general standard of conduct expected of students and any deviation is, subjected to disciplinary action. Students are expected to be aware of this code and to conduct themselves in accordance with, this Code.

1.3 MITS respects the personal rights of students. This Code governs only to the extent necessary to protect the integrity and proper functioning of the academic and non-academic activities of the Institution. The facilities, the resources and the joyful environment are for all the members of the Institution. All the members of the Institution shall feel the responsibility of protecting the resources.

2. Definitions In this Code:

2.1 "**Student**" means: a person who is presently enrolled at the Institution in a credit course

2.2 "**Institution**" means: Madanapalle Institution of Technology & Science

2.3 "premises" includes: lands, buildings, hostels and grounds of the Institution.

3 Applicability:

3.1 This Code applies to all the students of MITS:

- (a) Who are in the premises of the Institution;
- (b) Who go out to participate in the activities sponsored by the Institution, or where the conduct is suspected to adversely disturb, affect, disrupt, or interfere with another person's participation in Institutional programs or activities

3.2 Any student found responsible for non-academic misconduct is subject to the **disciplinary provisions of this Code**. A student may be subjected to

criminal prosecution and/or civil proceedings if the nature of guilt warrants, in addition to the disciplinary action.

4. Prohibited Behaviour:

4.1 Any conduct on the part of a student that has, or might reasonably be seen to have an adverse effect on the integrity or the proper functioning of the Institution or the health, safety, rights, or property of the Institution or its members and visitors, is subject to discipline under this Code.

5. Prohibited conduct that is subject to disciplinary:

5.1 Misconduct against persons includes:

- (a) Creating a condition that unnecessarily endangers the health or safety of other persons; Uttering threats;
- (b) Bullying, intimidating, manhandling or harassing another person in the campus, outside the campus or in the hostels;
- (c) Any conduct that can be reasonably considered hazing or forcing activity
- (d) Physically aggressive behaviour, bullying, assault, harassment, intimidation, threats or oppression either to students or any other member of MITS
- (e) conduct that threatens or endangers the health, safety or property of any person in the institution
- (f) conduct that creates conditions that endanger the health, safety, property, or well-being of any person in the institution;
- (g) engaging in a course of annoying conduct, harassment, or discrimination that is directed at one or more specific persons and that is based on any of the protected grounds under the basic Human Rights
- (h) Use of criminal force; Assault as well as sexual offences or unnatural offences;
- (i) Physical (manhandling) or psychological humiliation in the campus, hostels or outside;
- (j) Any unwelcome physical, verbal or nonverbal conduct of sexual nature; showing pornography, demand or advances for sexual favours; physical contact advances are considered highly immoral and unethical.
- (k) Sexual harassment is treated as a misconduct and stringent action shall be initiated.
- (l) Violation of decency and morals through ragging;
- (m) Unauthorized entry or presence on any premises of the campus

5.2 Misconduct against property, which includes:

- (a) Taking, destroying or damaging property that is not her or his own;
- (b) Defacing any part of the campus premises

- (c) Knowingly possessing stolen property;
- (d) Creating a condition that endangers or threatens destruction of the property of MITS or of any of the members of MITS.
- (e) Taking or possessing without authorization, or misusing, destroying, defacing, or damaging Intuitional property or property that is not their own, or information or intellectual property owned by the Institution or by any of its members;

5.3 Disruption:

No student shall, by action, threat, disrupt any activity organized by the Institution or by any of its faculties, or departments, or the right of other persons to carry on.

5.4 Unauthorized Use of University Facilities, Equipment, or Services:

(a) No student shall use any facility, equipment, or service of the Institute, or enter or remain in any premises, to which they do not have authentic access.

(b) No student shall use any Institute computing equipment, facility, network, or system for any disruptive or unauthorized purpose, or in a manner that violates any law, Institutional regulations, policies or procedures.

(c) No student shall destroy, misplace, misfile, or render unfeasible any stored information such as books, film, data files, or programs from a library, computer, or other information storage, processing or retrieval system.

6. Unauthorized Possession or Use of Dangerous Objects

No student shall store, possess, or use real or replica firearms or any other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials in the campus.

Declaration

"I S/o, D/o
, hereby accept and submit myself to the statutes, rules, regulations, and policies of Madanapalle Institute of Technology & Science. I promise that I comply with all the above mentioned statutes.

Signature of the Parent

Signature of the student

7. MITS Cell Phone Policy:

This fascinating magic Device can be used for academic purpose such as: to get an access to e-learning portal Moodle; MOOCs courses, Digital library; uploading assignments etc...

Keeping in view with the aforesaid activities MITS authorities have provided campus Wi-Fi facility in the campus. Students shall utilize the resources that are available in abundant. To be vigilant on the misuse of this magical device and to minimize the ill effects of mobile usage the following activities are restricted in the classrooms.

- Engaging in SMS messaging, making phone calls, accessing the internet from their phone for YouTube downloads or watching pornographic videos, or playing a mobile driven game; carrying mobile to the exam halls, classrooms; text messaging during class time; using mobile phones while driving;
- For a better Learning ambience **cell phones shall be put off during the lecture hours.**
- The students can **use laptops** only with the **approval** of the faculty.
- Institution is not responsible for the loss of cell phones/laptops/any valuable goods.
- Students shall not use any portable electronic music devices (mp3 players/iPod etc.)

Cell phones will be seized or confiscated if the student is found guilty.

I have gone through the Cell Phone Policy of MITS and I will promise that, I will not misuse the privilege of Wi-Fi and utilize it for the academic progress. I am aware of the consequences of the violation of this rule and abide to any action that is initiated on me.

Signature of the student

8. MITS is NO SMOKING Zone-SMOKING HERE IS AN OFFENCE"

As per Govt of India's policy, Section 31 of the Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003 (34 of 2003), smoking is prohibited in the campus.

Any Student found smoking in MITS campus shall be charged with a fine of Rs.200.

9. Alcohol or Drug Use

9.1. No student shall use, possess, consume, bring or distribute any substance or drug or alcohol. Disobeying the policies of the Institution regarding the possession, distribution, and the consumption of alcoholic beverages, shall be viewed seriously.

9.2. Offences involving alcohol include:

- (a) Being drunk and disorderly
- (b) Providing alcohol to minors or classmates
- (c) Illegal selling or distribution of alcohol
- (d) Drinking alcohol in the campus

Violation of the code of conduct attracts the following Disciplinary Measures from MITS authorities:

- Withholding / withdrawing scholarship / fellowship and other benefits
- Debarring from appearing in any test / examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension / expulsion from the hostel
- Cancellation of admission Suspension from attending classes
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Statutory warning:

No student shall report any matter of the Institute to the Police, Press or Public without taking prior permission from the Management.

"I S/o, D/o
....., hereby accept and submit myself to the statutes, rules, regulations, and policies of Madanapalle Institute of Technology & Science, in which I am registered, and have read the above mentioned Code of Conduct. I am hereby giving an undertaking that I will be abiding to the above mentioned rules & regulations during my study at this college."

Signature of the Parent

Signature of the student