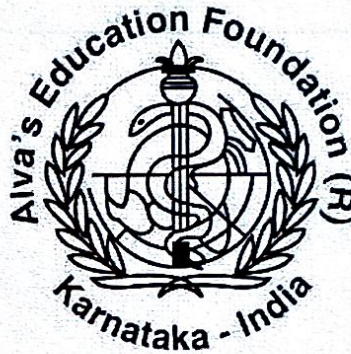


**Alva's Institute of Engineering & Technology,  
Moodbidri**



**POLICY ON CODE OF CONDUCT**

**VERSION 1.0**

**June 2016**

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## **POLICY ON CODE OF CONDUCT**

### **1. PURPOSE:**

The policy is issued to provide a framework for code of conduct for the students and staff in the Institute. Discipline in education is the prime focus of the institute. The code of conduct is to promote discipline within the institution among the employees and students. The behavior of an employee or a student to an extreme level would affect the whole and hence the disciplinary committee will look on to these aspects and make them be a disciplined individual. Each committee member is responsible for spreading the wings of the discipline and ensure it is understood and practiced effectively. The committee handling procedure will contribute to maintaining a harmonious environment in the institution.

### **2. SCOPE:**

- a. The policy ensures that the employees and students follow their roles effectively.
- b. It also maintains effective and confidential communication between the committee members and the student.
- c. Violation of the rules by the students shall be dealt by disciplinary action.
- d. Reassure them that the authorities will be acting impartially and will try to resolve the matters as amicably as possible.
- e. The Institute comprises of two committees, one - code of conduct monitoring committee for teaching and non-teaching staffs and second - disciplinary committee for students, plays a major role in maintaining rules and regulation of the college.

### **3. COMPOSITION OF CODE OF CONDUCT MONITORING COMMITTEE**

The composition is as follows,

- a. Chairperson
- b. Principal
- c. Senior faculty/Convener

### **4. COMPOSITION OF DISCIPLINARY COMMITTEE**

The composition is as follows,

- a. Chairperson/Principal



- b. Head of various departments
- c. Administrative Officer
- d. Student Welfare Officer (SWO)

## **5. ROLES & RESPONSIBILITY**

- a. Member convener will organize and conduct awareness programme about discipline in campus.
- b. Hod's of various departments monitor the students are adhere to their rules and responsibility.
- c. Members of committee monitor timely reporting of the staffs and students to the college regularly.
- d. Members of committee make sure that students are following the rules regarding restrictions of carrying mobile phones in campus.
- e. Member ensures that staffs and student wear their identification cards regularly.
- f. Member handles the student behavior inside and outside the college premises.
- g. Member also ensures that student follows the dress code of the college.
- h. Member should maintain the confidentiality of all discussion during the meeting.

## **6. PROCEDURE FOR THE CODE OF CONDUCT MONITORING COMMITTEE**

- a. Committee monitors whether the staff shall adhere to the rules/ regulations/ responsibilities all times.
- b. Non- adherence or non- compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employee.

## **7. PROCEDURE FOR THE DISCIPLINARY COMMITTEE**

- 1. The committee members may visit classes and inspect the students for any indiscipline activity.
- 2. When a student indulges in in-disciplinary activity or behavior then committee member should make and report and submit to the disciplinary committee for appropriate action.
- 3. If the problem is still unsorted then brought to the notice of chairman.
- 4. In a random visit, if a student indulges in violation of rules regarding mobile phones, then seizing the mobile and record maintenance will be done and will be returned with proper action.

  
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