

Code of Conduct Handbook for Students and Faculties

Vidya Vikas Institute of Engineering & Technology

Vision

Our vision is to provide learning opportunities, ensuring excellence in education, research and facilitate an inspiring world class environment to encourage creativity. The Institute is committed to disseminating knowledge, and through its ingenuity, bring this knowledge to bear on the world's great challenges. VVIET is dedicated to providing its students with an education that combines academic study and the excitement of discovery kindled by a diverse campus community.

Commitments

- Offer highest professional and academic standards in terms of personal growth and satisfaction, and promote growth and value to our research sponsors.
- Provide students a platform where independent learning and scientific study are encouraged with emphasis on latest engineering techniques.
- Encourage students to implement applications of engineering with a focus on societal needs for the betterment of communities.
- Empower students with vast technical and life skills to raise their stakes of getting placements in top reputed companies.
- Create a benchmark in the areas of research, education and public outreach.

Profile of the Institution

Vidya Vikas Institute of Engineering & Technology (V.V.I.E.T) was started in 1997, in pursuit of developing science & technology through teaching, research and development. We deliver best-quality education and training to mould the technophiles into highly professional world-class engineers.

VVIET is recognized by the Government of Karnataka as well as the All India Council of Technical Education (AICTE), New Delhi, affiliated to the Visvesvaraya Technological University (VTU), Belgaum and governed by Vidya Vikas Educational Trust®.

Campus

VVIET is located in a sprawling campus of over 56 acres providing a serene learning atmosphere. There are landscaped gardens, trees lined pathways, and student rest places, parking lot. Entire campus is WIFI enabled. There are playgrounds and indoor sports facilities to boost physical activity.

1.1.1 Facilities

The Central Library serves the reference and study needs of students in the campus. Its books represent a good and well-researched collection of top quality books. Technical journals of a wide range and from all parts of the world are well stocked. The library annex has digital library, and ensures new features adding more space and ambience. Computers with internet facilities and photocopying facilities make up for good add-on features in the library complex that is manned by professionally qualified personnel.

The laboratories are state-of-the-art and match the needs of all disciplines and specialties. An interesting feature of the labs is that one can see the evolution of each department with the labs having a full range of equipment that reflect the inception to the trends under each specialty.

Students Activities

Apart from academics, the students of VVIET are involved in **Co and extra-curricular activities and student collegiate clubs**. The most notable ones are mentioned below. The clubs, each separately conduct a full calendar of events including industrial visits, the annual Entrepreneurship Week Celebrations, workshops, Tech-Talks, CEO-Connect programs, etc.

Institute has various professional bodies / chapter in different departments:

- Institute of Electrical and Electronics Engineers (IEEE)
- The Indian Society for Technical Education student chapter (ISTE)
- Computer Society of India (CSI)
- Institution of Electronics and Telecommunication Engineers (IETE)

1.1.2 Research facilities and Industry Interaction

Research forums are one of the main thrust of Vidya Vikas Institute of Engineering & Technology. Research projects from KSCST, AICTE, VTU and VGST have been granted to departments of VVIET. Students are encouraged to publish research articles in national and international forums. Research internships are made available to students.

1.1.3 Academic Programs Offered

UNDERGRADUATE PROGRAMS

1. B.E in Civil Engineering
2. B.E in Computer Science and Engineering
3. B.E in Electrical and Electronics Engineering
4. B.E in Electronics and Communication Engineering
5. B.E in Information Science and Engineering
6. B.E in Mechanical Engineering

POST-GRADUATE PROGRAMS

- 1 M.Tech in Digital Electronics & Communication Systems
- 2 M.Tech in Production Technology
- 3 M.Tech in CADs for Structures

DOCTORAL PROGRAMS

Ph. D / MSc (Engg.) by Research is available in the following departments:

- 1 Chemistry
- 2 Civil Engineering
- 3 Computer Science Engineering
- 4 Electrical and Electronics Engineering
- 5 Electronics & Communication
- 6 Mathematics
- 7 Mechanical Engineering
- 8 Physics

ACADEMIC RULES & REGULATIONS

Applicable for all Programmes

1. SHORT TITLE AND COMMENCEMENT

1.1 The regulations listed under this head are common for all degree level undergraduate programmes (B.E.) offered

1.2 The regulations are subject to amendments as may be made by the Academic Council of the college from time to time.

2. DEFINITIONS

- a) “University” means Visvesvaraya Technological University(VTU)
- b) “College” means Vidya Vikas Institute of Engineering & Technology(VVIET), Mysore.
- c) “Commission” means University Grants Commission(UGC)
- d) “Council” means All India Council for Technical Education(AICTE)
- e) “Regular Students” means students who are admitted to B.E. Programmes after PUC (10+2) or equivalent
- f) “Lateral Entry” means students who are admitted to the third semester Engineering (second year) programme after completing Diploma Course in the respective discipline.
- g) “Branch” means specialization in a programme like B.E. degree programme in Civil Engineering or B.E. degree programme in Computer Science and Engineering etc.
- h) “Course” means a subject either theory or practical identified by its title and code number. For example, Engineering Mathematics-I is a course offered in the first semester.

DEFINITIONS OF KEY WORDS:

- 1 **University:** Visvesvaraya Technological University, Belagavi.
- 2 **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- 3 **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from August to January and even semester from February to July.
- 4 **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (*core, elective and Foundation Courses*).
- 5 **Programme:** An educational programme leading to award of a Degree or certificate.
- 6 **Course:** Usually referred to, as ‘papers’ is a component of a programme. All courses need not carry the same weightage. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
- 7 **Branch:** Specialization or discipline of B.E./B.Tech. Degree Programme, like Civil Engineering, Electronics & Communication Engineering, etc.
- 8 **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters S, A, B, C, D, E and F.
- 9 **Grade Point:** It is a numerical weightage allotted to each letter grade on a 10-point scale.
- 10 **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- 11 **Credit Point:** It is the product of grade point and number of credits for a course.
- 12 **Semester Grade Point Average (SGPA):** It is a measure of academic performance of student/s in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

- 13 **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points earned by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

3. NOMENCLATURE OF ACADEMIC PROGRAMMES

3.1. The nomenclature and the corresponding abbreviations shown below, shall continue to be used for the degree programmes under the University, as required by the Commission.

- a) Bachelor of Engineering(B.E.)
- b) Besides, the branch/programme of specialization, if any, shall be indicated in brackets after the abbreviation.
- c) For example, engineering degree in Mechanical Engineering programme is abbreviated as B.E. (Mechanical Engineering).

3.2. Undergraduate degree Programmes offered by the College:

S. No.	Title of the UG Programme	Abbreviation
1	Civil Engineering	CV
2	Mechanical Engineering	ME
3	Electrical and Electronics Engineering	EE
4	Electronics and Communication Engineering	EC
5	Computer Science and Engineering	CS
6	Information Science and Engineering	IS

4. DURATION OF THE ACADEMIC PROGRAMMES

As a flexible credit system is followed, it is to be noted that the programme duration shall be dictated by the period in which a student earns the prescribed credits for the award of degree. Hence, it is possible for an outstanding student to qualify for the award of degree in a shorter time than that of the duration specified for the concerned programme.

4.1. Normal Duration

4.1.1 The duration of an academic programme shall be four years for B.E. programme

4.1.2 The duration of an academic programme shall be three years for B.E. lateral entry programme.

4.2. Maximum Duration

4.2.1. The maximum period which a student can take to complete a full time academic programme shall be twice the normal duration of the programme, i.e., eight years for B.E. and six years for lateral entry (diploma students).

4.2.2. The maximum period for a programme shall also be dictated by the fact that a student has to demonstrate the prescribed minimum academic performance by registering for the prescribed minimum number of credits in every semester, for continuing with the programme. This period can be equal to or lesser than the maximum period indicated as in 4.2.1.

5. PROCTORSYSTEM

5.1. Introduction

The faculty advisory system (Proctoring system) is to help the students to complete their studies successfully & comfortably. A faculty is called as proctor and the student as proctee.

5.2. Objective(s):

- To advice the students in their academic requirements
- To guide/mentor the students appropriately from time to time
- To provide supportive care to the students from time to time

5.3. Roles & Responsibilities

- 5.3.1. The proctor shall pay complete attention in respect of the student who fails to satisfy minimum attendance (85%) in all theory and practical courses & internal marks (50%) in each of the laboratories, drawings and workshops etc. as per the regulations.
- 5.3.2. The proctor shall get their copy of proctor diary updated and ensure that student proctor diary is also completed in all respects from time to time.
- 5.3.3. The proctor shall arrange for a meeting with the students at least twice in a month and submit the proceedings to the concerned HOD through proctor.
- 5.3.4. The proctor shall invite the parent for discussion at least once in every semester to update the academic progress of their ward.
- 5.3.5. The Proctor should arrange to send the progress reports to the parent furnishing the details of attendance, class marks, examination results, etc. These reports shall be sent twice in a semester (preferably after the conduction of Test1 &Test2) to the parents/guardians of all the concerned students.
- 5.3.6. Proctor shall ensure that the students should not partake in any sort of ragging activity in & outside of the campus/hostel and they shall not indulge in any anti-social activities and acts unbecoming of a student.

5.4. Expected Outcome:

Reduce the failure rate, motivate the students & improve the overall performance and quality of the student.

6 Disciplinary Measures

Ragging

Ragging which is a social evil can cause an ill effect on the student community. This may have a psychological and physical effect on a student. There is no Ragging at VVIET campus as the administration has taken several steps to curb ragging & indiscipline. With respect to the Reference to clause (g) of sub – section (I) of Section 26 of the University Grants Commission Act, 1956, and AICTE notification vide curricular no. F. No. 37-3/legal /AICTE/2009 dated 25/03/2009, all regulations will be followed strictly in the institute to root out ragging in all its forms.

Ragging constitutes one or more of the following acts

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h) Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Sexual Harassment / Exploitation

This may have a psychological and physical effect on a student such incidents will be reported to the nearest police station and action may be taken as per the law.

1.1.1 Punishments:

Actions to be taken on students who indulge in ragging, sexual harassment/exploitation are:

- a. Every single incident of ragging, Sexual harassment / exploitation a First Information Report (FIR) will be filed without exception by the institutional authorities with the local police authorities (Alanahally Layout Police Station, Mysore- 570028).
- b. Depending upon the nature and the gravity of the offence as established the possible punishments for those found guilty of ragging shall be any one or any combination of the following:
 - (i) Cancellation of admission.
 - (ii) Suspension from attending the classes.
 - (iii) Debarring from appearing in any test / examination or other evaluation process.
 - (iv) Suspension / Expulsion from the hostel. Rustication from the institution.
 - (v) Expulsion from the institution and consequent debarring from admission to any other institution.

Campus Discipline

1. The students will not assist or even associate himself / herself in any activities which disturbs or is likely to disturb the peace and smooth working of the institution.
2. The students shall follow all the rules and regulations laid down by the college authorities / management from time to time.
3. Students should follow the prescribed dress code of VVIET while in the campus and have to wear ID card issued by the College.
4. Unsocial activities like ragging in any form shall not be permitted within or outside the premises of the institution and the students found indulging in them shall be dealt with severely and dismissed from the institution.

5. The following additional acts of omission and /or commission by the students within or outside the premises of the college shall constitute gross violation of code of conduct which is punishable.

- Student should not damage property of the Institution / Hostel.
- Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs, smoking.
- Hacking in computer systems (such as entering into other persons' area without prior permission, manipulation and / or damage of computer hardware and software or any other Cyber - Crime etc.).
- Use of Mobile in the college Academic area.
- Unauthorized fund raising and promoting sales.
- Any other activity considered by the college as of gross indiscipline.

In each case above, the punishment shall be based on the gravity of offence covering from reprimand, levy of fine, expulsion from Hostel, debar from examination, rustication for a period, to outright expulsions.

The reprimanding authority for an offence committed by students in the Hostels and in the Department or the class room shall be respectively, the Warden of the Hostels and the Head of concerned Department.

1.2 SECTION A – NORMS RELATED TO FACULTY

1. RULES / REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF FACULTY MEMBERS

The faculty shall adhere to the Rules / Regulations / Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. *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 staff members.

GENERAL

- 1.1 The faculty members must be punctual to duty;
- 1.2 The faculty shall stay within the campus during the working hours of the college;
- 1.3 The faculty shall discharge the responsibilities assigned in teaching/research/consultancy and administrative diligently in honest and un-biased manner with total commitment;
- 1.4 The faculty members are expected to conduct themselves in a professional and co-operative manner;
- 1.5 Take precautions to protect equipment, materials and facilities of the college;
- 1.6 Attend and participate in the meeting, activities called / assigned by the HOD, Principal, Management;
- 1.7 To take up other duties and responsibilities as prescribed by the Principal/Management not limited to (apart from) Academic and Evaluation duties;
- 1.8 To undertake Research/Consultancy Activities constantly in addition to teaching.
- 1.9 The faculty shall not engage/take private tuitions;
- 1.10 The faculty shall follow the dress code as per the Institute norms;
- 1.11 The faculty shall finish the evaluation work of Internal Assessment(IA) and VTU Examinations on priority without causing any inconvenience;
- 1.12 The faculty shall not accept/proceed to undertake any duties/works outside the college without prior approval of the Principal/Management.
- 1.13 Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned faculty should submit proof of attendance to the Department.

BEHAVIORAL

The teaching profession expects high standards of ethical behavior. The faculty members are expected to conduct themselves in professional and befitting manner. The faculty members shall adhere to ethical codes of conduct listed below:

- 1.14 The faculty shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members.
- 1.15 The faculty shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying / tempering any records or documents;
- 1.16 The faculty shall desist from getting involved in un-authorized activities leading to financial benefit;
- 1.17 The faculty shall comply with rules, regulations and policies of Management from time to time;

ACADEMIC

- 1.18 To conduct the assigned classes as per the time-table;
- 1.19 To maintain the course files and other relevant documents of the courses handled by the concerned faculty.
- 1.20 To participate in professional development activities and apply the concepts in academic activities such as classroom delivery & also in practical sessions;
- 1.21 The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving Teaching and Learning Process. (TLP);

CLASSROOM MANAGEMENT

- 1.22 The faculty should be prepared for the theory and practical class.
- 1.23 The faculty should be punctual [near the classroom five minutes prior to the scheduled commencement];
- 1.24 To mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance;
- 1.25 The faculty should share the knowledge to the students in a manner that encourages effective two-way communication;
- 1.26 To be self-confident and facilitate quality delivery of the course taught;

- 1.27 Involve visual and activity based learning wherever possible, make power point presentation(PPT) in addition to conventional use of black board depending on the course & necessity;
- 1.28 Provide real time case studies as and when necessary. Employ appropriate strategies to achieve desired objective of learning;
- 1.29 To pose questions to the students which will inculcate out of box thinking;
- 1.30 To summarize the concepts at the end of every class;
- 1.31 After every IA, the faculty shall discuss about the common mistakes made by students and explain how to overcome it;
- 1.32 To evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent;
- 1.33 The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time;
- 1.34 The faculty shall not prepone, postpone, let-off or suspend a scheduled class without authorization from the concerned HOD / Principal;
- 1.35 The faculty shall handle the assigned practical classes and be available in the designated place for the full scheduled time of the practical class;
- 1.36 A class, be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class;

STUDENT RELATED

- 1.37 To motivate students to show interest and learn the most;
- 1.38 To be available for the students even after class hours to clarify their doubts, if any;
- 1.39 To provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the examinations confidently;
- 1.40 To treat students with respect and teach them to treat others with respect;
- 1.41 To motivate and help students to do minor educational projects in related area/topics (suggested by the faculty & chosen by the student), so that their analytical and self-learning skills improve;

ROLE AS PROCTOR/COUNSELOR/ MENTOR

- 1.42 As a proctor, the faculty shall advise/ counsel the student on all the academic matters.
- 1.43 The faculty will be meeting assigned students at least once in every fortnight. The faculty shall report to the Chief Proctor/HOD/ Principal about those students who avoid meeting the Proctor;
- 1.44 The faculty shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed;
- 1.45 The faculty shall keep the parents apprised about the academic progress and general behavior of their wards from time to time;

- 1.46 To demonstrate communication and interpersonal skills while interacting with students, parents, colleagues, staff and administrators and other stakeholders. Positive attitude and mind set is highly appreciated;
- 1.47 To ensure maintenance of proctor diary in accurate, complete, and appropriate manner. The proctor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification;
- 1.48 The proctor should serve the students the students as friend, philosopher and guide.

