

# STUDENT CODE OF CONDUCT



GONNA INSTITUTION OF INFORMATION TECHNOLOGY AND SCIENCES  
(Approved by AICTE, New Delhi, Affiliated to JNTU-Kakinada)  
Gonnavanipalem, Aganampudi, Visakhapatnem-530046

## **ETHICS AND CONDUCT**

This Code shall apply to all kinds of conduct of students that occurs in the college premises and any off campus conduct that has or may have serious consequences or adverse impact on the college reputation and interests.

- 1) He/she shall be regular and must complete his/her studies in the college.
  - 2) In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the college subject to written consent of the principal.
  - 3) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the college on scholarship, the said grant shall be revoked.
- 2) College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- 3) All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the college interests and reputation substantially.
- 4) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- 5) Intentionally damaging or destroying Institute property or property of other students and/or faculty/staff members.
- 6) Any disruptive activity in a class room or in an event sponsored by the college.
- 7) Unable to produce the identity card, issued by the college, or refusing to produce it on demand by campus security guards.
- 8) Participating in prohibited activities including
- a) Organizing meetings and processions without permission from the college.
  - b) Accepting membership of religious or terrorist groups banned by the College/state and central governments.
  - c) Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, contrary to law or policy.
  - d) Unauthorized possession or use of harmful chemicals and banned drugs.
  - e) Smoking on the campus of the Institute.
  - f) Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
  - g) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.

- h) Rash driving on the campus that may cause any inconvenience to others.
- i) Not disclosing a pre-existing health condition, either physical or psychological, which may cause hindrance to the academic progress.
- j) Theft or unauthorized access to others resources.
- k) Misbehaviour at the time of student body elections or during any activity of the college.
- l) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption in the college.
- 9) Students are expected not to interact, on behalf of the college, with media representatives or invite media persons on to the campus without the permission of the college authorities.
- 10) Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- 11) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- 12) Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the college on the social media or indulging in any such related activities having grave ramifications on the reputation of the college.
- 13) Theft or abuse of the college computer components and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- 15) Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- 16) 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 there in of.

## **BREACH OF CODE OF CONDUCT**

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action that 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 one or more of the following disciplinary actions based on the nature of misconduct.

- 1) **WARNING** - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- 2) **RESTRICTIONS** - Reprimanding and restricting access to various facilities on the campus for a specified period of time.
- 3) **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- 4) **EXPULSION** - Expulsion of a student from the college permanently. Indicating prohibition from entering the college premises or participating in any student related activities or campus residences etc.
- 5) **MONETARY PENALTY** - May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- 6) **SUSPENSION** - A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various college facilities unless permission is obtained from the Principal/Competent Authority. Suspension may also follow by possible dismissal, along with the additional penalties.
- 7) Ineligibility to reapply for admission to the college for a period of three years, and withholding the mark sheets or certificate for the programmes studied or work carried out.

## **LIBRARY RULES AND REGULATIONS**

- 1) All the library users are required to enter their names and sign the register provided at the entrance.
- 2) Students can borrow 3 to 4 books, periodicals (other than the current issue), CDs and return within 15 days of time as stipulated and communicated by the Librarian.
- 3) Students can borrow one book for internal use, subject to the condition that they return the book on the same day of issue.
- 4) Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
- 5) Borrowers shall replace lost or damaged library materials with new versions of the same. 6) Renewals of library book and of the educational materials are generally allowed if no reservation has been made for the same.
- 7) Personal items, for example books, folders, files, blazer, jerkins, overcoats, etc. are not allowed in the library.
- 8) Case studies and project reports will be issued to students.
- 9) Library users are expected to maintain silence at all times in the library. Cell phones and their use prohibited.
- 10) Library users should present their identity card for the borrowing or renewal of library material. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.
- 11) Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one.
- 12) Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments.
- 13) The membership of the library is not transferable.
- 14) Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.
- 15) All library users are expected to read the notice board or browse the library website for library timings and other services.
- 16) The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
- 17) Students are requested to maintain the dress code of the college while they are in the library.
- 18) Students should return all the borrowed items from the library; clear all fines and return the library ID card before leaving the college.

## **STUDENTS CODE OF CONDUCT FOR LABORATORIES AND WORKSHOPS**

### **General**

- 1) Students are to report for the required laboratory and workshop sessions on time.
- 2) Students are required to wear laboratory/workshop uniforms as prescribed by the colleges.
- 3) Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
- 4) All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by the students.
- 5) Students must intimate the faculty member/laboratory assistant/workshop assistant of any breakage or malfunctioning of equipment immediately and as and when it is noticed.
- 6) Any damage caused to the equipment/machinery/appliances will be recovered by the college from the concerned student/students/batch.
- 7) Students should adhere to the instructions given by the faculty member/laboratory technician/workshop technician during the laboratory classes.
- 8) Students are required to report to the laboratory/workshop sessions with their observations book/record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behavior such as, unnecessary talking in the laboratory/Workshop is strictly prohibited.
- 9) All materials used in the laboratory/workshop are the property of the college and should not be taken out of the laboratory/workshop except under the guidance of a faculty member-in-charge and with the permission of the Head of the Department/Principal.
- 10) Students absenting themselves from laboratory/workshop session cannot claim to be permitted to redo the experiments as a matter of right. The discretion/decision of the Head of the Department/ Principal will be final in this case.
- 11) All the working models/project models/prototypes made/fabricated in the college are to be submitted to the departments concerned after completion of examinations.
- 12) Students should not attempt to access IT servers.
- 13) Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from computers and IT servers located in the computer lab, or anywhere else on the educational campus machines as well as server.
- 14) The Internet facility at the college is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.

### **Entry/Exit**

- 1) Only students, faculty members and staff of the college are allowed inside the computer labs/other labs.
- 2) Visitors are allowed inside the lab only and with prior permission from the appropriate authorities.
- 3) Students are required to sign in the register at the time of entry and exit from the laboratories.
- 4) Students should be dressed in a formal attire (as per the dress code stipulation of the college) to gain entry into the laboratory during working hours.
- 5) Any kind of footwear inside computer labs is strictly prohibited.
- 6) Students shall not carry any storage device such as CDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course/programme.

### **Inside the Laboratories**

- 1) Students have to maintain silence at all times in the laboratories.
- 2) Students will occupy the computer systems/experiments as identified by the lab-in-charge.
- 3) Students will login with their username and password in case of computer labs.
- 4) Where the students have carried storage devices such as pen drives, CDs the same will be tested for any presence of computer viruses or any other undesirable content.
- 5) Whenever a student has copied any data or Computer program from the computer system, the same should be shown to the lab-in-charge for verification or approval.
- 6) The lab-in-charges, system administrators inside the computer lab or the college is not responsible for the loss of any personal property of the students.
- 7) Beverages and food are prohibited inside the laboratories.
- 8) Mobile phones are prohibited in the laboratories. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned of the student only at the end of the course/programme.
- 9) Chatting, talking and creating nuisance is prohibited in all the laboratories of the college. 10) Students are prohibited from visiting any sites that do not add learning value or are illegal.
- 11) Students should use the computer laboratory/any other laboratory only for academic learning.

12) Activities of the students on campus network tracked using monitoring software for regulation purposes.