



SASI INSTITUTE OF TECHNOLOGY & ENGINEERING (A)

KADAKATLA, TADEPALLIGUDEM-534101, W.G. Dt., (A.P)

Metric No: 7.1.10

The Institution has a prescribed code of conduct for students, teachers, **administrators** and other staff and conducts periodic programmes in this regard.

CODE OF CONDUCT FOR ADMINISTRATORS &
GOVERNING COUNCIL



CODE OF CONDUCT FOR ADMINISTRATORS

- 1) Adapt active teaching learning pedagogy that supports learning to the application/synthesis level of Bloom's Taxonomy that is very important for gaining meaningful employment.
- 2) Arrange seminars/guest lectures by resource persons from premier Institutes and Industries on topics beyond the syllabus and the technological directions in which the job market is moving.
- 3) To organize curricular and co-curricular activities in which students sharpen their technical and life skills with a strong ethical foundation.
- 4) To arrange talks that support tolerance towards cultural, regional, linguistic and socio-economic diversities that is vital for Inclusive environment.
- 5) To provide an ambiance that is devoid of discrimination of any type in which equal opportunities are available for the intellectual growth of every one, independent of the caste, creed and religious denominations.
- 6) Encourage research activities that have a strong influence in mitigating the problems faced by rural communities
- 7) Adopt villages in the Institute neighborhood and customize research activities that address their problems.
- 8) Establish MoUs with Institutes of National repute for faculty and student exchange program, and also for carrying out collaborative research.
- 9) Develop Industry-Institute collaborations that supports for doing student projects and Internship.
- 10) To establish centre of excellence with core and software industries that train students on emerging technologies towards gaining meaningful employment.
- 11) To staff the training and placement office with dynamic and self motivated trainers and officers that prepare the students to be market ready on technical and soft skills.

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- 12) To provide automated library and digital library facilities with enough resources that facilitates learning
- 13) To automate the administrative activities for efficient and ease of work.
- 14) Be receptive to student's needs and grievances and put in place a mechanism to address them within the shortest time possible.
- 15) Be open to the faculty requirements and problems and address them.
- 16) Support the organizing of faculty development program (FDP), depute faculty participation in FDPs and presenting paper's in seminars, national and international conferences.
- 17) Support recreational activities for faculty, staff and students that is very important for well being.

CODE OF CONDUCT FOR GOVERNING COUNCIL

- 1) Governing body will meet twice a year to take up the college agenda.
- 2) Ensure that administrative head is fully supported in promoting the vision and mission of the college and given the tools and resources to do so.
- 3) Ensure that the college is meeting the needs of society by designing its academic programs so as to stay relevant and so as to train students to address current problems and challenges.
- 4) Ensure that there is academic and research excellence in the campus.
- 5) Administer the preparation of the College annual report.
- 6) Facilitate decentralized decision making at the departmental level.
- 7) Assume annuity responsibility for the college and provide budgetary allocations to departments to speed up implementation of projects.
- 8) Approve and comply in the matters proposed and passed through the Academic Council of the college after discussions and also endorse the prescribed new courses of study and syllabi, and restructure and redesign the courses to suit the local needs, to make it skill oriented and in consonance with the job requirements.
- 9) Prescribe the rules for admission in consonance with the reservation policy of the state govt/ national policy.

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- 10) Evolve methods of assessment of student's performance, the conduct of examinations and notification of results.
- 11) Use modern tools of effective implementation of education technology to achieve higher standards and greater creativity.
- 12) Constitute Academic Council and Boards of Studies.
- 13) Have complete administrative autonomy and have the privilege of appointing administrative staff and teaching faculty.
- 14) Institute scholarships, medals, prizes and certificates.
- 15) Perform such other functions and institute committees, as may be necessary.

Mr. Sasi

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CODE OF CONDUCT FOR FACULTY / **STAFF**




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CODE OF CONDUCT FOR FACULTY/STAFF

- 1) The teaching and non-teaching staff members must be available in the staff room well before the scheduled class hour, and must carry out diligently the academic and co-curricular activities towards the attainment of the Institute's Vision and Mission.
- 2) The faculty must strictly maintain the prescribed dress code:
 - Must wear Identity cards.
 - Male faculty should wear formal dress with shirt tucked in and formal black shoe/sandals.
 - Female faculty should wear formal Saree and no Chudithar is permitted.
- 3) The faculty must exhibit highest level of professional commitment and integrity with an attitude of punctuality, honesty and highest level of ethical standard.
- 4) The faculty should strive to meet the academic expectations of students and act as mentors/facilitators in their learning process.
- 5) The faculty must maintain a cordial and healthy relation with the students and do not discriminate on the basis of caste, creed and religious denominations
- 6) In addition to the regular academic work, the faculty must actively take part to implement the roadmap of the department, and additionally contribute to generate the necessary processes for NAAC and NBA.
- 7) The faculty must maintain a healthy research ambiance and publish research articles in Indexed International journals and present papers in seminars and conferences.


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- 8) The faculty must strongly involve in consultancy and funding project work. On need basis, collaboration must be established with experts from other premier Institutes and apply for funded projects from diverse funding agencies.
- 9) The internal assessment exams and evaluation process must be carried out with required level of confidentiality and fair play. Any violations will lead to disciplinary action.
- 10) The faculty assigned with exam branch should maintain confidentiality in conduct of examination. Any information related to exam branch put in public domain must be under the specific instruction of Chief Superintendent/Controller of Examination.
- 11) The faculty availing leave/reporting late in the morning or leaving early in the evening are expected to make alternate arrangement of their class work/duties. This is subject to the restrictions as regards the frequency.
- 12) The faculty will desist from any activities that discredit or damage the reputation of the Institute.

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CODE OF CONDUCT FOR STUDENTS



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CODE OF CONDUCT FOR STUDENTS

The Institute strongly supports inclusiveness as a policy. The campus has students from different parts of the state and outside with varying degree of socio-economic status. This invariably leads to dressing styles dictated by affordability, and may generate a loss of self esteem, especially among students coming from economically disadvantaged communities. To eliminate this, the Institute has introduced a uniform dress code for all the students. The dress code is listed:

- 1) The students must enter the campus well before the scheduled class hours in a proper dress code. The prescribed dress codes for students are:
 - The boys have to put light blue top shirt and dark blue lower, neatly tucked in with black formal shoe. They must be clean shaved with a normal hair cut.
 - The girls have a Chudithar, light blue top and dark blue lower, suitably matched with dark blue Thuppatta and cut black shoe.
 - Only on Saturday, the students can put formal dress. No jeans, legging, shorts and dress that reflects indecency is permitted.
- 2) The students entering the campus late on a regular basis will be keenly monitored, and after due warning, may be sent home and forfeit their right to the class work.
- 3) The students shall maintain the decorum and sanctity of the class room and shall not involve in any activities that disturbs teaching and learning of others. Students creating nuisance in the class will be dealt seriously.
- 4) Students using college transport facilities will not play audio system of any type/not disturb the fellow students? Anybody found violating this will be denied the transport facility.

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- 5) Students are bound to respect the anti-ragging policy implemented in the Institute. Violations of any sort will be dealt legally.
- 6) Students are duty bound to maintain the campus free from plastic, help maintain the campus greenery, and facilitate the co-existence of flora and fauna in the midst of human activity.
- 7) The students must respect and be guided by the security staff in maintaining the campus free from student fights/arguments that is likely to vitiate the campus life.
- 8) The students shall not involve in any activities that may hurt the feeling of people from different religious and ethnic denominations.
- 9) The students shall scrupulously follow the do's and don'ts in the laboratory, and will be liable for damage if the lab equipments/instruments are damaged due to recklessness.
- 10) Interactions between boys and girls are expected to be within acceptable norms of our culture and tradition.
- 11) No food or beverages are allowed inside classrooms, laboratory, library, reading or tutoring room unless prior permission has been granted.
- 12) The students must park their vehicles in the dedicated parking slots for girls and boys.
- 13) There is zero tolerance for exam malpractices of any type. Students found involved in malpractices will forfeit all the future exams, and the exam in which he/she is found copying.
- 14) The students should behave in a manner befitting a professional student, and must exhibit highest level of conduct, ethics and discipline that strongly reflect upon the Institute Vision and Mission.
- 15) The students will not carry food and beverages of any type inside the class room, laboratory, library, reading and tutoring rooms.

Principal

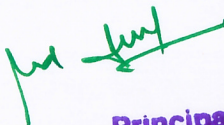
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- 16) Smoking and consumption of Alcoholic beverages and any form of substance abuse are strictly prohibited within the campus premises. Any student found involved will be dealt with severely.
- 17) In case of want of disciplinary related issues, the complaint is referred to Dean Student affairs. A committee of senior faculty members will handle the complaint, and depending upon the merit of the case, recommendations are given for reprimand, fine, rustication, expulsion from hostel, expulsion from the Institute or handing over the case to law enforcement authorities
- 18) Entertaining programs of any type of or collection of money from students for any purpose within or outside the Institute has to done with explicit permission from the Principal.
- 19) Eve teasing or making sexist comment of any student is strictly prohibited.
- 20) Students are strictly prohibited from organizing birthday gatherings or celebrations of any type in the college premises
- 21) Usage of cell phone or chatting via social media platforms is strictly prohibited in the class room. Violations will lead to seizure of the phone.


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