



CODE OF ETHICS AND CONDUCT VNRVJIET

ABSTRACT

This document is a combination of the Code of Ethics, Code of Conduct, Ethical Framework, Academic Honour Code, Research Ethics which are applicable to Workplace Practices at VNR Vignana Jyothi Institute of Engineering and Technology, Hyderabad.

VNRVJIET

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Objectives

VNRVJIET Code of Ethics and Conduct is prepared with the following objectives of the Institute, aligning with the Vision and Mission of the Institute as well as the Philosophy of Vignana Jyothi.

- Establish ethical principles, provide guidance, promote awareness, and regularly review and update the framework to guide ethical decision-making by all stakeholders,
- Promote academic integrity, respectful and inclusive behaviour, professionalism, transparency, and accountability among students and employees,
- Set clear expectations, educate and raise awareness, foster a peer-driven honour system, and ensure fairness and due process in upholding academic integrity, and
- Implement ethical oversight through appropriate policies and measures, promote responsible conduct of research, ensure data integrity, and protect the rights of research participants if any.

Ethical Framework

The National Education Policy 2020 [prescribes](#) that “a ‘light but tight’ regulatory framework to ensure integrity, transparency, and resource efficiency of the educational system through audit and public disclosure while encouraging innovation and out-of-the-box ideas through autonomy, good governance, and empowerment” is recommended for better quality education.

The ethical framework for the Institute must provide well-defined boundaries in the form of rules and regulations but also provide enough scope for genuine and justifiable exceptions that can lead to collective progress. Thus, the framework is chosen as a combination of deontological ethics and rule utilitarianism, while choosing the core values based on these approaches while incorporating traditional and constitutional Indian values.

Deontological Ethics emphasise the importance of following moral duties and principles regardless of the consequences, focusing on individual rights, duties, and ethical obligations. Combining these principles with consequentialism by way of Rule Utilitarianism brings the right emphasis to the best outcome for the greater good while adhering to rules and obligations. This combination also balances the individual with the collective perspective, since deontology is about individual autonomy while utilitarianism is about a community welfare. This combination can be further enriched by designing the framework to include relevant constitutional and traditional Indian values—such as *dharma*, *nishkaama-karma* (action driven by itself instead of the outcome), *ahimsa* (non-violence), *satya-kaamyata* (desire for truthfulness), *karuna* (compassion), *seva* (service), *sahanam* (patience), and *sangha-jeevanam* (community living)—thereby making principled decision-making for the best collective, positive outcome possible through natural and native processes.

Core Values

Core values of an institution epitomise the institution’s vision and mission and create a strong foundation for actionability without losing sight of the vision in achieving the mission effectively, while keeping the spirit of the institution intact. Thus, the core values must be seen as nodes within the ethical framework that maintain the integrity of the framework while also bringing a meaningful connection.

The Institute’s core values, which stem out of the ethical framework, are packaged into a meaningful acronym, “**SCIENCES**”, to reflect science as a basis of technology and engineering as well as scientific temperament. These values reflect in the Code of Ethics and Conduct at the Institute.

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1. **Social Responsibility:** All stakeholders of the Institute are expected to be responsible towards the micro-society around them, both within the Institute and their household, as well as the society at large with due regard to the law of the land. Inspired by utilitarianism, this value serves as a basic ingredient for service learning and service leadership through which the stakeholders can fulfil their role in the society responsibly.
2. **Conscientiousness:** All stakeholders are expected to be conscientious by nurturing, developing, and demonstrating suitably the intention to do the right thing in all circumstances, in both personal and professional aspects. Owing to deontological ethics, conscientiousness may be seen as the fundamental component of discipline at the Institute among all stakeholders.
3. **Integrity:** It is important for all stakeholders to maintain consistency in the feelings and thoughts, words, and actions, leading to an integral self that stems out of conscientiousness. Transparency, honesty, and ethical commitment can be ensured through this value that resonates with both deontological ethics and rule utilitarianism.
4. **Equity:** Equals must be treated equally and unequals unequally in a lucid manner and with fair and reasonable regard to the inequality and the subsequent unequal treatment that does not propose oppression towards any party, with the spirit of Article 14 of the Constitution of India, and with rule utilitarianism that inspires provision of equal opportunity and resource access at the Institute.
5. **Non-maleficence:** No stakeholder must resort to inflicting any harm directly or indirectly through one's actions or the possible outcomes thereof. As a part of deontological ethics, it is paramount to ensuring student safety and well-being.
6. **Cultural Sensitivity:** All stakeholders must uphold the ethical pluralism and unity in diversity that India has traditionally and constitutionally advocated and be accommodative to cultural diversity. It may be seen as a core value of the Institute in the context of the world becoming a global village and interactions with diverse populace have become more frequent for all stakeholders.
7. **Empathy:** Empathy is a fundamental building block for all human interactions including those interactions with non-human entities such as nature and other living beings. Towards people, empathy may be considered basic for individual level interactions that balances the autonomy of deontological ethics and provides for due consideration for greater good prescribed by rule utilitarianism.
8. **Sustainability:** It may be perceived as the most important value to ensure that humankind and Mother Earth has a future. The spirit of sustainable development is an inherent part of Indian value system; rule utilitarianism cautions that resource use must be fair and contributing to greater good, while it is imperative for engineers to consider sustainability at an individual level autonomously in order to ensure a better future for the planet.

Discipline

All forms of indiscipline—including suggestions and encouragement towards the same, inside the campus or involving any stakeholders outside the campus—may attract suitable disciplinary action. All forms of substance abuse, and use of prohibited substances, use of unparliamentary and indecent language, acts that may be construed as ragging (Ref. Appendix A), and acts that may imply or involve discrimination of caste, creed, sex, race, age, region, or religion are considered against decorum and against the institutional ethics, and are liable to attract suitable disciplinary action. The rules of discipline apply suitably to all stakeholders of the Institute and to all

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the premises including the Institute campus, hostels, and other locations where the stakeholders are identified as members belonging to the Institute. Understanding the policies and procedures of the Institute, proactive and conscientious participation in the implementation of the same, cultivation of self-motivated/ self-induced discipline, and compliance to the code of ethics and conduct are expected of all stakeholders.

Suitable disciplinary action may be decided by the appropriate authorities on a case-by-case basis, and could constitute a verbal/ written warning, imposing certain restrictions, suspension from the campus and from the usage of all/ designated campus facilities, or permanent expulsion from the Institute. The Institute's disciplinary actions would be in compliance with the law of the land as may be applicable in certain cases.

Relevant Committees and Cells

While the question of ethics and conduct is pertinent to all activities and processes at the Institute, a few Committees and Cells have overlapping areas of concern. These include the Committees such as the Disciplinary, Anti-Ragging & Anti-Drug Cells/ Committees, the Grievance Redressal Cell, and the Internal Complaints Committee. Apart from these, primary activities of an educational institution—such as academics and particularly examinations and evaluation—are crucial to ensuring ethical conduct.

Ethics Committee

Thus, as may be necessary, an *ad hoc* Ethics Committee is formed with representatives from these various committees and cells, which concern with the particular case in context. Such an Ethics Committee shall operate à la ombudsperson in terms of its autonomy and authority of implementing ethical culture and action at the Institute, providing the best ethical recommendation to the Institute and its components/ stakeholders. A Steering Committee comprising of the members of the Governing Council and Student Council, chaired by the Head of the Institution, may meet at least once a year to discuss the Code of Ethics & Conduct and review any cases that the *ad hoc* Committees examined that year as well as to consider changes to the Code itself.

Faculty Members

As professionals in the field of education, faculty members at VNRVJIET are expected to adhere to a set of standards and principles that promote responsible and ethical conduct. The following key points outline the expectations and obligations of faculty members in various aspects of their professional roles:

Attendance

- Attend 90% or more of the required class time, ensuring consistent presence and engagement with students.
- If unavoidable due to circumstances beyond one's control, limit tardiness to the maximum permissible instances during a given period.
- Notify the HoD/ Coordinator, the students, and anyone else concerned, in advance, of any planned absences or tardiness.
- Come prepared for classes by completing reading assignments and necessary preparations.
- Actively participate in class activities, contribute to discussions, complete assignments, and engage in relevant activities.
- Adhere to expected work schedules, starting and ending tasks as required, and utilizing work time effectively.

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Code of Conduct

- Adhere to a responsible pattern of conduct and maintain a demeanor that upholds the dignity of the profession.
- Manage personal affairs in a manner consistent with the professional standards expected.
- Pursue continuous professional growth through ongoing study and research.
- Express opinions freely and openly and being respectful of others while participating in professional meetings, seminars, conferences, and other knowledge-sharing platforms.
- Maintain active membership in professional organisations and contribute to the improvement of education and the profession through these associations.
- Fulfil all responsibilities related to teaching, tutorial, practical, seminar, and research with conscientiousness and dedication.
- Cooperate and assist in fulfilling educational responsibilities of the college and university, such as evaluating admission applications, advising and counselling students, and participating in university and college examinations, including supervision, invigilation, and evaluation.
- Engage in extension, co-curricular, and extra-curricular activities, including community service.
- Respect the rights and dignity of students, allowing them to express their opinions without prejudice or discrimination.
- Treat all students fairly and impartially, irrespective of their race, religion, caste, language, region, political affiliation, economic background, social status, or physical characteristics.
- Recognize and accommodate differences in aptitude and capabilities among students, striving to meet their individual needs.
- Encourage students to improve their academic achievements, foster personal growth, and contribute to the welfare of the community.
- Instil a scientific outlook, promote respect for physical labour, and foster ideals of democracy, patriotism, and peace among students.
- Demonstrate care and empathy towards students, and concern for their well-being, refraining from any vindictive behaviour, bias, or vengeful attitude that might cause them any harm.
- Evaluate student merit based solely on their academic performance.
- Offer guidance and support to students beyond regular class hours, willingly providing assistance without expecting remuneration or rewards.
- Help students develop an understanding of national heritage and goals.
- Refrain from inciting students against their peers, colleagues, or the administration.

By adhering to these principles of ethical practice and moral code of conduct, faculty members at VNRVJIET contribute to the creation of a positive and nurturing educational environment, fostering student growth and success.

Students

Attendance

Attendance plays a crucial role in shaping students' success as professionals by fostering discipline, engagement, and active participation. It provides an opportunity for students to fully immerse themselves in the learning process, build essential skills, and develop a strong foundation for their future careers.

- Class Work: Regular attendance ensures students benefit from the knowledge shared by faculty during lectures, discussions, and interactive sessions, facilitating a comprehensive understanding of the subject matter.

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- Laboratory/ Practical Sessions: Attendance in labs and practical sessions allows students to gain hands-on experience, develop practical skills, and apply theoretical concepts in a controlled environment.
- Tests/ Assessments: Attending tests and assessments enables students to gauge their progress, identify areas of improvement, and receive feedback, fostering a culture of continuous learning and growth.
- Examinations: Attendance in examinations is essential to demonstrate knowledge, understanding, and application of course material, and to fulfil academic requirements.
- All Academic Work and Training/Mentorship Activities: Attendance in all academic work, including assignments, projects, seminars, workshops, and training/mentorship activities, ensures students maximize their learning opportunities, acquire specialized knowledge, and develop essential competencies for professional success.

Student Code of Conduct at VNRVJIET

In order to maintain conducive learning environment and uphold the reputation of the institution, every student enrolled in a course or program at VNRVJIET is expected to adhere to a code of conduct. The following key points outline the responsibilities and expectations placed upon students:

Acknowledgment and Compliance

- Recognize the institute's authority to establish standards of conduct.
- Read, familiarize oneself with, and adhere to the code of conduct, including any amendments made to it.
- Accept and agree to the institute's policies, rules, and procedures, including the code of conduct.
- Comply with the requirements set forth in the code of conduct.
- Acknowledge the institute's right to impose sanctions for violations of conduct standards, policies, rules, or procedures.

Core Values and Behaviour

- Embrace and promote the institute's core values of honesty, trust, fairness, respect, and personal responsibility in all academic and non-academic activities.
- Maintain integrity, inclusiveness, and a commitment to teamwork, contributing to developmental activities and educational opportunities.
- Wear identity cards at all times while on campus.
- Maintain clean and decent attire while on campus.

Academic Responsibilities

- Stay informed about and comply with the academic activities and requirements.
- Refrain from idling on campus during cancelled academic sessions or free hours, utilizing the library or computer lab for self-study unless alternative sessions or activities are scheduled.
- Understand that participation in co-curricular and extra-curricular activities does not excuse lack of attendance, unless specifically permitted by the college or with prior permission from the Principal.
- Take responsibility for personal belongings, such as books, bags, and instrument cases.

Respect for Property and Facilities

- Refrain from misappropriation, damage, unauthorized possession, defacement, vandalism, or destruction of institute property.

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- Avoid causing damage to library books, periodicals, computers, benches, and other infrastructure.
- Refrain from abusing or misusing institute documents, identification cards, facilities, equipment, supplies, or resources.
- Avoid interference with, obstruction of, or tampering with life safety and emergency equipment.
- Do not misuse institute computers, computer networks, and other electronic resources, including unauthorized access, tampering, or unauthorized use of facilities, including those available in private residences, offices, classrooms and restricted facilities.

Personal Conduct and Well-being

- Do not engage in theft or possession of property belonging to another person.
- Avoid misconduct, including assault, harassment, discrimination, sexual violence, and hazing, that infringes upon the rights, integrity, dignity, safety, and well-being of others.
- Refrain from abusing, demeaning, humiliating, ridiculing, coercing, compelling, forcing, or socially pressurizing individuals to gain or maintain membership in any group or organisation.
- Be fully aware that ragging, eve-teasing, sexual harassment, and any form of malpractice during examinations are strictly prohibited.

Adherence to Regulations and Policies

- Abide by all enrolment, teaching-learning, examination and assessment, placement, library and information, and administrative service regulations prescribed by the institute.
- Refrain from disorderly conduct that distracts students from learning, threatens or harms individuals physically, involves narcotics or psychotropic substances, or includes unauthorized entry or use of institute facilities.
- Ensure that all requests are submitted in writing, following the prescribed format, through the appropriate authority and proper channels.
- Comply with any regulations, policies, and procedures adopted by the institute from time to time.

Reputation and Behaviour

- Conduct oneself in a manner that upholds the institute's reputation and reflects positively upon the institution.
- Promote a safe and efficient climate by adhering to behavioural standards.
- Uphold academic integrity, respecting all individuals, their rights, and the property and safety of others.
- Refrain from engaging in any off-campus activities that may substantially affect the interests and reputation of the institute.

Respect and Inclusion

- Avoid discrimination based on gender, caste, race, religion, colour, region, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- Refrain from intentionally damaging or destroying institute property or the property of other students, faculty members, and staff, or anyone else.
- Do not engage in any disruptive activity within the classroom or during institute-sponsored events, or events conducted on campus.

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Compliance with Institute Policies on Safety and Health

- Present the identity card, issued by the institute, upon request by institute officials or campus security guards.
- Obtain permission from the institute before organising meetings or processions.
- Prohibit the possession, carrying, or use of weapons, ammunition, explosives, or potential weapons, as well as harmful chemicals and banned drugs.
- No smoking on the institute's campus.
- Avoid littering and dispose of trash properly.
- Adhere to designated parking areas and refrain from parking in no-parking zones or areas designated for other types of vehicles.
- Avoid rash driving on campus, considering the convenience and safety of others.
- Disclose any pre-existing physical or psychological health conditions that may pose inconvenience or impact academic performance, either for oneself or others.
- Do not engage in theft or unauthorized access to others' resources.
- Refrain from disorderly, lewd, or indecent conduct, including creating unreasonable noise, pushing and shoving, inciting or participating in a riot or disruption.

Media and Social Media

- Do not interact with media representatives on behalf of the institute or invite them to the campus without permission from institute authorities.
- Do not record lectures, actions of other students, faculty, or staff without prior permission.
- Do not share audio or video clippings of institute activities with the media without prior permission.
- Avoid posting derogatory comments about individuals associated with the institute on social media or engaging in any related activities that could harm the institute's reputation.

Privacy and Consent

- Do not make audio or video recordings, take photographs, or stream audio/video of any person in a location where privacy is reasonably expected without their knowledge or consent.

By adhering to these guidelines, students at VNRVJIET contribute to a positive and respectful academic community, ensuring the well-being of themselves and others while upholding the institute's standards and values.

A detailed set of rules and regulations will be accessible to all students, faculty and staff. Any alterations, additions or deletions shall be made by the Academic Council of VNRVJIET from time to time on need basis.

Research, Innovation, and Entrepreneurship

The ethics of Research, Innovation, and Entrepreneurship is a crucial aspect of academic and professional development at VNRVJIET. Upholding ethical principles ensures the integrity, credibility, and societal impact of research and innovation efforts. Faculty and students are expected to adhere to ethical research practices that promote honesty, transparency, respect for intellectual property, and responsible use of resources. By following these practices, we foster a culture of ethical conduct, collaboration, and accountability, advancing knowledge and innovation for the betterment of society.

Ethical Research Practices

- Research Integrity: Conduct research with utmost honesty, maintaining accuracy, objectivity, and transparency in reporting methods, findings, and outcomes.

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- **Informed Consent:** Obtain informed consent from participants involved in research studies, ensuring their understanding of the purpose, procedures, risks, and benefits before their involvement.
- **Privacy and Confidentiality:** Safeguard the privacy and confidentiality of research participants, ensuring that their personal information and identities are protected.
- **Plagiarism and Intellectual Property:** Respect intellectual property rights, giving proper credit to the work and ideas of others, and avoiding plagiarism in all forms.
- **Responsible Use of Resources:** Utilize research resources efficiently and responsibly, ensuring their proper allocation, management, and sustainability.
- **Ethical Review and Oversight:** Seek ethical review and approval from appropriate institutional review boards or ethics committees when conducting research involving human subjects or sensitive data and adhere to ethical guidelines set by relevant regulatory bodies.
- **Authorship and Acknowledgment:** Ensure proper authorship attribution, giving credit to individuals who have made substantial contributions to the research. Follow guidelines and criteria for authorship set by academic journals and publishers. Acknowledge the contributions of individuals or organisations that have provided support, funding, or resources for the research.
- **Publication Ethics:** Adhere to publication ethics standards, such as avoiding duplicate publication or redundant submission of research findings. Disclose any conflicts of interest that may influence the research or its interpretation. Follow ethical guidelines regarding data sharing, data management, and responsible reporting of research outcomes.

By upholding these ethical research practices, the faculty, research scholars, and students of VNRVJIET contribute to the advancement of knowledge, innovation, and entrepreneurship in a manner that is responsible, ethical, and beneficial to society at large.

Research Centres and Tinkering Labs

Research Centres and Tinkering Labs play a crucial role in VNRVJIET, providing an environment that fosters innovation, creativity, and cutting-edge research. These facilities serve as hubs for collaboration, experimentation, and knowledge exchange among students, faculty members, and researchers. They facilitate interdisciplinary research and exploration, besides contributing to the advancement of scientific and technological knowledge, promoting problem-solving, critical thinking, and entrepreneurial mindset among the academic community. Through ethical and purposeful utilization of these facilities the faculty, research scholars and students seek to elevate the academic reputation and promote the overall development of VNRVJIET.

- **Research Ethics:** Abide by ethical guidelines and principles when conducting research in Research Centres and Tinkering Labs. This includes obtaining necessary approvals, ensuring informed consent, and maintaining the confidentiality and privacy of participants.
- **Data Integrity:** Uphold the integrity of research data by accurately collecting, recording, and storing data. Ensure data is securely managed and protected from unauthorized access. Maintain transparency and honesty in reporting and analysis of research findings.
- **Intellectual Property Rights:** Respect intellectual property rights by acknowledging and giving appropriate credit to the work of others. Seek permission and obtain necessary licenses when using copyrighted materials. Avoid plagiarism and unauthorized use of intellectual property.
- **Collaborative Environment:** Foster a collaborative and respectful environment within Research Centres and Tinkering Labs. Engage in responsible experimentation, sharing knowledge, and

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providing constructive feedback to fellow researchers. Promote teamwork and inclusivity while respecting diverse perspectives and contributions. Bottom of Form

Co-curricular Activities

Idea Generation and Innovation

Encouraging students to engage in research, innovation, and entrepreneurship activities fosters a culture of creativity, critical thinking, and problem-solving. Through mentorship, funding, and industry collaborations, students are empowered to explore novel ideas, develop prototypes, and turn their innovations into viable ventures, enhancing their academic and professional growth.

Professional Bodies

Active involvement in professional bodies such as ACM, ASME, CSI, IEEE, IE(I), IETE, IGBC, ISOI, ISTE, and SAE provides students with opportunities for networking, skill development, and staying abreast of industry trends. Organising conferences, workshops, and technical events in collaboration with these bodies helps bridge the gap between academia and industry, equipping students with practical knowledge and exposure to real-world challenges.

On-campus Activities

The institute organises a range of on-campus activities like seminars, guest lectures, hackathons, and cultural events. These activities enrich students' overall educational experience, promoting holistic development, fostering teamwork and leadership skills, and nurturing a sense of community and belonging within the institute's vibrant campus environment.

Off-campus Engagement

Engaging students in off-campus activities such as internships, industry visits, and social initiatives enables them to gain practical experience, apply theoretical knowledge, and develop a global perspective. Collaborations with external organisations and community service projects also promote social responsibility, instilling values of empathy, ethical leadership, and civic engagement among students.

Extra-curricular Activities

Student Clubs

Student clubs at VNRVJIET are invaluable in helping students make the most of their academic experience by offering limitless opportunities for leadership, personal development, and engagement. These clubs shape students' skills, teach practical life lessons, foster teamwork, provide networking opportunities, and develop leadership abilities. They also allow students to explore their interests, showcase their talents, and build a vibrant and enjoyable college culture. They also contribute significantly to students' holistic growth, preparing them for the challenges of the real world and creating a supportive community on campus. The following are the guidelines to help the student clubs follow an ethical code of conduct:

- Uphold integrity and honesty: Student clubs should adhere to ethical principles, maintaining honesty in their activities, interactions, and decision-making processes. They should promote a culture of academic integrity and discourage any form of cheating, plagiarism, or unethical behaviour.
- Respect diversity and inclusivity: Student clubs should foster an inclusive environment where all individuals, regardless of their background, gender, race, or beliefs, are respected and

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valued. They should actively promote diversity and discourage any form of discrimination, harassment, or exclusion within their club activities.

- Demonstrate responsible leadership: Student club members should exhibit responsible leadership by serving as positive role models for their peers. They should demonstrate fairness, transparency, and accountability in their decision-making processes and actions. Responsible leaders prioritize the well-being and interests of the club members and the wider college community.

On Campus Activities

At VNRVJIET, student clubs play a significant role in organising a wide range of on-campus extracurricular activities encompassing cultural, literary, STEM, and arts-related events. These activities provide students with opportunities to showcase their talents, explore their interests, and foster a vibrant campus culture. From organising cultural festivals and literary competitions to conducting STEM workshops and art exhibitions, these student-led initiatives contribute to the overall growth and development of students beyond their academic pursuits.

Ethical practices and moral code of conduct for on-campus extracurricular activities:

- Inclusivity and respect: Ensure inclusivity and respect for diverse perspectives, cultures, and backgrounds, creating an environment where all participants feel valued and appreciated.
- Fairness and integrity: Uphold fairness and integrity in all aspects of event organisation, including transparent selection processes, unbiased judging, and adherence to rules and regulations.
- Collaboration and teamwork: Encourage collaboration and teamwork among club members and participants, fostering a spirit of cooperation, mutual support, and shared success.

Off-campus Activities

Student clubs promote community engagement and actively contribute to the betterment of the college community and society at large. They should organise events, initiatives, and community service activities that address social issues, promote awareness, and encourage civic engagement. By engaging with the community, student clubs foster a sense of social responsibility and make a positive impact beyond the boundaries of the college campus.

Community Outreach and Voluntary Service

Students and faculty at VNRVJIET actively engage in community outreach service activities, volunteering their time and skills to make a positive impact on society. Through these voluntary initiatives, they aim to address social issues, uplift marginalized communities, and contribute to the overall well-being of society. These service activities not only benefit the community but also provide students and faculty with valuable experiential learning opportunities. Ethical practices and moral code of conduct for community outreach service activities:

- Respect and empathy: Show respect and empathy towards the individuals and communities being served, valuing their perspectives, culture, and diversity.
- Integrity and transparency: Conduct all activities with integrity, maintaining transparency in decision-making, resource utilization, and reporting to ensure accountability.
- Collaborative engagement: Foster collaborative partnerships with community members, local organisations, and stakeholders, ensuring their active participation in the planning, implementation, and evaluation of service activities.

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- Sustainability and long-term impact: Emphasize sustainable solutions and long-term impact, focusing on initiatives that address root causes, promote self-reliance, and empower the community for lasting positive change.

Use of Facilities

Sports Complex

VNRVJIET promotes ethical and responsible use of the Sports Complex, encouraging fair play, respect for opponents, and adherence to rules. Students are expected to prioritize safety, maintain equipment integrity, and demonstrate good sportsmanship, fostering a healthy and inclusive environment for all participants.

Library

Responsible use of the library at VNRVJIET entails respecting intellectual property rights, following usage guidelines, and returning borrowed materials on time. Users are encouraged to maintain a quiet study environment, handle resources with care, and promote academic integrity by citing sources accurately.

Canteen

Students are expected to demonstrate respect for the staff, maintain cleanliness, and adhere to ethical food practices. Responsible use includes minimizing food wastage, following hygiene protocols, and fostering a welcoming and inclusive atmosphere.

Academic Laboratories

Ethical and responsible use of academic laboratories at VNRVJIET involves adhering to safety protocols, treating equipment with care, and conducting experiments with integrity. Students and staff are expected to respect the workstations of others, properly handle hazardous materials, and accurately record and report experimental results.

VJ Hostels

Living in hostels at VNRVJIET comes with the expectation that students strictly adhere to the rules and regulations set by their respective hostels. Here are some common expectations applicable to all hostels:

- Students are required to make their rooms available whenever necessary for repairs, maintenance, disinfection, and inspection.
- The use of electrical appliances such as TVs, refrigerators, microwaves, rice cookers, and iron boxes in residents' rooms is strictly prohibited.
- It is strictly prohibited for students to engage personal attendants or keep pets in their rooms.
- Students are not allowed to have acquaintances, relatives, or friends of the opposite sex stay with them in their rooms. However, short-duration visits and stays by a parent may be permitted by the relevant authority subject to availability of accommodation, and compliance with the rules and regulations of the particular hostel/institution.
- Indiscriminate fixing of pictures or writing graffiti on walls is not permitted.
- All residents must strictly adhere to the designated meal timings and curfew timings when returning to the hostel in the evenings. They are also expected to maintain decorum and decency in their dress and behaviour.
- The safekeeping of personal belongings is the responsibility of the student or resident in question.

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Campus Culture

Etiquette

VNRVJIET fosters an environment of mutual respect and professional conduct and encourages adherence to social conventions of academic and professional etiquette. Students and staff members are encouraged to demonstrate respect, integrity, and cultural sensitivity in their interactions themselves and with others. Upholding ethical etiquette creates a positive and inclusive campus culture where individuals value and embrace diversity while treating others with dignity and professionalism.

Pedagogy

Faculty members of VNRVJIET are committed to upholding academic integrity, ensuring fair assessment practices, and promoting an inclusive learning environment. They encourage students to engage in ethical discussions, respect diverse perspectives, and approach learning with intellectual honesty and a commitment to the pursuit of knowledge.

Teaching

Ethical and professional conduct is paramount in teaching. At VNRVJIET, faculty members demonstrate fairness, respect, and professionalism while delivering instruction. They adhere to ethical guidelines, avoid biases, and maintain a supportive and equitable learning environment. Teachers strive to instil ethical values, critical thinking skills, and a sense of social responsibility in their students.

Learning

VNRVJIET fosters ethical and responsible conduct in the learning process. Students are encouraged to approach their studies with honesty, diligence, and academic integrity. They are expected to engage in ethical research practices, properly attribute sources, and uphold intellectual property rights. Ethical learning encompasses collaborating responsibly, respecting academic boundaries, and valuing the contributions of others.

Evaluation

Ethics and morals values are fundamental in the evaluation process at VNRVJIET. The Examination Branch and faculty members ensure transparency, fairness, and objectivity in assessing student performance. They provide constructive feedback, promote growth mindset, and maintain confidentiality. Evaluations are conducted with integrity, upholding academic standards and principles of ethical evaluation.

Communication

Students and faculty are encouraged to communicate honestly, respectfully, and professionally. Ethical communication includes active listening, acknowledging diverse perspectives, and engaging in constructive dialogue. Communication channels are used responsibly, promoting transparency, clarity, and ethical use of information.

Conclusion

VNRVJIET recognizes the utmost importance of ethics and a strong code of conduct in fostering a positive learning and working environment. The institution is committed to upholding the highest standards of integrity, honesty, and respect among its students, faculty, and staff. By adhering to the principles outlined in this document, as well as the detailed set of rules and regulations, individuals at VNRVJIET are encouraged to embody the core values of academic and personal responsibility, while promoting a culture of inclusiveness, teamwork, and mutual respect. It

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is through these ethical practices and codes of conduct that VNRVJIET strives to create a nurturing and conducive atmosphere for holistic development, innovation, and excellence.

In the pursuit of academic and personal growth, the ethical guidelines and code of conduct outlined by VNRVJIET serve as a compass for students and faculty alike. By following these principles, individuals can navigate their educational or professional journey with integrity, ensuring fairness, trust, and respect in all their interactions. The code of conduct also emphasizes the significance of responsible research, intellectual property rights, and the ethical publication of research findings. Through these guidelines, VNRVJIET aims to instill a sense of social responsibility, cultural sensitivity, and a commitment to ethical behavior that extends beyond the institution's boundaries. By upholding these principles, the VNRVJIET community contributes to the creation of a supportive and morally conscious environment that nurtures the holistic growth and success of all its members.

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Appendix A: Ragging

The Institute has a strong stand against all forms of ragging and the Institute's anti-ragging policy aligns with the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009', which have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply *mutatis mutandis* to the Institute and the students are to abide by it.

Acts of Ragging

- Any conduct by a student or group of students whether by words spoken or written or by an act which has the effect of teasing, treating, or handling rudeness on any other student.
- Indulging in rowdy or undisciplined activities by a student or group of 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.
- Asking any student to do any act, which the 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.
- Any act by a senior student that prevents disrupts or disturbs the regular academic activity of any student.
- Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a student by other students.
- 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.
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, the vicarious or sadistic thrill from actively or passively participating in the discomfort to any other student.
- 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 show off power, authority, or superiority by a student over any other student.

Anti-Ragging Committee

The Anti-Ragging Committee is constituted and headed by the Principal. The Director of Student affairs will be the Convener. All the other Directors and Heads of the Departments and Sections will be the members. In addition, one member each from Civil Administration, Police Administration, an NGO, Parents and Current (Fresh) students will also be involved in the Committee. It shall examine all complaints of anti-ragging and come up with a recommendation based on the nature of the incident. The members of the committee should consist of other Directors, Heads of the departments and sections.

Anti-Ragging Squads

There will be Two types of Anti-Ragging Squads, which are smaller bodies, both headed by the Director of Student Affairs. The first one is to monitor the campus and hostels during institute working hours and consists of Professors of all departments and Faculty advisors of various student clubs. The second one is meant for monitoring in and around the campus as well as the hostels at least two hours beyond college hours and consists of members nominated every day by the Heads of the departments and sections. Both the squads shall assist the Anti-Ragging committee by

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keeping a vigil on ragging incidents taking place in the community and undertaking patrolling functions. Students may note that the Squad is always active and alert and are empowered to inspect places of potential ragging and make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

Penalties for Ragging

- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation processes.
- Withholding results.
- Debarring from undertaking any collaborative work or attending national or international Conferences/symposia/meetings to present his/her research work.
- Suspension/ expulsion from the hostels and mess.
- Cancellation of admission.
- Expulsion from the institution and consequent debarring from admission to any other Institution for a specified period.
- In cases where the person committing or abetting the act of ragging is not identified, the Institute shall resort to collective punishment.
- If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.
- The Anti-Ragging Committee of the Institute shall take an appropriate decision, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

Appeal Procedure

An appeal against any of the orders of punishment listed above shall lie to, in case of an order of an institution, affiliated to or constituent part, of the Institute, the Principal of the Institute. No order other than the order of suspending or warning student(s) shall be passed without giving an opportunity of hearing to the student(s).

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Appendix B: Dress Code

VNRVJIET understands and fully supports students' right to self-expression. However, the institute also has an obligation to create a living and learning environment where all members of the community are comfortable and not offended by inappropriate dress. The institution's dress code (guidelines for coming appropriately dressed) holds significant importance as it aims to impress upon students and faculty the need to dress decently and appropriately, while respecting the conventions and culture of society. It helps maintain a professional and respectful environment on campus. Members of all sexes are expected to dress modestly, avoiding revealing or provocative attire that may be deemed inappropriate in an educational setting.

- Wear clothing that is clean, neat, and well-maintained, reflecting a sense of professionalism and personal hygiene.
- Adhere to the guidelines regarding specific dress code requirements, such as formal attire for certain events or professional attire in academic and administrative settings. For the workshops and laboratories, they should wear appropriate uniforms as prescribed and should be aware that long and open (unclipped) hair may make them vulnerable to accidents.
- Respect the cultural and religious sensitivities of others when choosing attire, being mindful of diversity and inclusivity within the institution.
- Boys/men may wear formal/ semi-formal/ business (trousers and shirts) and girls/women may wear formal Indian wear (salwar/chridar with kurtas and dupattas, trousers with long kurtis and stole). For footwear, comfortable formal/casual shoes and sandals may be worn. T-shirts without collar and torn/distressed/faded jeans, sleeveless tops/shirts, and revealing/skin-tight/form-fitting/too short outfits are not permitted. If in doubt, students may seek advice from their mentors.

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Appendix C: Student & Parent Undertaking Form

We hereby declare that we have received the copy of the VNRVJIET "Code of Conduct for students", 2023, and understood the contents therein.

FORMAT

Declaration by the Student

I, _____, son/daughter of _____ from ____ year B.Tech. _____ Section __, bearing Roll number _____, have gone through the code of conduct and understood that it is mandatory to abide by the code. In case of any violation of the code by me at any time, I am fully aware that the institute can take appropriate disciplinary action against me, as per the rules and regulations of the institute.

Place:

Date:

Signature of the student

Declaration of the Parent / Guardian

I, _____, parent/ guardian of _____

hereby declare that I have gone through the Code of Conduct supplied by the Institute to my ward and understood that it is mandatory for my ward to abide by it. While endorsing my ward's declaration made here, I promise to take the responsibility of making him/her/them understand the need to abide by the code.

Place:

Date:

Signature of the Parent/ Guardian

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Appendix D: Core Values for display on Institute Stationery and Identity Cards

The Core Values of the Institute may be displayed on the stationery pertaining to the Institute, such as notepads and on office files used by all Departments and Sections, as well as on identity cards issued to students, faculty & staff members of the Institute. The following image may be used for this purpose, so that the Institute's core values become a constant reminder and a part of the popular campus culture.

