



**DADI INSTITUTE OF ENGINEERING & TECHNOLOGY
AN AUTONOMOUS INSTITUTE**

Approved by A.I.C.T.E & Permanently affiliated to JNTU GV

Accredited by NAAC with 'A' Grade and Inclusion u/s 2(f) & 12(B) of UGC Act

An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Institute.

NH-16, Anakapalle - 531002, Visakhapatnam, A.P.

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CODE OF CONDUCT

A. CODE OF CONDUCT FOR FACULTY

1. Academic and Professional Responsibilities

1. Be present in the class at the scheduled time without exception.
2. Take attendance at the beginning of the class.
3. Close the class punctually at the end of the hour.
4. Prepare adequately for each class with updated and relevant content.
5. Maintain course files, lesson plans, evaluation records, and teaching aids.
6. Complete the syllabus within the prescribed time frame.
7. Evaluate assignments and exams promptly and provide timely feedback.
8. Maintain discipline and ensure a clean, orderly classroom environment.

2. Ethical Conduct

1. Do not use abusive or inappropriate language.
2. Avoid quarrels, fights, or disrespectful behavior.
3. Do not engage in business, money lending, canvassing, or selling products inside the college.
4. Avoid political activities that may cause conflicts of interest.
5. Do not call students to your residence.

6. Do not use students for personal work.
7. Do not take private tuitions for students from your own institution.
8. Do not accept gifts or favors from students or parents.

3. Institutional Responsibilities

1. Attend all departmental and institutional functions.
2. Follow institutional rules, policies, and procedures.
3. Obtain prior approval for leave and inform students in advance.
4. Report student misconduct immediately and take corrective action when needed.
5. Maintain professional behavior inside and outside the college.

B. CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Work and Administrative Conduct

1. Report to duty on time and perform tasks responsibly.
2. Maintain confidentiality of official records.
3. Provide student and faculty support services politely and efficiently.
4. Ensure accuracy in documentation, data entry, and office records.
5. Use institutional property, equipment, and resources responsibly.

2. Ethical & Personal Conduct

1. Maintain honesty, integrity, and accountability.
2. Do not engage in favoritism, bribery, or acceptance of gifts.
3. Maintain professional behavior with students, faculty, and visitors.
4. Avoid conflicts, rude behavior, or negative conduct.
5. Avoid business, political activities, or money lending on campus.

3. Responsibilities Toward the Institution

1. Participate in institutional events and duties assigned.
2. Follow all administrative rules and processes.
3. Maintain cleanliness and discipline in work areas.
4. Report any misuse of institutional property or misconduct.

C. CODE OF CONDUCT FOR STUDENTS

1. Academic Responsibilities

1. Attend classes regularly and maintain minimum attendance as per regulations.
2. Be punctual to classes, labs, and examinations.
3. Complete assignments, projects, and exams honestly.
4. Maintain discipline inside classrooms, labs, and library.

2. Behavior and Discipline

Students shall NOT:

1. Engage in ragging, harassment, or any form of bullying.
2. Use abusive language or disrespect teachers, staff, or peers.
3. Damage college property; defaulters will pay for repairs.
4. Engage in fights, violence, or misconduct on campus.
5. Use mobile phones during class unless permitted.

3. Ethical Conduct

1. Maintain honesty in tests, assignments, and projects.
2. Do not engage in cheating, plagiarism, or malpractice.

3. Do not involve in political activities inside the campus.
4. Use social media responsibly without harming the institution's reputation.

4. Campus Conduct

1. Carry valid ID cards at all times.
2. Wear prescribed uniform/dress code where applicable.
3. Follow rules in library, laboratories, and hostels.
4. Keep the campus clean and litter-free.