



Balaji Institute of Technology & Science

Laknepally, NARSAMPET, Warangal (Rural) – 506331

Accredited By NBA (UG – CE, ME, ECE & CSE Programmes) & **NAAC**

(Affiliated to JNTUH, Hyderabad and Approved by the AICTE, New Delhi)

www.bitswgl.ac.in, email: principal@bitswgl.ac.in :: Ph. 98660 50044, Fax 08718-230521

CODE OF GENERAL CONDUCT FOR FACULTY AND STAFF

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
2. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
4. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
5. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
6. No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
7. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
9. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
10. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
11. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

Principal
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13. The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum. Every student shall be dressed decently and appear smart.
14. Boys should not have long hair or beard. Cultural Students who prepare to participate any event may be permitted with written permission from the Principal.
15. Boys are not allowed with Jeans, Low- hip Pants, Short length shirts, T- Shirts, Folding the sleeves of the shirt, Wearing bangle or bracelet, ring or stud in the ears.
16. Students are not permitted to possess or use Mobile Phones inside the college campus.
17. No student shall leave the class room without the permission of the teacher or until the teacher had left the room or has asked the class to disperse.
18. During class hours students should not loiter about in the verandah.
19. Students should not make any noise while moving from class to class.
20. Any damage by students to college property / furniture or building will be made at their expenses and those responsible for such damages shall be dealt with severely. Collective fines will be imposed for any damage if the cause of which cannot be traced to any individual.
21. Students taking part in communal or political activities will be severely dealt with. They will forfeit scholarships and other benefits awarded to them.
22. Students are expected to read notice & exhibited on the College Notice Board and ignorance of any notice thus exhibited will not be accepted as an excuse for failing to comply with.
23. No meeting of any kind shall be held in the College campus without previous written permission of the Principal.
24. Students guilty of using unfair means in the examination will be punished.
25. Any lost property found must be handed over to the Principal from whom the owner can claim it promptly after proving his ownership.
26. a) All students must leave their two wheelers only in the Two Wheelers shed.

U. K. Shankar
Principal

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b) Two Wheelers kept in and around the college buildings other than the Two Wheeler shed are liable to be confiscated and disciplinary action will be taken against the owner of the Two Wheeler.

c) The college will not take any responsibility for the loss of a two wheelers or part thereof.

d) Students are not permitted to come by cars to the college.

27. Stringent action will be taken against students indulging in Eve-teasing as per TN Prohibition of Eve-Teasing Act 1998.

- Ragging is strictly prohibited. Whoever involves in ragging in any manner shall be punishable.
- The students of the College are expected to behave both inside and outside the college in such a way as to maintain the good name of the college as well as their own.
- Students whose behavior in the judgment of the Principal or any other College authority is undesirable (or of unwholesome influence) shall be taken off the rolls without assigning any reason.
- Students should abstain from active participation in party or communal politics.
- The Principal or other College authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character which regulate the conduct of the students on the rolls, so far as such rules seem necessary to maintain the creditability, usefulness and reputation of the College or hostel.
- The Principal shall have full power to inflict the following punishments in the interest of the students or the Institution: Fine, loss of attendance, loss of term certificate, suspension or expulsion.
- Students who are guilty of (a) rude language towards the staff of the College (b) assaulting or attempting to assault fellow-students or the College employees or other staff of the College will attract any of the punishments mentioned in Disciplinary Regulations (The Principal shall have full power to inflict the following punishments in the interest of the students or the Institution: Fine, loss of attendance, loss of term certificate, suspension or expulsion).

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