

SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(Under the Management of Gayatri Vidya Parishad, Visakhapatnam)

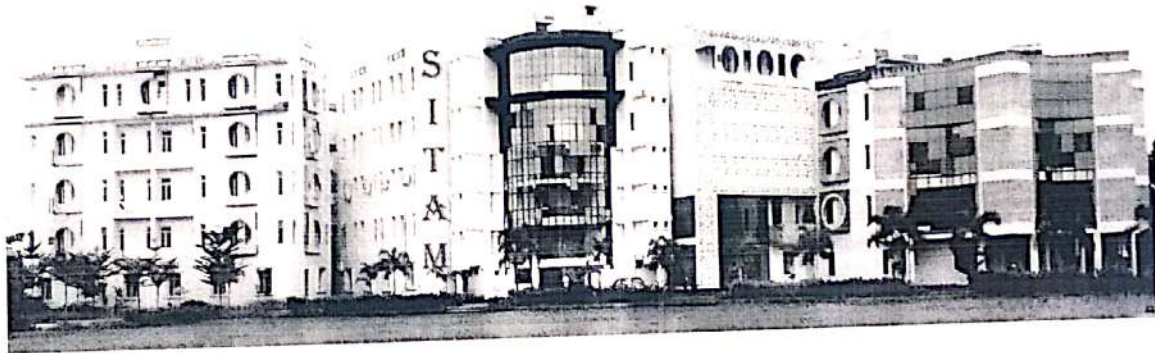
(Approved by A.I.C.T.E & Affiliated to JNTU, Kakinada)

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Code of Conduct for Governing Body of College

10 AUG 2019

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Dr. D.V. RAMAMURTHY
Principal
Satya Institute of Technology and Management
Vizianagaram



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Order
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1. Introduction

The approved code of conduct shall act as a guide, to indicate the standards of conduct and accountability, in an engineering college and to assist them both in carrying out required duties and in their relationship with Principal and staff of the college.

This Code therefore is aimed at promoting well informed and accountable college governance, but not authoritative in good practice.

By accepting appointment to the Board of Governors, each Governor agrees to accept the provisions of this Code.

Interpretation

In this Code: 'Board of Governors' means the further group of person of the society and the college, which was established for the purpose of conducting the College;

'College' means this SITAM College.

'Vision/Mission' means the statement set out for the SITAM College.

'Core Values' means those Core Values set out for the college and agreed by the Board of Governors from time to time.

'Chairperson/Chairman, 'Member', Ex-Officio Member, Member Secretary means respectively the Member of the Board of Governors of the College, the Chair of the Board of Governors, the Principal of the College and the Officer of the statutory body of Govt. of India, state govt., and university.

Purpose

The basic purpose of this code of conduct is to build trust, honesty and integrity in the conduct of the college. Also to establish minimum standards of ethical practice expected from all the members of the governing body.

Scope

This Code of Conduct applies to all Board members of SITAM College, including those appointed or elected, voting or non-voting and ex-officio.

Ethical conduct - Compliance with the Law:

Board members should act at all times in full compliance with all applicable laws.



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2. General Ethical Practices:

Board members should behave, and be perceived, as ethical people. Integrity, honesty, and trust are essential elements of the institutional progress.

Special Ethical Practices:

Each Board member shall:

- (a) Look for alternative solutions and discuss in each meeting on all issues coming to the Board to the maximum extent possible without any fall out.
- (b) Commit to monitor the administrative and academic work, financial sanctions, allocation and utilization without any prejudice.
- (c) Discuss and balance the short-term and long-term result of the decision taken by the body.
- (d) Should adopt fair practice in all of its judgment.

3. Conflict of Interest

Definition:

A conflict of interest arises when a Member's other interests may put into question the independence, impartiality and objectiveness that a Member is obliged to exercise in the performance of his or her duties. A conflict of interest may be real, deemed or perceived, and it may involve a financial or nonfinancial interest.

A conflict of interest does not exist where (a) A Member has or may have an interest in common with many other members; (b) A Member has or may have an interest that is insignificant;

Disclosure of Own Conflict of Interest:

It is the responsibility of a Member to identify a conflict of interest to the Chair of the Board in writing, or verbally at a Board meeting if the conflict of interest arises without notice.

A Member who has a conflict of interest in relation to an issue must declare this prior to Board discussion or other consideration of that issue wherever possible. It shall be an obligation of Board Chair to notify the disclosure to all board members.


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Disclosure of Conflicts of Interest of Other Members:

If the Chair of the Board or any other Member believes another Board member to have a conflict of interest, the Chair of the Board or other Member must identify the conflict of interest to the rest of the Board.

Process for Determining Existence of Conflict of Interest:

Where there is a disagreement among Members about the existence of a conflict of interest, the board shall resolve the same through the discussion and with an amicable solution. In such proceeding the Member, who have raised the conflict of interest must remain absent.

General Obligation to Report Violations of Code of Conduct:

A Board member who becomes aware of a violation or suspected violation of this code of conduct has an obligation to report the violation or suspected violation to the Board Chair.

Guidance from Board Chair or President:

Any Board member with a concern about standards of ethical behavior may seek guidance from the chairperson.

Taking Oath by each member

Each member will take an Oath of Office to be sworn or affirmed, signed, and dated, before the Board at the commencement of the Member's first meeting with the Board. The Board Chair will administer the Oath of Office.


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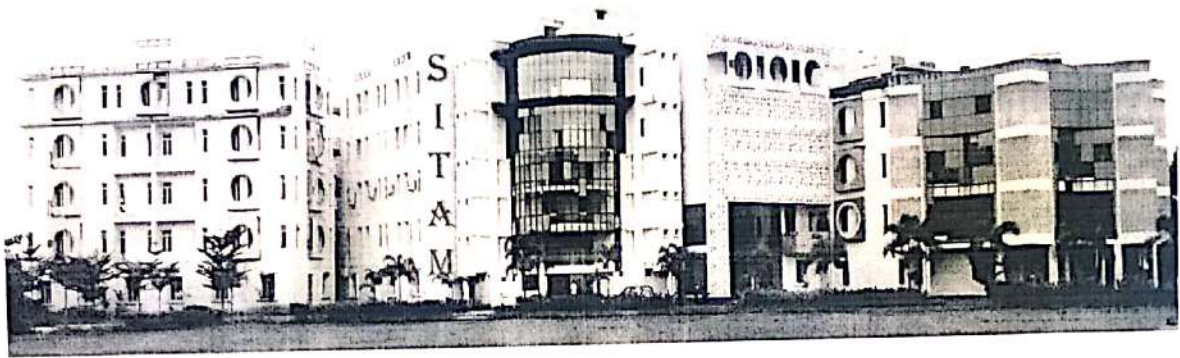
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Code of Conduct Manual for Faculty

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1. Preamble:

This document is prepared for good and effective functioning of the institute through proper and efficient use of the available resources in the campus. It also ensures the quality of teaching learning process with transparent administration. The college has a great vision of preparing the students to serve the society by their all round development, viz. Communication skills, Leadership quality, Group work, Presentation skills, technical skills, ethics, general aptitude, etc. This document incorporates the working of various committees for the betterment of the institute and enhancement of quality of education. It also finds mention of the service rules, leave rules and appointment rules.

This document, along with the general rules and regulations provides certain code of conduct to be followed by the faculty, which will undoubtedly set an example for the students.

Vision: "Service to the society through Quality Technical Education"

Mission: We at SITAM shall work continuously to achieve,

- Academic Excellence in Engineering and Technology Through Complete dedication to all round Growth of Students.
- Enable the Students to Develop Outstanding Professional with Technical Competence and Management Skills.
- Fulfill the Expectance of the Society and Industries with Ethical Standards for developing Sustainable Solutions

2. About SITAM

The Satya institute of technology and management situated in the historical city vizianagaram, established in 2010. Government of Andhrapradesh has conferred 'A' Grade on the basis of excellence & adequate infrastructure as well as academic achievements of students and faculty. It is approved by AICTE New Delhi. The college successfully continues to attract attention of scholars from all over the subcontinent. The college runs under graduate and postgraduate courses with five branches of Engineering.

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College Development Cell (CDC)

The College Development Cell (CDC) comprises of Chairman, Secretary and/or representative of Management, Principal, Vice Principal, Dean and nominated representatives of teaching and non-teaching staff. This cell can make recommendations for the improvement and up gradation of existing academic, administration, and infrastructure, extra and co-curricular activities.

Principal and Vice Principal

The Principal and Vice Principal are involved in the implementation of the perspective plans of the College. They ensure that academic and administration functions efficiently through the departments and various committees constituted for the respective cause.

Internal Quality Assurance Cell (IQAC):

IQAC has been established in the college, which meets regularly to assess the quality deliverance of engineering education in the institute leading to achieve the course and program outcomes.

Head(s) of Departments

The Heads of Departments ensure that the academic calendar provided by the university/college is implemented properly and efficiently.

Committees for specific task

Various academic and administrative committees are constituted for specific task as per the academic and administration plans of the college.

The Committees are: Annual Cultural and Sports, Seminar, Students association, Examinations, Unfair Means Inquiry, Scholarships, Purchase, Discipline, Hostel management, Admissions, Training & Placement, Welfare, Attendance, Library, Women Cell, Grievance Redressal, Anti-ragging, Cleanliness, etc.

Office Superintendent

Office Superintendent is the head of Non-Teaching and Non-Technical staff and ensures the administration of various sections runs properly and efficiently as per the college plans and



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instructions of the Principal and Vice-Principal.

3. Perspective/Strategic plan

The leadership provides clear vision and mission to the institution. The functions of the institution and its academic and administrative units are governed by the principles of participation and transparency. Formulation of perspective plans, objectives, directives and guidelines with specific plans for implementation by aligning the academic and administrative aspects improves the overall quality of academics and administration.

The college has the following perspective plans:

1. Enhancing the quality of Teaching – Learning
2. Promotion of Research among staff and students
3. Improving Entrepreneurship Development and Industry-Institution Interaction
4. Engaging extension activities
5. Quality Assurance Measures through IQAC.


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4. Committees constituted and effectively operating in the college

Internal Quality Assurance Cell (IQAC)

IQAC monitors the academic quality regularly. The institution engages in activities that advance both accountability and improvement. The Academic Audit is an approach that can accomplish both accountability and improvement. The institution uses the audit in its academic programs to provide significant improvement and accountability that its stakeholders require. The goal of academic audit is **Continuous Quality Improvement**. To accomplish that, faculty, administrators, and staff engage in on-going self-assessment, group assessment, teaching through ICT, etc to achieve the quality in Education.

Academic audit committee: It consists of advisor, and senior professors. The committee interacts with the head(s) and faculty to assess the progress and bring out improvements. Recommendations and suggestions are discussed in College Development Committee & IQAC meetings and further recommendations are issued.

Anti-Ragging Committee : It is headed by the Principal of the college and includes senior faculty and heads of departments.

Student Counseling Committee : It is headed by vice principal.

Internal Complaint Committee : It is headed by Mrs. P.N.S. Sailaja

Women Empowerment Cell : It is headed by Mrs. Ch.Venkata Lakshmi

Internal Quality Improvement Committee: It comprises of members from Management, Administration, faculty, Industry, students and alumni.

5. Service Rules

The college follows the service rules as per the provision of the relevant annexure of university statute and directives, state government and statutory bodies under ministry of HRD.

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Recruitment of Faculty:

Recruitment of faculty as per the norms and statutory provisions of University, State Government and AICTE. After calculation of the vacancies, No Objection Certificate is obtained from the university for implementing constitutional reservation policy and advertisement is published in leading Newspapers. The interviews are conducted by the selection panel duly constituted by the university. Recommendations of the selected candidates are sent to the University for its further Approval. Upon receipt of the approval letter, appointment is offered to the concern candidate. The list of appointed candidates is communicated to the university.

Promotion Policy

The College has Self-Appraisal Method to evaluate the performance of the faculty in teaching, research and extension programs. At the end of the academic year, every faculty submits the Self Appraisal Form duly endorsed by the Head and is evaluated on the basis of academic credentials, research contribution, quality enhancement, campus life enrichment, contribution to the university work and extensions services as per the guidelines of the statutory bodies.

As per the provisions of the university, Performance Appraisal is evaluated for implementing the Career Advancement Scheme.

The Principal appreciates during monthly staff meetings notable performance of any faculty member and then persuades the other faculty members to follow such best practices in the interest of the College and self-development.

The administration, through IQAC, encourages the faculty members to take up the Quality Objective to increase the performance in transforming knowledge to the students.

6. The institution has effective welfare measures for teaching and non-teaching staff**Employee's Provident fund**

The institution has the mandatory provision of EPF and contributes the eligible amount to the respective EPF account.

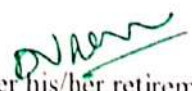
Gratuity

Every staff of the institute is given a gratuity as a social security after his/her retirement.



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Group Insurance

College has taken an initiative to have the group insurance for those who are willing to be the part of this initiative.

Maternity Leave

College renders a maternity leave to eligible lady staff as per the rules of the government.

Fee Concession

Institutional social responsibility, college provides the financial aid in the form of Fee concession to the needy students.

Promotions

Faculty members, based on the qualification, services, and outcome of the performance appraisal, are given promotion on to the higher post or financial benefits.

Publication Incentives

For participation in the National or International Conferences and for publishing research papers in the National or International Journals, its registration fees and the cost for the participation is given.

Sponsorship for knowledge up-gradation

Faculty members are sponsored for attending STTP, workshops, seminar, and conferences for up grading their knowledge.

Sponsorship for higher studies

Faculty members, if opting for higher studies, leading to enhancement of quality, are sponsored either in terms of finance or in terms of leave.

Publications and Participation in Seminars and Conferences

Faculty members of the college are motivated to publish their research papers in national and international journals and also for attending seminars and conferences so as to be abreast with the latest technological developments.

7. Responsibilities of Teachers

- Teachers must be enthusiastic in taking up the subjects allotted to them by the Head of the Department.

They should prepare a teaching plan to be followed through the semester.

- After completion of each topic, they should give assignments to the students and return

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them after correction.

- Guardian teacher scheme must be followed and the mentor teacher should take proper care of his group of students, by guiding, motivating, counseling and monitoring their attendance and performance.
- Teachers should evaluate the answer sheets of the students for two Sessional and one pre-university examinations conducted during the semester, show the answer sheets to the students and display the marks.
- They should mentor the students in a way that human and ethical values are inculcated in them.
- They should responsibly conduct regular classes and practicals and also take extra classes whenever necessary.

8. Code of conduct for the staff of the institute

- Staff must maintain high standards of punctuality, honesty and professional ethics.
- They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
- Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- All staff of the college should maintain harmonious relations with other staff and students.
- Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- All staff should follow the instructions and directions of the authority.
- All staff should constructively contribute toward the development of the college and university.
- All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- All staff shall extend their services for the welfare of the community & society at large.
- All staff should properly maintain the records of respective portfolio.
- All staff should make an effort for the continuous development through training programs.




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workshops and research and development activities.

9. Code for officials

i) Head of the Departments/Wardens of Hostels.

- 1) The Head of the departments and wardens of hostels shall be responsible for maintaining discipline and decorum in the campus and hostels.
- 2) As the persons in charge of the Departments/Hostels, they shall take appropriate action against any in disciplinary behavior inside the campus and hostels. For the harmonious functioning, the Heads of the Departments can depute teachers to inform about any act of indiscipline that shall be further reported to the Principal, for requisite action.

ii) Principal

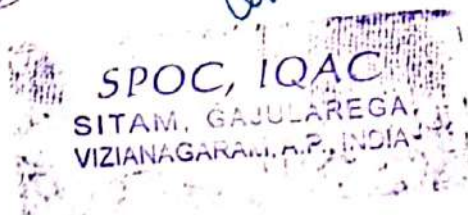
The Principal shall be the administrative authority in all disciplinary matters for taking appropriate action against the misconduct. His decision shall be final and binding on the students.

Function of Principal:

1. Conducting regular meetings with Heads of the Department and various committees.
2. Working towards achievement of the vision and mission of the institute, so as to impart quality technical education to students, along with good human and ethical values.
3. Motivating the faculty and supporting staff to work efficiently and the interest of the institute.
4. Implementing disciplinary initiatives in consultation with the enquiry committee.

Responsibilities of Professor:

1. Development of the teaching-learning resources and the laboratories.
 2. Instigating the students to take up live industry projects.
 3. Promoting Industry-Institute-Interaction.
 4. Regulating the activities of the Institute in general and Department in particular.
- Planning and implementing various academic and research activities.



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6. Taking measures for preparation of project report and guiding research students for Ph.D. degree.

Responsibilities of Associate Professor:

1. Conducting regular classes and Practical's laboratory work.
2. Assisting in departmental planning for academics.
3. Guiding and counseling students as a mentor and inculcating human and ethical values in them.
4. Conducting internal examinations i.e. sessional examinations.
5. Evaluation of answer sheets and compilation of result.
6. Carrying out the responsibilities assigned time to time.

Responsibilities of Associate Professor:

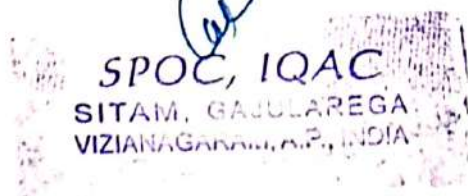
1. Conducting regular classes and practicals.
2. Monitoring and maintaining the record attendance.
3. Carrying out invigilation during examinations.
4. Evaluation of answer sheets and compilation of result.
5. Assisting in development of the departmental and institute.
6. Monitoring Co-curricular and extra-curricular activities.
7. Carrying out the responsibilities assigned time to time.

Responsibilities of Head of the Department:

1. Monitoring the academic schedule/attendance/syllabus completion/Internal examinations.
2. Monitoring the requirements in laboratories and preparing proposals for purchase.
3. Execution of discipline among the students.
4. Recommending leaves of faculty and support staff.
5. Conducting regular faculty meetings and forwarding the minutes of the meeting to the Principal.
6. Carrying out the responsibilities assigned time to time.



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culture of excellence must pervade the Institution in both academic and non-academic areas.

Accountability and Transparency

We are engaged towards developing an atmosphere where every member takes responsibility for personal and professional growth and development. We continuously assess and enhance our policies, establish and impart characterized and explained objectives and targets, ensure that our work increases the value of the college and society. We believe in having complete transparency at all levels of hierarchy to promote a healthier working atmosphere to all.

Encouragement

Encouragement is provided for critical and quantitative thinking, effective communication, ethical decision making and social obligation in our students. . Motivating your employees is vital to any business and we believe in the value of positive motivation and encouragement.

A motivated workforce means a highly productive staff, all of which will help you achieve your organizational goals and vision, and for that we as an Institute work in the direction of a motivated environment for staff and students.

Social Responsibility

We are focused on promoting the sense of social responsibilities in students by involving them in various social activities. This helps in creating awareness about latest and important social issues in individual and gives them a broader perspective of understanding the causes and possible solutions related to various social issues.

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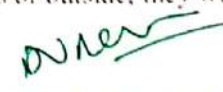
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7.1.12 Handbook on code of conduct for students & teachers, Manuals & brochures on Human values & professional ethics

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

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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, and 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 requires 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.



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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.


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