

CODE OF CONDUCT FOR STUDENT, FACULTY AND STAFF

2026 Edition

Policy No. : EOMS 21001: 2018/Pol/G&FE/2025-2026/09



**Sathyabama Institute of Science and Technology
(Deemed to be University)**

Rajiv Gandhi Salai, Chennai – 600119, Tamil Nadu, India

TABLE OF CONTENTS

Sl. No.	Section	Page No.
1	Preamble	4
2	Objectives of the Policy	4
3	Scope and Applicability	5
4	Guiding Principles	5
4.1	Integrity and Honesty	5
4.2	Respect and Dignity	5
4.3	Academic Excellence	5
4.4	Accountability and Transparency	6
4.5	Inclusivity and Equal Opportunity	6
4.6	Environmental Responsibility	6
5	Code of Conduct for Students	6
5.1	Academic Responsibilities	6
5.2	Behavioural Conduct on Campus	7
5.3	Use of Technology and Social Media	8
5.4	Hostel and Residential Conduct	8
5.5	Rights of Students	9
6	Code of Conduct for Faculty	9
6.1	Academic and Teaching Responsibilities	9
6.2	Research and Publication Ethics	9
6.3	Professional and Ethical Conduct	10
6.4	Confidentiality and Data Protection	10
6.5	Professional Development	10
7	Code of Conduct for Non-Teaching Staff	11
7.1	Professional Duties and Responsibilities	11
7.2	Conduct and Behaviour	11
7.3	Confidentiality and Loyalty	11
8	Specifically Prohibited Acts	12
9	Disciplinary Measures	13
9.1	Disciplinary Process	13
9.2	Range of Penalties	13
10	Implementation and Monitoring	14
10.1	Dissemination	14
10.2	Monitoring and Review	14

DOCUMENT CONTROL SHEET

Particulars	Details
Policy Title	Code of conduct for Student, Faculty and Staff
Policy Number	EOMS 21001: 2018/Pol/G&FE/2025-2026/09
Version Number	4.0
Date of Approval	03/07/2026
Reviewed By	IQAC
Approved By	Executive Council
Review Frequency	Once every Three Years
Next Review Due	02/07/2029
Policy Status	Active

DOCUMENT CLASSIFICATION : This document constitutes an official policy of the Deemed to be University. The provisions of this policy shall be implemented and interpreted in accordance with the applicable statutory and regulatory requirements, and in conjunction with other relevant policies, regulations, ordinances, and guidelines of the Institution.



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

CATEGORY - 1 UNIVERSITY BY UGC

Accredited with 'A++' grade by NAAC | Approved by AICTE

www.sathyabama.ac.in

CODE OF CONDUCT FOR STUDENT, FACULTY AND STAFF

1. PREAMBLE

Sathyabama Institute of Science and Technology (hereinafter referred as 'Institution' or 'SATHYABAMA') is a Deemed to be University established under Section 3 of the University Grants Commission (UGC) Act, 1956. The Institution is committed to fostering an academic environment characterized by intellectual rigor, ethical integrity, mutual respect, diversity, and inclusive excellence.

This Code of Conduct Policy (hereinafter referred as 'COC Policy') has been developed in alignment with the guidelines and regulations issued by Statutory and Regulatory Bodies including the University Grants Commission (UGC), All India Council for Technical Education (AICTE), National Council for Teacher Education (NCTE), Bar Council of India (BCI), Dental Council of India (DCI), Pharmacy Council of India (PCI), Indian Nursing Council (INC), Council of Architecture (COA), the guidelines issued by the National Assessment and Accreditation Council (NAAC), National Board of Accreditation (NBA), and the best practices adopted by premier institutions in India and abroad.

This Policy sets forth the standards of conduct, professional responsibility, and behavioural expectations for all Students, Teaching Faculty, Non-Teaching Staff and Governing Bodies of SATHYABAMA. Adherence to this COC Policy is mandatory and non-compliance shall attract disciplinary action as prescribed herein.

2. OBJECTIVES OF THE POLICY

The primary objectives of this Code of Conduct Policy are:

- To establish clear, consistent, and transparent standards of academic, professional, and personal conduct applicable to all members of the Institution.
- To create and sustain a safe, respectful, inclusive, and harassment-free campus environment conducive to learning and professional growth.
- To promote integrity, honesty, and ethical behaviour in all academic, research, and administrative activities.
- To define the rights, duties, and responsibilities of students, faculty, and staff within the institutional framework.
- To ensure compliance with applicable laws of India, UGC regulations, AICTE norms, and other statutory requirements.
- To establish fair and transparent grievance redressal and disciplinary mechanisms.

- To uphold the dignity, reputation, and mission of Sathyabama Institute of Science and Technology.
- To align institutional practices with national policies including the National Education Policy (NEP) 2020 and the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.

3. SCOPE AND APPLICABILITY

This Policy applies to all individuals associated with Sathyabama Institute of Science and Technology, including but not limited to:

Category	Includes
Students	All enrolled undergraduate, postgraduate, doctoral, online learners and distance education students.
Teaching Faculty	Professors, Associate Professors, Assistant Professors, Visiting Faculty, Adjunct Faculty, Professor of Practice, Guest Lecturers, and Research Faculty.
Non-Teaching Staff	Administrative Staff, Technical Staff, Library Staff, Student Support Staff, Accounts Department Staff, Campus Maintenance Staff and all Contractual Employees.
Research Scholars	Ph.D. scholars, post-doctoral researchers, project staff, and research associates funded by external or internal grants.

This Policy applies to conduct on campus premises, off-campus institutional activities (field trips, industry visits, sports events, conferences, outreach activities), and online interactions conducted in the name of or on behalf of SATHYABAMA.

4. GUIDING PRINCIPLES

This Policy is initiated upon the following core principles, consistent with UGC guidelines

4.1 Integrity and Honesty

All members of SATHYABAMA shall maintain the highest standards of honesty and integrity in academic, research, administrative, and personal conduct. Falsification of records, data, credentials, or representations of any kind is strictly prohibited.

4.2 Respect and Dignity

Every individual associated with SATHYABAMA has the right to be treated with respect and dignity. Behaviour that degrades, humiliates, discriminates, or harasses others on the basis of gender, caste, religion, language, region, disability or any other protected characteristic shall not be tolerated.

4.3 Academic Excellence

SATHYABAMA is committed to the pursuit of knowledge, innovation, and critical thinking. Faculty, students, and staff are expected to contribute actively in a manner that supports academic excellence.

4.4 Accountability and Transparency

All stakeholders are accountable for their actions and decisions. Transparency in academic evaluations, and administrative processes and financial matters is a basis of institutional governance.

4.5 Inclusivity and Equal Opportunity

SATHYABAMA shall ensure equal opportunity irrespective of gender, caste, community, or disability status, in consonance with the provisions of the Rights of Persons with Disabilities Act, 2016, and the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989.

4.6 Environmental Responsibility

All members of SATHYABAMA are expected to contribute to environmental sustainability, energy conservation, and responsible use of institutional resources, in alignment with the Institution's Green Campus initiatives.

5. CODE OF CONDUCT FOR STUDENTS

The following conduct standards are set for all students of SATHYABAMA.

5.1 Academic Responsibilities

- Classes are scheduled from 9.00 A.M. to 3.15 P.M. with a short break of 15 minutes and Lunch break of 60 minutes. Students must be on time for class, and those who arrive late will lose their attendance and not be permitted to enter the campus after the designated hour.
- Under no circumstances a student is allowed to leave the campus before 3.15 P.M. However, the student may be permitted to leave early in cases of medical emergencies if accompanied by a parent or in the event of other unfortunate circumstances such as the demise of a blood relative, subject to parental verification.
- Attendance will be taken for every hour and they shall maintain a minimum attendance of 80% in theory and 90% in practical classes as mandated by Statutory and Regulatory Bodies. Medical exemptions shall be considered as per the Attendance Regulations of the Institution.
- If leave is required for more than three days on medical grounds, parents should intimate the department about the duration of leave required through letter/mail with the necessary proof attached.
- If a student is requiring immediate medical assistance during class hours, he/she shall approach the student help desk. First aid will be given to the student in Medical Room and if required the student will be referred to the Sathyabama General hospital.
- On-duty leave applications exceeding six working days per semester will not be considered under any circumstances. Necessary supporting documents must be submitted to the faculty mentor before availing the on-duty leave.
- Any absence exceeding 30 days without prior information or approval may result in the removal of the student's name from the nominal rolls.

- Students shall appear for all scheduled continuous assessment examinations, practical examinations, project reviews, seminars and viva-voce as per academic calendar / examination schedule.
- Attendance is compulsory for Continuous Assessment Examinations.
- Students are not allowed to leave the examination hall till the examination ends, and they have to occupy their seats 5 minutes before the commencement of the examination
- Students shall not engage in any form of academic dishonesty including plagiarism, conspiracy, copying, impersonation during examinations, or misrepresentation of academic work.
- Students shall not possess or use unauthorized materials, electronic devices, or external assistance during examinations.
- Students shall not enrol in any other regular course in any Institution or College during the entire duration of the program of study.
- Students shall submit assignments, projects, and dissertations that represent their own original work and duly acknowledge all sources used.
- Students are encouraged to make use of the library, common computing facilities, laboratory facilities beyond class hours. However, under normal circumstances, hostel students shall return to their hostels by 3.30 P.M.
- Students shall actively participate in co-curricular and extracurricular activities, professional society activities, student development cell / student club activities, National Service Scheme (NSS), and sports as a part of holistic development.
- Students are required to regularly check the Notice Board, as well as the Institution's website, LMS, and ERP portals for important announcements.

5.2 Behavioural Conduct on Campus

- Students shall conduct themselves in a dignified, respectful, and courteous manner towards peers, faculty, staff, and visitors at all times.
- Students shall maintain discipline and decorum in classrooms, laboratories, libraries, hostels, canteens, and all other institutional premises
- Wearing the Institutional Identity Card is mandatory for all students while they are present on the campuses of SATHYABAMA.
- In case of loss or damage of the Identity Card, the student shall immediately report to the Student Help Desk. A duplicate Identity Card will be issued within three working days upon payment of the prescribed fee.
- Ragging in any form including physical, verbal, psychological, cyber or by indirect means is strictly prohibited
- Students must complete the UGC anti-ragging pledge at the time of admission and annually thereafter.
- Any form of bullying, harassment, intimidation, or discrimination based on gender, caste, religion, region, language, or physical appearance is prohibited.
- Students shall not indulge in any activities that disrupt academic sessions, examinations, or administrative functioning of the Institution.

- Consumption, possession, or distribution of alcohol, tobacco, narcotics, or any substance prohibited, within or in the vicinity of campus is strictly prohibited.
- Students shall adhere to the dress code prescribed by the Institution's student Hand Book.
- Students shall not engage in activities that disrupt academic functioning or violate institutional regulations, including unauthorized protests or demonstrations within the campus.
- Students shall not damage or misuse Institutional property, equipment, laboratory instruments, or library resources. Any damage caused shall attract recovery of cost and additional disciplinary action.
- Students shall maintain cleanliness in classrooms, laboratories, hostels, and other areas of the campus, and shall extend full cooperation in keeping the campus premises clean and hygienic.

5.3 Use of Technology and Social Media

- Mobile phones shall be kept in silent mode during academic sessions and shall not be used without explicit permission from the faculty member concerned.
- Students shall use institutional IT infrastructure, internet, and email facilities only for academic and institutional purposes.
- Students shall use social media responsibly and with due caution, and shall not engage in cyber bullying, online harassment, spreading defamatory content, or publishing offensive or derogatory material targeting any individual associated with SATHYABAMA or harming the reputation of the Institution.
- Students shall not record audio/video content within classrooms, laboratories or examination halls.
- Recording videos, creating reels, or taking photographs within the campus premises without prior authorization is strictly prohibited.
- Unauthorized access to institutional networks, academic databases, licensed software, examination systems, or administrative software is a criminal offence under the Information Technology Act, 2000, and shall be dealt with accordingly.

5.4 Hostel and Residential Conduct

- Students residing in the hostel shall abide by the Hostel Rules and Regulations prescribed by the Institution.
- Visitors of the opposite gender shall not be permitted in student hostel rooms. Common areas may be used during designated visiting hours.
- Students shall observe curfew timings as prescribed by the Hostel Warden and shall not leave the hostel premises after curfew without proper authorization.
- Students are responsible for the cleanliness and hygiene of their rooms and common areas.
- Any damage to hostel furniture, fixtures, or electrical fittings shall be charged to the responsible student(s).

- Participants residing on campus during events such as hackathons, competitions, or workshops are required to follow the institutional code of conduct and maintain appropriate behaviour.

5.5 Rights of Students

- Right to access fair, transparent, and impartial academic evaluation and timely communication of results as per academic calendar.
- Right to seek re-evaluation of answer scripts as per the Examination Regulations.
- Right to file a grievance through the Student Grievance Redressal Committee (SGRC) without fear of victimization.
- Right to access all institutional facilities and academic resources without discrimination.
- Right to representation through the Student Council on matters concerning student welfare.
- Right to receive mentoring, counselling, and career guidance services provided by SATHYABAMA.

6. CODE OF CONDUCT FOR FACULTY

The following standards are prescribed for all teaching faculty:

6.1 Academic and Teaching Responsibilities

- Faculty shall maintain the highest standards of preparation, delivery, and evaluation in all courses assigned to them.
- Faculty shall handle their allotted classes as per the timetable, failure to do this may invite disciplinary action
- Faculty shall cover the prescribed syllabus in its entirety within the stipulated period and upload lecture notes, course materials, and resources on the SATHYABAMA Learning Management System (LMS).
- Faculty shall conduct internal assessments, assignments, and tutorials as per the Academic Calendar and shall announce, conduct, evaluate, and publish results within the timelines prescribed.
- Faculty shall not absent themselves from duty without prior sanction of leave from the competent authority. Unauthorized absence shall invite disciplinary proceedings.
- Faculty shall be present in the department for the prescribed working hours and shall not engage in private tuition, coaching, or parallel instruction for monetary benefit.
- Faculty shall encourage experiential learning, critical thinking, and problem-solving approaches, consistent with the outcomes-based education framework mandated by NBA and NEP 2020.
- Faculty shall submit Course Completion Reports, lesson plans, and attendance records as required by the Head of Department and the IQAC.

6.2 Research and Publication Ethics

- Faculty shall pursue research, publications, funded projects, and consultancy activities actively and shall disclose all conflicts of interest in research work.

- Faculty shall adhere strictly to research ethics: no fabrication, falsification, or plagiarism in research papers, project reports, or dissertations.
- Faculty shall acknowledge institutional support, infrastructure, and funding in all publications arising from research conducted at SATHYABAMA.
- Authorship disputes shall be resolved as per the norms prescribed by the Institution's Research Policy.
- Faculty shall obtain necessary Institutional Ethics Committee (IEC) approvals for research involving human participants or animal subjects.
- Faculty shall guide research scholars and postgraduate/undergraduate project students with diligence, regularity, and academic rigour.

6.3 Professional and Ethical Conduct

- Faculty shall display their SATHYABAMA ID card at all times while on campus during working hours.
- Faculty shall treat all students, faculty, and staff with dignity and respect, irrespective of gender, caste, religion, language, region, or disability.
- Faculty shall not engage in any form of sexual harassment, or any form of physical, verbal, or psychological harassment of students, faculty or staff.
- Faculty shall maintain impartiality in academic evaluations and shall not exhibit preferential or discriminatory treatment towards any student or group.
- Faculty shall not demand or accept gifts, monetary benefits, or favours from students or their families under any circumstances.
- Faculty shall not make disparaging remarks about colleagues, departments, or the Institution in public or on social media platforms.
- Faculty shall dress appropriately and formally befitting the academic environment, as per the dress code guidelines of the Institution.
- Faculty shall not engage in activities that conflict with their institutional responsibilities, including unauthorized commercial activities during working hours.

6.4 Confidentiality and Data Protection

- Faculty shall maintain confidentiality of examination papers, student personal data, departmental communications and institutional financial information.
- Faculty shall not share or misuse student personal data in violation of applicable data protection principles.
- Institutional email IDs shall be used exclusively for academic and official communications.
- Users shall not download, install, or use unauthorized software on institutional computers and networks.

6.5 Professional Development

- Faculty shall engage in continuous professional development through Faculty Development Programmes (FDPs), workshops, conferences, and NPTEL/MOOC/SWAYAM courses.

- Faculty shall update their pedagogical approaches, and knowledge base regularly in response to developments in their discipline and industry requirements.

7. CODE OF CONDUCT FOR NON-TEACHING STAFF

7.1 Professional Duties and Responsibilities

- All staff members shall report to duty punctually, observe prescribed working hours, and shall not leave the workplace during working hours without the sanction of their immediate supervisor.
- Staff shall perform all assigned duties diligently, efficiently, and in accordance with the systems and procedures established by the Institution.
- Staff shall not misuse institutional assets, resources, funds, or equipment for personal benefit.
- Staff shall maintain accurate records, registers, and documentation as required by their respective departments and shall not tamper with, destroy, or suppress institutional records.
- Technical and laboratory staff shall ensure the safe operation, regular maintenance, and proper documentation of instruments and equipment under their charge.
- Library staff shall maintain the library catalogue, issue records, and digital resources database accurately and shall provide courteous and prompt service to users.

7.2 Conduct and Behaviour

- Staff shall conduct themselves courteously and respectfully towards students, faculty, visitors, and fellow staff members at all times.
- Staff shall not engage in acts of insubordination, verbal abuse, physical altercation, or threatening behaviour within the campus.
- Staff shall not accept bribes, gifts, or unauthorized gratifications in connection with any institutional transaction.
- Staff shall not engage in political activities or canvassing within the campus during working hours.
- Consumption or possession of alcohol or prohibited substances on campus is strictly prohibited.
- Staff shall dress appropriately for their role and shall wear institutional ID cards at all times while on duty.

7.3 Confidentiality and Loyalty

- Staff shall maintain strict confidentiality of institutional information, financial data, student records, examination materials, and personnel information accessed in the course of their duties.
- Staff shall not make unauthorized disclosures to the media, external parties, or other institutions of information that could harm the reputation or interests of Institution

8. SPECIFICALLY PROHIBITED ACTS

The following acts are strictly prohibited and shall be considered acts of severe misconduct, liable for strict disciplinary action in accordance with institutional rules.

Sl. No.	Prohibited Act	Applicable To
1	Ragging in any form (physical, verbal, cyber)	Students
2	Sexual Harassment (as defined under POSH Act, 2013)	All
3	Caste-based discrimination and untouchability	All
4	Use of profane or abusive language is strictly prohibited at any time in academic or residential areas of the Institution	All
5	Physical violence, assault, or threat against any person	All
6	Consumption/possession/distribution of alcohol, drugs, narcotics, cigarettes, paan, gutka or any other tobacco products	All
7	Any form of appearance or attire that is inconsistent with the prescribed institutional dress code or disrupts the academic environment.	All
8	Playing cards, spitting and loitering	All
9	Any attempted or actual theft of institutional property or damage to institutional assets.	All
10	Any act of scribbling or marking on walls, doors, or furniture that may deface institutional property and disturb the academic environment	All
11	Unauthorized access to examination/administrative systems	All
12	Cyberbullying, online harassment, defamatory social media posts	All
13	Unauthorized collection of funds or donations on campus	All
14	Bringing any outsiders in an unauthorized way into the institutional premises	All
15	Arranging any unauthorized celebrations and decorations of any magnitude inside the campus	All
16	Submission of forged/falsified documents or certificates	All
17	Unauthorized media interaction on behalf of the Institution	All
18	Use of mobile phones during class hours	All
19	Sharing of confidential exam papers, student details or internal documents	All
20	Live-streaming or recording of institutional events, academic sessions, or examinations without prior written authorization	All
21	Academic fraud: plagiarism, impersonation, cheating in exams	Students, Faculty
22	Research misconduct: falsification, data manipulation, fabrication	Students, Faculty, Research Scholars
23	Misuse of research funds	Faculty, Research Scholars

9. DISCIPLINARY MEASURES

9.1 Disciplinary Process

Upon receiving a complaint or upon the Institution's own knowledge of an alleged violation, the following process shall be followed:

1. Preliminary enquiry shall be made by appropriate authority prior to show-cause based on the nature of violations / irregularities
2. Issuance of a written show-cause notice to the suspected person, specifying the alleged violations in brief or descriptive manner.
3. The suspect shall submit a written response within 7 working days request at further time shall be considered in accordance with admissibility of reasons.
4. The inquiry shall be conducted by Disciplinary Committee in accordance with the principles of natural justice — right to be heard, right to depose evidence, and right to cross-examine witnesses.
5. Submission of the Inquiry Report with findings and recommendations.
6. Imposition of penalty by the competent authority based on the gravity of the violation, charges, giving reasoning, and findings.

9.2 Range of Penalties

Failure to comply with the provisions of this Code of Conduct policy will result in appropriate disciplinary action. The disciplinary authority may impose one or more of the following penalties depending on the gravity of the offence on adopting the above measures contemplated in column no. 9.1

- Verbal / Written warning or reprimand
- Demanding an apology letter from the student
- Letter of Undertaking from student/parent
- Parent reporting in person or through mobile based on conduct
- Payment of costs or compensation for any loss, or damage caused by the conduct
- Debarring from participation in Sports/NCC/NSS and other such activities
- Disqualifying from holding any representative position in the Class/Cultural/Sports/Clubs/ Professional bodies
- Suspension from the Class/Department for 3/5/7/10 days or more, with an impact on the attendance
- Suspension or cancellation of Scholarships, fellowships or any financial assistance from any source and from the institution
- Expulsion from the Institution for a specified period or Permanent expulsion

Category of Penalty	Students	Faculty	Staff
Minor Penalties	Written warning, fine	Written warning / Memo	Written warning / Memo
Moderate Penalties	Debarment from examinations, withholding of grades, suspension from hostel	Withholding of increment	Withholding of increment
Severe/Gross Misconduct	Expulsion	Dismissal from service	Dismissal from service

10. IMPLEMENTATION AND MONITORING

10.1 Dissemination

- This Policy shall be published in the Institution's official website, student handbook, faculty handbook
- All students shall be oriented on this Policy during the induction program.
- All faculty and staff shall be briefed at the commencement of each academic year.
- New employees shall be informed about this Policy during induction.
- Departmental Heads shall ensure compliance and shall bring violations to the attention of the appropriate authority.

10.2 Monitoring and Review

- This Policy shall be reviewed every three years or earlier in the event of changes in applicable laws, regulations of Statutory and Regulatory Bodies or institutional requirements.
- Suggestions for revision may be submitted to the Office of the Registrar by any stakeholder through formal channels.
- Amendments to this Policy shall be approved by the Executive Council and communicated to all stakeholders.

Issued by

Dr.G.Sundari

(Registrar)

Dr. G.SUNDARI, M.E., Ph.D.,
REGISTRAR
SATHYABAMA
INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)
Jeppiaar Nagar, Rajiv Gandhi Salai,
Chennai-600 119.

S. SRINIVASAN
ADVOCATE-HIGH COURT
&
COMMISSIONER OF OATHS
Chamber No: 13, Law Chambers,
High Court Buildings, Chennai-600 104
Ph: 044-25587404, Cell: 98402 40091

Recommended by

Dr.B.Sheela Rani

(Vice-Chancellor)

Dr.B. SHEELA RANI, M.S. (By Research), Ph.D.,
VICE-CHANCELLOR
SATHYABAMA
INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)
Jeppiaar Nagar, Rajiv Gandhi Salai,
Chennai - 600 119.