



SATHYABAMA

**INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)**

Accredited "A" Grade by NAAC | 12B Status by UGC | Approved by AICTE

www.sathyabama.ac.in

Code of Ethics and Conduct for Students

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute

- Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the Institution campus. They shall abide by the rules and regulations of the Institution and should act in a way that highlights the discipline and esteem of the Institution
- Every student must wear their identity card, well displayed, while being present on the Institution Premises
- Loss of Identity card shall be reported immediately to the Student Help Desk. After paying the requisite fee, the ID card shall be received within three working days
- Students are informed to take the safe custody of personal belongings (mobile, money, laptop or any other valuables). Institution will not be responsible for any theft or loss of student's property in the campus or in the hostel
- Every student is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general
- Every student will remain answerable to the Institution authority for his/her activity and conduct on the Institution Premises
- Any act which obstructs teaching, research, administrative activity and other proceedings of the Institution is strictly prohibited and punishable
- Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited and Punishable
- Playing cards, spitting and loitering are strictly prohibited inside the Institution & hostel campus and shall invite severe disciplinary action.
- Use of Cell phones is strictly prohibited during Teaching hours
- Attempted or actual theft of and/or damage to property of the Institution, or other personal or public property, on or off campus will be considered as a punishable act

- It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the Institution and destroy the academic ambience. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine
- Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable
- Assaulting, harassing, intimidating, or threatening another individual or group, Endangering the health or safety of others, Inappropriate physical contact, verbal threats or attacks, bullying or fighting is punishable
- Students are not permitted to arrange any unauthorized celebrations (bringing cake) and decorations of any magnitude in the campus
- Students are not permitted to bring any outsiders in an unauthorized way
- Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious case of misconduct
- All kinds of tattoo, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of academic values will be referred to the discipline committee
- No profane language is permitted at any time
- Students are expected to be present in the class well-within time and late coming will result in loss of attendance and will not be allowed inside the campus
- Classes are scheduled from 9.00 A.M. to 3.15 P.M., with a short Break of 15 minutes and Lunch Break of 60 minutes
- No circumstances a student is allowed to leave the campus before 3.15 P.M. However, in the case of emergencies, if the parent accompanies the student to leave the campus on a genuine health related problems, students shall be allowed to leave. In the case of any other unfortunate incidents such as loss of blood relation will be considered upon the verification from the parent over phone. Students can leave the campus during class hours only for genuine medical reasons with the consent of Parent, after getting a Permission from Dean (student affairs)
- Attendance will be taken for every hour and the same will be digitized immediately after the respective class. Student should ensure their presence and give the attendance properly in every hour
- Attendance is compulsory for both the Continuous Assessment Tests
- Parents/Students can view student details in the 'Student login' available in the institution website

- If leave is required for more than three days on medical grounds, parents should intimate department about the duration of leave required through letter/mail with the necessary proof attached
- If a student is requiring an immediate medical assistance during the class hours, he/she shall approach the student help desk, first aid will be given for the student in Medical Room and if required the student will be referred to the institution's General hospital
- On duty leave applications will not be entertained beyond Six working days per semester from the actual date of leave under any circumstance. Necessary proof has to be submitted to their faculty counsellor before availing on duty
- Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the classroom
- Students must have a compulsory attendance of 80% in Theory and On medical grounds or in any legitimate reason the students with a minimum of 70% shall be qualified for appearing in the final examinations after submission of valid certificates and 90 % in Practicals in order to appear for the end semester examinations
- During internal examinations of 2 Hour period, students are not allowed to leave the hall within 90 minutes (one and half hours) from the beginning of the exam, and students have to occupy their seat 5 minutes before the commencement of the examination
- During the entire duration of his/her course he/she will not enrol himself/herself for any other Regular Course in any other Institution /College/Institution
- Student is informed that his/her absence from his/her scheduled classes of more than 30 days without information can lead to his/her name getting struck off and readmission will be granted only at the discretion of the institution
- Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the institution beyond class hours. However under normal circumstances students shall retreat to their hostels by 3.30 P.M.
- Students are required to check the Notice Board and also website and LMS of the institution for important announcements
- Students are asked to wear decent Dress Code :

Boys shall wear Formals /Jeans & decent T-shirt with collar / Formal or sports shoes. Wearing of Chappals are not allowed.

Girls shall wear Churidar/Salwar Kameez / Jeans and Kurtas. Skirts must be avoided. Hair beyond shoulder length to be tied up.

Not Recommended for Students

Torn attire/ Sleeveless T-Shirts / Tight fitting Tops / T-Shirts with obscene words or language, Trousers with more pockets

Note: During the technical presentations and in placement season, student should come in formals only.

- Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities
- 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
- Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission
- Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- Cooking inside the hostel is strictly prohibited. Items like electric cooker, coffee maker, induction stove, bread toaster etc., are not allowed inside the hostel premises
- Students are advised not to have any pets, aquarium in the rooms
- Students should stay only in the room which is allotted to him and should not interchange / shift the rooms without the permission of the warden
- Students should not spoil the wall, almirah, door, window or any property of the hostel
- No day scholar is allowed to stay in the institution hostel(s)
- Outside the campus - Any complaint or reporting of misbehaviour, violence, anti-social, anti-national, unethical and immoral activities towards International students will be dealt in accordance with state and central laws that are in force
- Students have to adhere to self-discipline and decent behaviour during transit time of our institution buses
- Sathyabama Institute of Science and Technology will not take any responsibility for any criminal or non-criminal acts done outside the campus, when the students are in the nominal rolls of the Institution

Any violation of the code of conduct or breach of any rule or regulation of the Institution by a student shall constitute an act of indiscipline and shall make him/her liable for disciplinary action which will be taken by the duly constituted Institution Disciplinary Committee.

Disciplinary measures:

Disciplinary Measures that may be imposed under the Code include but are not limited to:

- Verbal / Written warning or reprimand
- Parent conference or phone call
- Parent Reporting to Head of the department
- Probation, during which certain conditions must be fulfilled and good behaviour must be demonstrated
- Payment of costs or compensation for any loss, damage caused by the conduct
- Demanding apology letter from student
- Letter of Undertaking from student / parent
- Debarring from participation in Sports/NCC/NSS and other such activities
- Restriction or prohibition of access to, or use of, Institution facilities, services
- Disqualifying from holding any representative position in the Class/Culturals/Sports/Clubs/ Professional bodies
- Reflect the act of indiscipline in the Character Certificate
- Suspension from the Class/Department for 3/5/7/10 days or more, with effect on attendance
- Suspension or cancellation of Scholarships, fellowship or any financial assistance from any source
- Expulsion from the Institution for a specified period or Permanent