



VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE & Affiliated to JNTUK, Kakinada)

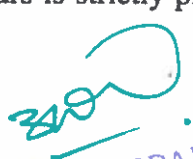
DUVVADA, VISAKHAPATNAM

Discipline Policy for students

Objective:

The main objective is to inculcate ethical standards, moral values and eminence in educational standards besides maintaining social harmony in the campus and promote sense of belongingness among the students. All students are expected to follow and strive to achieve these objectives and behave in a manner befitting a professional course student. Any student found to be acting directly or indirectly for the breach of the above said objectives would be taken action as per the code of conduct.

1. All the students who secure admission in the college are deemed to have agreed to all the rules and regulations, given here under and such other rules and regulations as to be added, or amended from time to time.
2. Students have to give an undertaking that he/she will not involve in any sort of disciplinary act; if involved, he/she is liable to be punished accordingly.
3. Students should wear and display ID cards as long as they are present in the college campus.
4. Students should come in uniform regularly. In-shirt is mandatory for boys (neat haircut with beard shaved). On Saturdays, Collarless T-Shirts, shaded pants, several pockets to the pant and torn jeans for boys and Sleeveless for girls are not allowed. Girls should wear only chudidhars with dhupatta on both sides.
5. It is mandatory for the students to come in uniform, during events like workshops, guest lectures etc.
6. Main gate shall be closed at 8:10AM and shall again be opened from 8:40AM to 8:50AM. The gate remains open in the lunch time ie. 11:40 AM to 12:30PM for II, III & IV B. Tech, M. Tech, MBA & MCA students. For I year B.Tech. Students, similar relaxation will be given as per their timings.
7. Students going out of the campus during working hours except lunch time need to submit the gate pass to the security, approved by their respective HOD and Discipline In-charge.
8. Students should not sit on the parapet walls, railings, steps or stair-cases. Loitering in the corridors, in the areas of garden, G-fair, school, buses, temple, and workshop or anywhere in the campus during instruction hours is strictly prohibited. Students are expected to spend their free time in the Library.


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9. Students have to stay in the campus, during sports, library or counseling hours to serve the purpose. All II, III, IV B. Tech, M. Tech, MBA & MCA students can leave the campus only at 3PM.
10. During mid exams, other than exam time students should sit in their respective class rooms or library only. Sitting in the corridors or stair-case is strictly prohibited.
11. Mobile phones should not be used in the class, corridors, library or labs.
12. When students use other's ID cards, both of them shall be punished.
13. Students should not stay in the campus beyond college timings without proper reason. If they have work, they should take prior permission from the respective HOD. Playing sports beyond 5PM, permission letter should be approved by PD and they are responsible for any indiscipline.
14. In case of any woman related grievances, they need to be intimated to Women's Protection Cell.
15. The loss of identity cards must be reported to the concerned HOD and duplicate identity card will be issued by the System cell.
16. Giving publicity to misleading reports either physically or electronically via social networks will be considered as indiscipline.
17. Willfully damaging or stealthily removing any property/belongings of the Institute or fellow students will be taken action as per the code of conduct.
18. Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs is liable for suspension or T.C.
19. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus.
20. The College being a temple of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike or agitation including slogan shouting, dharna, or indulge in anything which may harm the peaceful atmosphere of the Institution.
21. Any case of criminal activity or violation of law and order in the college campus will be reported to the police.


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22. Students under suspension should not enter the campus without the permission of the competent authority and if entered suspension duration may be extended.

23. Each student shall show due respect and courtesy to the teachers, administrators, officers and employees of the Institute; and good neighborly behavior to fellow students.

24. Usage of profane language or offensive gestures to others is strictly prohibited.

25. College bears no responsibility for the loss of valuables of students.

26. Any act, spoiling the cleanliness (playing with colours, birthday celebrations etc.) shall be dealt by the campus manager.

S.No	Code of Conduct	Punishment
1.	Non-Uniform/Improper dress code/not wearing ID card/using mobiles in the campus without permission/ Jumping over the wall at the gate	Penalty of Rs100/-
2.	Loitering or sitting in the corridors, stair cases, school, buses, temple, G-foir area during class hours	Penalty of Rs100/-
3.	Involved in Theft/found in drunk condition	Three days suspension after intimation to the parents.
4.	Involved in quarrels/fights in the campus.	Minimum 1 week suspension after intimation to the parents. T.C shall also be issued based on the severity of the issue.
5.	Misbehavior or arguments with teaching and non-teaching staff or security guards.	Three days suspension
6.	Wearing duplicate ID card.	Rs 200 fine.
7.	Destruction of furniture or any other college property.	Three days suspension and penalty equivalent to the cost of the property.
8.	When students use others ID cards in the campus.	Both the students shall be punished with a penalty of Rs 200 each.
9.		Shall be reported immediately to their

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	Indecent behavior between girls and boys	parents and explanation letter has to be submitted by the students.
10.	Staying back in the campus beyond college working hours	
11.	Usage of profane language or offensive gestures	Penalty of Rs100/-
12.	Misleading reports sent either physically or electronically via social networks	Three days suspension

DISCIPLINE:

To protect and maintain general discipline, prestige and standards of the college are handled as per the code of conduct and all such decisions are final and binding on the students. All the students of the college are expected to behave politely with the staff both teaching and non-teaching.

Discipline Committee consists of the following members:

(i) Principal


(ii) Dean of Students' Affairs

(iii) Issue concerned HOD and faculty discipline coordinator of that department

(iv) Discipline In-charge

Cases mentioned in the rules and regulations of the college are taken action as per the code of conduct by the Discipline In-charge and reported to Principal, Dean of Students' Affairs and the concerned HOD.

In very exceptional circumstances, which is not mentioned in the code of conduct, the Principal may appoint a Special Committee to investigate and recommend the action to be taken in case of any act of indiscipline.


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