

**CODE OF CONDUCT
HANDBOOK
FOR
STUDENTS', FACULTY &
SUPPORTING STAFF**

East Point College of Engineering & Technology

(An Autonomous Institute, Affiliated to VTU, Belagavi)

Jnanaprabha Campus, Virgo Nagar Post,

Bidarahalli.

Bengaluru – 560049

www.epcet.edu.in

Preamble

This handbook outlines the standard operating procedures and policies practiced at East Point College of Engineering and Technology (henceforth referred to as the "Institute") for faculty, support staff, and all students enrolling in the Institute to pursue a variety of courses. This Code of Conduct and the rights, obligations, and limitations that result from it must be understood by all students, professors, and support personnel. It is requested that all students understand this code.

Code of Conduct for Students

- The student is required to carry their identity card with a photo attached at all times while on campus and to provide it upon request.
- According to the time-table, students must consistently attend the lectures and labs.
- Students should have a minimum 85% attendance in theory and practical.
- Students should maintain discipline and decorum of the college.
- The student must show up for all exams and tests and demonstrate adequate progress.
- Students are recommended to read every notice posted on the notice boards and on the institute website.
- Students' behavior in the classroom and on the institute's grounds should not disrupt other students or classes.
- Students are not allowed to roam around the institute's grounds.
- No organization may be established within the institute or the dorms, and no one may be asked to speak at a meeting without the principal's prior approval.
- No trips should be arranged without prior consent of the principal.
- Students are expected to maintain the property of the institute/any disfigurement of the institute's walls, doors, fixtures, furnishings, etc. is considered a breach of discipline.
- Ragging of all forms is banned. Strict disciplinary action will be taken against students indulging in such activities.

- Any form of bullying, harassment, or discriminatory behavior will attract severe disciplinary action.
- Students are encouraged to participate in academic, co-curricular, and extracurricular activities.
- The possession or use of drugs, alcohol, tobacco, or any intoxicating substance is strictly prohibited on campus. Violators will face strict disciplinary and legal action.
- Students are encouraged to report grievances or complaints through the official Grievance Redressal Mechanism. All concerns will be handled confidentially and fairly.
- Students must appear for all internal as well as semester-end examinations.
- Students must read the scheduled timetable of examination carefully and check regularly the changes made in the time table if any.
- Students must be present in the examination hall thirty minutes before the start of examination.
- The student should obey the instructions given by the invigilator in the examination hall.
- Students should not speak or communicate in any way with any other candidate in the examination hall during the examination.
- Exchange of writing materials, mathematical instruments etc, is strictly prohibited
- Students must not enter an examination hall more than half-an-hour after the start of an examination.
- Students must not carry notes, blank papers, books, programmable calculators, mobile phone or any other electronic data storage device with them during the examination. All rough work must be done in the exam booklets provided during the examination.

Code of Conduct for Faculty

Purpose of the Code

The Code of Professional Conduct for Faculty applies to all Faculty of the institution. Its purpose is:

1. It acts as a compass for faculty members to maintain the honour and dignity of the teaching profession and institution while managing their careers in an ethical and respectful manner.
2. The public at large and the education community may utilize it to better understand and anticipate the teaching profession.
3. It has significant legal standing and will serve as a guide for the Council while carrying out its disciplinary and investigative duties.

Code of Conduct

- Effectively communicate in a way that is professional, cooperative, encouraging, and founded on respect and trust with students, coworkers, parents, management, and other members of the institution community.
- Stay informed about current events and the latest developments in the subject.
- Prepare thoroughly for the lecture to be delivered in advance.
- Conduct lectures and laboratories as per the time table.
- Make use of ICT tools to make teaching more interesting.
- Record the attendance of students regularly.
- Syllabus should be completed in the stipulated time.
- All the examinations should be conducted as per the time-table.
- The scheme of evaluation should be discussed with the students.
- Regularly meet the mentees.
- Be polite to the students- listen to their problems and should make efforts to solve them.
- Be in contact with the parents / guardians of the students.

- Take the prior approval of leave from respective authority and make the alternative arrangements for the lecture, laboratory and exams.
- Follow the rules, regulations and instructions of the institute from time to time.

Code of Conduct for Supporting Staff

- Start working on time.
- Make the most of every working hour and make sure that their activities don't interfere with their department's ability to run efficiently.
- Respect confidentiality in all matters.
- Recognise the duties, processes, and practices associated with their role.
- Make sure they carry out their allocated tasks with precision and thoroughness.
- Manage time effectively.
- Be well-organized.
- Demonstrate ability to solve problems within the scope of their position.
- Demonstrate ability to work independently when appropriate.
- Show initiative.
- Notify their in-charge if they are unable to come to work. Submit a leave application to the concerned on time.
- Effectively communicate in a way that is professional, cooperative, encouraging, and founded on respect and trust with students, coworkers, parents, management, and other members of the institution community.

Rules for Parking

- All the vehicles should be parked in the designated space provided by the institute for parking.
- A vehicle should be properly locked and parked.
- The institute will not be held responsible for vehicle held outside parking area of the institute.



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