

Qualitative Metrics

Criterion 7-Institutional Values and Best Practices

Key Indicator 7.1 Institutional Values and Social Responsibilities

7.1.10	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.
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To establish a congenial atmosphere, a generalized code of conduct is formulated in SITAM. Over the past few years, efforts are on way to instil the spirit of code of conduct in teachers, other employees and students. All the four features mentioned in AQAR Guidelines are available. (Option A)



SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(NAAC Accredited, Approved by A.I.C.T.E, & Affiliated to JNTU, Kakinada)

Gajularega, Vizianagaram, Andhra Pradesh 535002

Tele Phone No. : 9676788811/33/44, Land Line: 08922-234775/76/74

E-Mail: sitam@sitam.co.in

Website: www.sitam.co.in

Date:19/07/2021

Circular

SUB:” Code of Conduct Program”

This is informed to all faculty and students that our college is going to be conduct free Code of Conduct Program on 19/07/2021 from 10:30 AM to 1.00 PM at seminar hall.

ALL THE STUDENTS AND FACULTY SHOULD AVAIL THIS OPPORUNITY.

(CH. VENKATA LAKSHMI)

Coordinator, IQAC

(Dr. D. V. RAMAMURTHY)

Chairman, IQAC &Principal

Copy to:

- i. Director
- ii. All The Head of the Departments
- iii. All TNP Coordinator's
- iv. Office
- v. Boys Hostel Warden
- vi. Girls Hostel Warden



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Wednesday, August 19, 2020

OFFICE ORDER

The CODE OF CONDUCT COMMITTEE is constituted with the following members. The committee members are directed to execute their responsibilities in letter and spirit to the benefit of the students, department, and to the Institute at large. A list of the responsibilities includes, but not limited to:

- ✓ Ensuring semblance of orderliness and smooth conduct of events.
- ✓ Ensuring that all the members follow decent dress code.
- ✓ Ensuring that the menace of ragging, heckling, or other disturbances do not occur.
- ✓ Ensure the punctuality of class-work and other institutional events

PRINCIPAL
HOD-MECH
H &BS-HOD
EEE-HOD
ECE-HOD
CSO
CSE - HOD
CIVIL-HOD
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18B65A0405
17B61A0303
17B61A0101

Dr. D.V. RAMA MURTHY
Smt. CH. VENKATA LAKSHMI
Dr.K SREE LATHA
Mr. P. KARUNAKAR
MR.T. D. V. A. NAIDU
MR K.SATYANARAYANA
MR N. KRISHNA
Mrs. M.BHARGAVI
MR D.SURESH
SAHITHI IV ECE
NAVEEN IV ECE
CH. MANOHAR IV MECH
D. VASUDHA IV- CIVIL

Code of conduct for Students

1. Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
2. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.
3. Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
4. The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.
5. Students shall compulsorily wear the prescribed institute uniform on all working days except Wednesdays. Uniform symbolizes unity and uniformity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it is a source of pride and responsibility, not liability. Parents are to see that the uniform and hairstyle of their wards are in tune with modesty and dignity.
6. Strict silence must be observed in a reading room and Library.
7. Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
8. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the institute on behalf of the University.
9. Students must not wait on the Institute premises while the classes are going on.
10. Talking and other disruptive behaviors are not permitted while classes are in session.

11. Students must not attend classes other than their own, without the permission of the parent teacher or HOD.
12. Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
13. Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
14. When the students meet a member of the staff within the campus or outside, they will greet him/ her as a mark of respect.
15. Students should address faculty as "Professor" or "Dr." Calling faculty by their first names is not appropriate.
16. Students shall do nothing either inside or outside the Institute that will in any way interfere with its orderly conduct and discipline.
17. Be polite and respectful towards others, instructor and other students.
18. If the teacher is absent, the class leader should inform the Head of the Department alternative arrangements.
19. No Society or Association shall be formed in the Institute and no person will be invited to address a meeting without the HOD's or Director's prior permission.
20. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Director.
21. No student will be allowed to take active part in current politics.
22. Prior permission from the Director is essential to take part in inter – collegiate competitions.
23. No student shall communicate any information or write about matters dealing with the Institute administration to the Press.

24. Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
25. Students should not leave their books, valuables and other belongings in the classroom.
26. The Institute is not responsible for lost property. However, student may make a claim for lost property at the office, if it is deposited in the Institute Office.
27. Students applying for certificates, testimonials, etc. which require the Director's signature on any kind of document or application should first contact the Institute office. Students should not bring any paper directly to the Director for his/her signature,
28. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.
29. Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress and good results at the Institute and University Examinations.

30. All Institute activities are organized under the guidance and supervision of the Director and Professor In-Charge.
31. Students must not associate themselves with any activity not authorized by the Institute Director. Serious action will be taken of students found organizing or participating in such unauthorized activities.
32. Students using unfair means at examinations will not be readmitted to the Institute. Actions will be initiated against such students as per the norms and procedure prescribed by the University.
33. Every student has to participate in at least two of the co-curricular activities offered in the institute.
34. It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
35. Disciplinary action will be taken against students found carrying and/or using cell phones, pagers walkmans, Discmans, iPods etc. on the institute premises.
36. Matters not covered by the existing rules will rest at the absolute discretion of the Director.
37. Limited parking space is provided for students and staff and the same can be utilized on 'first come first' basis. The Institute management is not responsible for the safety (including damage and/or theft /loss of vehicles) of vehicles in the premises. Students and staff may utilize the limited parking space at their own risk. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding will be looked upon as an act of indiscipline and can attract adverse consequences.

38. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited
39. Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.
40. No type of vehicles shall be used during celebrations inside the institute campus.
41. Students joining the Institute are bound by the rules and regulations of the Institute.
42. The Director is the ultimate disciplinary authority in the institute.

III Year - II Semester

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PROFESSIONAL ETHICS & HUMAN VALUES

Course Objectives:

**To give basic insights and inputs to the student to inculcate Human values to grow as a responsible human beings with proper personality.*

**Professional Ethics instills the student to maintain ethical conduct and discharge their professional duties.*

UNIT I: Human Values:

Morals, Values and Ethics – Integrity –Trustworthiness - Work Ethics – Service Learning – Civic Virtue – Respect for others – Living Peacefully – Caring – Sharing – Honesty –Courage – Value Time – Co-operation – Commitment – Empathy – Self-confidence – Spirituality- Character.

UNIT: II: Principles for Harmony:

Truthfulness – Customs and Traditions -Value Education – Human Dignity – Human Rights – Fundamental Duties - Aspirations and Harmony (I, We & Nature) – Gender Bias - Emotional Intelligence – Salovey – Mayer Model – Emotional Competencies – Conscientiousness.

UNIT III: Engineering Ethics and Social Experimentation:

History of Ethics - Need of Engineering Ethics - Senses of Engineering Ethics- Profession and Professionalism – –Self Interest - Moral Autonomy – Utilitarianism – Virtue Theory - Uses of Ethical Theories - Deontology- Types of Inquiry –Kohlberg’s Theory - Gilligan’s Argument –Heinz’s Dilemma - Comparison with Standard Experiments -- Learning from the Past –Engineers as Managers – Consultants and Leaders – Balanced Outlook on Law - Role of Codes – Codes and Experimental Nature of Engineering.

UNIT IV: Engineers’ Responsibilities towards Safety and Risk:

Concept of Safety - Safety and Risk – Types of Risks – Voluntary v/s Involuntary Risk – Consequences - Risk Assessment – Accountability – Liability - Reversible Effects - Threshold Levels of Risk - Delayed v/s Immediate Risk - Safety and the Engineer – Designing for Safety – Risk-Benefit Analysis-Accidents.

UNIT V: Engineers’ Duties and Rights:

Concept of Duty - Professional Duties – Collegiality - Techniques for Achieving Collegiality – Senses of Loyalty - Consensus and Controversy - Professional and Individual Rights –Confidential and Proprietary Information - Conflict of Interest-Ethical egoism - Collective Bargaining – Confidentiality - Gifts and Bribes - Problem solving- Occupational Crimes- Industrial Espionage- Price Fixing-Whistle Blowing.

III Year - II Semester

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UNIT VI: Global Issues:

Globalization and MNCs –Cross Culture Issues - Business Ethics – Media Ethics - Environmental Ethics –Endangering Lives - Bio Ethics - Computer Ethics - War Ethics – Research Ethics -Intellectual Property Rights.

- Related Cases Shall be dealt where ever necessary.

Outcome:

**It gives a comprehensive understanding of a variety issues that are encountered by every professional discharging professional duties.*

**It provides the student the sensitivity and global outlook in the contemporary world to fulfill the professional obligations effectively.*

References:

1. Professional Ethics by R. Subramaniam – Oxford Publications, New Delhi.
2. Ethics in Engineering by Mike W. Martin and Roland Schinzinger - Tata McGraw-Hill – 2003.
3. Professional Ethics and Morals by Prof.A.R.Aryasri, DharanikotaSuyodhana - Maruthi Publications.
4. Engineering Ethics by Harris, Pritchard and Rabins, Cengage Learning, New Delhi.
5. Human Values & Professional Ethics by S. B. Gogate, Vikas Publishing House Pvt. Ltd., Noida.
6. Engineering Ethics & Human Values by M.Govindarajan, S.Natarajan and V.S.SenthilKumar-PHILearning Pvt. Ltd – 2009.
7. Professional Ethics and Human Values by A. Alavudeen, R.Kalil Rahman and M. Jayakumaran –University Science Press.
8. Professional Ethics and Human Values by Prof.D.R.Kiran-Tata McGraw-Hill - 2013
9. Human Values And Professional Ethics by Jayashree Suresh and B. S. Raghavan, S.Chand Publications