



**Marri Laxman Reddy Institute of Technology and Management**

**(UGC Autonomous)**

**Dundigal, Hyderabad – 500043**

**Code of Ethics**

**With effect from 04<sup>th</sup> February 2016**

## **Code of Ethics**

### **Comprehensive Code of Ethics for College Community Members:**

The "Code of Ethics for Staff, Students, Hostellers, and Administration" document has been created to provide essential information to all members of the MLRITM, Dundigal, Hyderabad. It outlines the institution's policies and guidelines aimed at ensuring the smooth execution of academic and co-curricular activities, while also promoting social responsibility across all levels.

Given the significant role of the education system, it is crucial that all parties involved including the governing body, faculty, and students maintain the highest ethical standards throughout the teaching and learning process.

A system of corrective actions is in place to support the administration in promptly identifying and addressing any violations of the code of conduct, ensuring the continued upholding of professional ethics and human values.

### **Professional Ethics and Conduct Guidelines for Staff and Administration**

- Create a professional work atmosphere and follow institutional guidelines
- Uphold professionalism both inside and outside the classroom, setting a positive example for students.
- Demonstrate punctuality and consistency in fulfilling professional responsibilities.
- Act with honesty and ensure full compliance with applicable laws and regulations.
- Safeguard the institution's resources, including physical, intellectual, and digital assets.
- Faculty interactions with male and female students, as well as other staff members, must be respectful and dignified.
- Consistently exhibit professional behavior. Show courtesy and respect to others, refraining from any form of disrespect or demeaning actions. Harassment and discriminatory behavior will not be accepted.
- In accordance with institutional policies, faculty must adhere to the established procedures for adjusting their class schedules. Failure to do so will result in the leave being considered unauthorized, and appropriate actions will be taken.
- The use of mobile phones in classrooms, laboratories, common areas, and hallways during working hours is strictly prohibited.
- Employees should maintain a neat, clean, and professional appearance that reflects their role. Faculty members are required to wear their ID cards while on campus.

### Principles of Ethical Conduct for Students

- Show respect, dignity, fairness, and consideration towards faculty, administrative staff, employees, guests, visitors, and fellow students, demonstrating sensitivity in all interactions.
- Regular attendance at the institute is mandatory, and each student is responsible for staying informed about their academic duties and ensuring they are completed on time.
- Academic integrity and punctuality are essential in completing assigned tasks, whether individually or as part of a group.
- Students are expected to engage only in activities that uphold the institution's prestige.
- Students must ensure their behavior towards the opposite gender is exemplary. Any form of unwelcome conduct verbal, written, gestural, or physical towards female students or staff will be addressed according to the law.
- Any infractions of academic integrity, such as cheating, malpractice, or the submission of false information, are not tolerated and will result in severe consequences. Plagiarism or the unauthorized use of collaborative work will also lead to disciplinary action.
- Ragging refers to any behavior by an individual or group—whether verbal, written, or physical—that involves teasing, mistreating, or showing rudeness towards a fresher or any other student. Such actions will be classified as ragging and will result in disciplinary measures.
- Refrain from engaging in any activity or conduct that could unfairly advantage or disadvantage another student academically.
- The use or possession of fireworks, explosives, weapons, or any destructive items is prohibited.
- Mobile phone usage is not permitted in classrooms or corridors.
- Audio or video recording of classroom activities, or of students, faculty, or staff, is not allowed without prior consent.

  
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MARRI LAXMAN REDDY INSTITUTE OF  
TECHNOLOGY AND MANAGEMENT  
(AUTONOMOUS)  
Dundigal (V), Dundigal-Gandimaisamma (M).