



Malla Reddy College of Engineering for Women

(Approved by AICTE New Delhi and Affiliated to JNTUH)

(An ISO 9001 : 2015 Certified Institution)

Maisammaguda, Medchal, Hyderabad -500100, Telangana.

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EAMCET Code:

MREW

JNTUH Code:

RG

STUDENTS HANDBOOK OF CODE OF CONDUCT



PRINCIPAL

Malla Reddy College of Engineering for Women
(An UGC Autonomous Institution)
Maisammaguda, Gundlapochampally
Medchal (Mdl & Dist), Hyderabad-500100, Telangana



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1. PREAMBLE

This Handbook explains the standard procedures and practices of Malla Reddy College of Engineering For Women for all students enrolling with the Institute for pursuing varied courses. All students must abide by this Code of Conduct and the rights, responsibilities including the restrictions flowing from it. All Students are requested to be well conversant with this Code, which is also available on the official website of the Institute.

2. JURISDICTION

The Institute shall have the jurisdiction over the conduct of the students enrolled with the Institute and to have awareness of all acts of misconduct. Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal Student conduct and discipline as said in this Policy and other regulations as if the conduct has occurred on campus which shall include

- ❖ Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- ❖ Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
- ❖ Possession or use of weapons, explosives, or destructive devices off-campus.
- ❖ Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- ❖ Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated, the Institute shall consider the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. ETHICS AND CONDUCT

This Code shall apply to all kinds of the conduct of students that occurs in the Institute premises including in-college sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

3.1. Each student must be made aware of this Code at the time of admission.

- She shall be regular and shall complete her studies in the Institute.



- In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the management. As a result of such relieving, the student shall be required to clear pending dues.

3.2. Institute promotes a safe and efficient climate by enforcing behavioural standards. All students should hold academic integrity, respect all persons and their rights and property and safety of others; etc.

3.3. All students are requested not to indulge in any and all forms of misconduct, including part taking in any activity off-campus which can affect the Institute's interests and reputation substantially.

3.4. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc. damaging or destroying Institute property or property of other students and/or faculty members intentionally, any disruptive activity in a classroom or in an event sponsored by the Institute is punishable.

3.5. Participating in the following activities is strictly prohibited

- Organizing meetings and processions without permission from the Institute.
- Accepting membership of religious or terrorist groups banned by the Institute/ Government. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fire works, contrary to law or policy.
- Unauthorized possession or use of harmful chemicals and banned drugs.
- Smoking in the campus of the Institute.
- Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles in the campus of the Institute.
- Parking a vehicle in a no-parking zone or an area marked for parking of other types of vehicles.
- Rash driving in the campus that may cause any inconvenience to others.
- The unauthorized access to others resources.
- Misbehaviour during any activity of the Institute.
- 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 at the Institute.

3.6. Students should produce the identity card, issued by the Institute, on demand by campus security guards.

3.7. Students are advised not to interact on behalf of the Institute with media representatives or invite media persons into the campus without permission of the Institute authorities.



3.8. Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior Permission.

3.9. Students are not permitted to provide audio and video clippings of any activities in the campus to media without prior permission.

3.10. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute in the social media or indulging in any such related activities having grave consequences on the reputation of the Institute.

3.11. Students are strictly warned not to misuse the Institute computers 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.

3.12. Damage to or destruction of, any property of the Institute, or any property of others in the Institute premises is punishable.

3.13. 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.

3.14. Students indulge 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, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition will be punished.

4. BREACH OF CODE OF CONDUCT

A committee will be formed to look in to the case against a student for a possible breach of the code of conduct and recommend a suitable disciplinary action. Committee shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student.

WARNING - If a delinquent student was in violation of the Code and repeats any acts of misconduct shall result in severe disciplinary action. she will be reprimanded and restricted from access to various facilities in the campus for a specified period of time. It may lead to suspension or expulsion.

EXPULSION - Expulsion of a student from the Institute permanently, Indicating prohibition from entering the Institute premises or participating in any student-related activities and campus residences etc.



MONETARY PENALTY – May also includes stopping of scholarship for a specific time period.

APPEAL - If the delinquent student is aggrieved by the imposition of any of the mentioned penalties, she may appeal to the Management/ Principal/ HOD/Class teacher/Mentor, the Principal's decision is final binding in all the cases where there is a possible misconduct by a student.

5. ACADEMIC INTEGRITY

Violation of academic integrity is considered as a serious offence. Academic Integrity encompasses honesty, responsibility and awareness relating to ethical standards for the conduct of research and learning. Academic integrity is essential to the success of the Institute and its research missions.

5.1. Scope and purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students of the Institute. The students are required to adhere to the said policy. The purpose of the Policy is to clarify the principles of academic integrity, and to provide examples of dishonest conduct and violations of academic integrity.

B. The principles of academic integrity require that a student,

- ❖ Makes sure that all work submitted regarding a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- ❖ Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- ❖ Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

5.2. Violations of the policy include:

- Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- Altering previously evaluated and re-submitting the work for re-evaluation
- Signing another student's name on an assignment, report, research paper, thesis or attendance sheet



5.2.1 Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- ✚ Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during Examinations. The date should be indicated on each page.
- ✚ Write clearly in your own words. It is necessary to resist the temptation to "copy and paste" from the Internet or other sources for class assignments, manuscripts, and project reports.
- ✚ Give due credit to previous reports, methods, computer programs, etc. with appropriate citations.

5.2.2 Individual and Collective Responsibility: The responsibility varies with the role one plays.

- ❖ **Student roles:** Before submitting a report to the department, the student is responsible for checking the report for plagiarism using that is available on the web.
- ❖ **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data is properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity.

6. STUDENT GRIEVANCE PROCEDURE

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized herein above can approach the Student Grievance Redress cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell.

The Cell shall consist of members as appointed by the Principal.

There is a committee to monitor adherence to the Code of Conduct

Executive Committee

The executive committee of Malla Reddy College of Engineering For Women is the pivotal decision making body of the Society for all the colleges run by the Society. All the members of the Society are usually members of the Executive Committee. The term of the Office Bearers and members of EC is 3 years. The executive committee is headed by a Chairman, Vice-Chairman, Secretary, joint Secretary, Treasurer and members. The Society first established in the year 2002 by Sri. Ch. Malla Reddy.



POLICIES-GOVERNING BODY

The college is governed by the Governing Council for policy decisions and Executive Committee for day to day affairs. Various Sub-committees are formed for an in depth analysis of each issue / matter. Actual decision making rests with these committees which are later ratified /modified by the Executive Committee and Governing Council. The title of each Sub-committee is indicative of its functions.

Following are the details of Governing Body members

The Governing Council is the policy making body of the college and meets at least once in six months. All the actions taken by the administration is to be ratified by this council.

Members: Governing Body of the college consist of seven members of the Society including Chairman, two faculty members, University and State Government nominees, Educationist / Academician / Technologist, and Principal as Member-Secretary, as per AICTE /JNTUH norms.

Frequency of Meetings: Twice in a year.

COLLEGE ACADEMIC COUNCIL

This Committee is constituted to deal with all academic related affairs of the College, academic staff, academic planning, Instructional issues, Co-curricular activities, & Extra-curricular activities and maintaining discipline in the College Campus. The recommendations are sent to Board of Governors for further approvals.

Members: Principal, Management Representative, College Academic Coordinator, Head of the Departments, Senior Professors from other Institutions, Industry Expert and other Section Heads (Library, Examination Branch, Training & Placement).

Frequency: Once in a Semester.



ANTI-RAGGING COMMITTEE:

Functions and Responsibilities

- To implement the Provisions of Anti Ragging Act 1997.
- Anti-ragging squad will assist the Principal & Respective HODs in prevention of Ragging within their blocks & in and around the college campus.
- They will also assist the Principal in maintaining discipline in and around the college campus during the functions like Orientation Programme, Technical Festivals, Seminars, Conferences and College Day etc., organized in the college.
- The squad will within the block & in and around the college campus and report of any incidents to the HOD, who in turn will initiate disciplinary action in consultation with the Principal.



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