



## SANTHIRAM ENGINEERING COLLEGE :: NANDYAL

Approved by AICTE, New Delhi: Permanently Affiliated to JNTUA, Ananthapuramu.

An ISO 9001:2015 Certified Institution, 2(f) & 12(B) recognition by UGC Act, 1956.

NH-40, Nandyal – 518501 :: Kurnool Dist. A.P.

### **CODE OF CONDUCT FOR STUDENTS**

SREC has introduced code of conduct for students to foster and promote core values in them and to endorse safe and secure learning environment by protecting the properties and processes that support mission of teaching and learning in the institution. And all the students who are in break of academic year due to detention, internships etc., are also covered under code of conduct.

The code is applicable to all Engineering and Management students pursuing undergraduate and post graduate courses. The code is applicable within and outside the college premises.

#### ➤ **Responsibilities of a student:**

Students are the major stakeholders of the institution, and citizens of the nation. Admission in to the college presumes that all the students observe high standards of conduct as per code of the college and constitution of the India, which contributes to the academic goals of the college and welfare of the society.

#### ➤ **Student participation in Governance:**

As the students are the members of the college they are given an opportunity to act as members in various academic and administrative committees initiated by the institution like Anti-Ragging, Department club, Event organizers etc., to inculcate the leadership and team work capabilities in the students. The following are the instructional guidelines for student members in governance committees of the college.

- Be punctual and regular to the meeting scheduled.
- Provide the right information related to any violation of code.
- Cope up with the members in implementation of resolutions made in the meetings.

#### ➤ **Misconduct:**

The code of the college defines the misconduct of a student in various aspects. If any student found to have attempted or committed in these aspects, then he/she subject to appropriate disciplinary actions under this code.

- **Academic Misconduct:** It defines the involvement of the student in the activities like copying, malpractice in examinations. Students are advised to follow the below link of college website to know more details on JNTUA Academic regulations.

<https://www.srecnandyal.edu.in/exam-cell>

- **Plagiarism:** It defines as claiming one's ideas, figures, code and data etc., as own without acknowledging the original source through citation.

***Examples of plagiarism includes:***

1. Verbatim or paraphrasing the content published in books, reports, publications or internet.
2. Reproducing one's own published data, figures, illustrations, tables, graphs etc.,
3. Incorporating the content from Internet, and other sources for creating one's own class notes, presentations, manuscripts, research publication or thesis without proper attribution.
4. Self plagiarism which constitutes copying verbatim from one's own earlier.

Students are advised to follow the below link of college website to know more details on plagiarism guidelines from JNTUA.

<https://www.srecnandyal.edu.in/exam-cell>

- **Disruptive conduct:** It defines a conduct that intentionally or substantially obstructs or disrupts the teaching or rights of other in the campus/premises or in connection with any college sponsored event or activity.
- **Unauthorized possession or use of weapons:** It means possessing or using weapons, articles, substances, firearms, explosives and dangerous biological and chemical agents.
- **Consumption of alcohol, drugs and smoking:** College strictly prohibits consumption or possession or distribution of alcohol, drugs and the smoking in the college premises.
- **Ragging:** The conduct of causing injuries to others, endangering others health, safety and welfare, threatening, harass, assault and commission of any activity which amounts to ragging in any form as defined in the UGC Prohibition of Ragging and Regulations,2009.
- **Unauthorised use of electronic gadgets:** As per the instructions and act from APSCHE Electronic gadget like smart phones, cameras etc., are strictly prohibited in the campus. Using smart phones in the campus is an unlawful action.

- **Synergy and organizing events:** Students are not allowed to form individual groups, collect funds within the campus or outside and organize the events without a proper written permission from principal.
- **Violation of college/university rules:** These include misuse of Library, Laboratories, Computing resources, College Internet facility, examinations and all academic and non-academic rules defined at hostels and college premises.
- **Dress code:** All the students in the campus should be neatly dressed in all working days and during examinations.

#### **Dress code for Boys:**

- ✓ Formal dress with self coloured shirt and pant with neatly tucked in.
- ✓ Black or Brown colour leather shoes.
- ✓ Wearing tie(Optional)
- ✓ Tonsure the hair and beard neatly and professionally. And don't colour the hair.
- ✓ Wearing ID card

#### **Dress code for Girls:**

- ✓ Chudidar with dhuppata neatly pinned in 'V' shape.
- ✓ Wear Chudidar tops with length below the knee without slits. And avoid legging & transparent dhuppata.
- ✓ Don't wear sleeve less and shoulder cut dresses.
- ✓ Don't colour the hair and neatly plait it.
- ✓ Wearing ID card

**Note: Special attire for laboratories is defined at respective laboratories.**

➤ **Punishment and penalties:** One or more of the following actions are imposed on students if they are proven to be misconduct by the disciplinary committee.

- **Warning:** A written letter of admonish issued to student's misconduct.
- **Suspension:** Breaking the student's continuity in the college for a specific period of time.
- **Fines:** Monetary fines are imposed on students, in order to recompense the loss, injury and damage of the college property and others.
- **Confiscation:** Seizing the goods used or possessed in violation of code of conduct.
- **Restraint to privileges:** Denial of specific privileges including but not limited to access to student facilities, participation in placement drives and college events for a defined period of time.
- **Withholding of results:** As per the examination regulations of JNTUA University withholding the results until the completion of assigned disciplinary action on the event of malpractices.

- **Dismissal:** It is an extreme action imposed on the students, which cancels a student admission in the college and not allows for re-entry in future.
- **Other actions:** On extreme cases an appropriate disciplinary actions may be imposed on the students by the recommendations from competent authority.

## **CODE OF CONDUCT FOR FACULTY**

Teaching is the noble profession in the world. And the famous saying “Teaching is the profession that creates all other professions” is experienced in all fields. SREC committed to achieve high standards in teaching learning process to inculcate research activities and inventions in young technocrats for safe and betterment of society. Teaching is a 24X7 job involves interaction with different entities like students, parents, staff, authorities and society. The following are the required conduct expected from teachers.

### ➤ **General guidelines to teachers:**

- Be professional in the role he/she appointed.
- Treat non-teaching staff as colleagues and work in joint for completion of the assigned works.
- Speak gently with colleagues in the profession and render assistance for the betterment of the institution.
- A teacher is a communication medium between the institute and parents/guardians. He /She have to share the correct progression of their ward in a timely and regular manner.
- Manage personal affairs in consistency with the dignity of the profession.
- Discharge the teaching duties like class work, tutorials, laboratories, seminars conductance etc., with dedication.
- Attain continuous growth in academics and research by acquiring highest qualifications, seeking memberships in professional bodies and societies and actively involving in research activities.
- Active participation in extension, curriculum, co-curriculum and community services.

### ➤ **Teacher and students:**

- Treat every student equally regardless of his/her caste, religion, political background, economic status, social and physical characteristics.
- Invite the students to express opinion and respect their right.
- Motivate/Counsel the students to enhance the interpersonal skills and technical skills for achieving their individual goals and for welfare services.

- Analyse the differences in student learning capabilities and strive to deal with them appropriately.
- Deal the students affectionately, and do not behave in a vindictive manner on any one for any reason what so ever.
- Be available for students after class hours at any time for doubts clarification and guiding.
- A teacher should be fascinate to social/welfare activities and promote such fashion among the students for peace and development of the country. And also has a responsibility of educating the students on human values and ethics in profession, national identities & symbols, heritage, citizenship, famous personalities and their contributions, current research innovations and applications.
- Refrain the students for inciting faculty, other students and staff.
- Do not share your personals with students and expect mercy from them in any kind.

➤ **Teacher and Authorities:**

- Discharge the professional responsibilities according to prevailing rules and methods/procedures drafted in organizational structure and roles and responsibilities of the members.
- Don't execute any private employment like conducting tuitions, giving coaching which can interfere likely in your profession.
- Co-operate and coordinate with authorities in formulating new polices for betterment for the institution by keeping in view the interest in conformity with the dignity of the profession.
- Submit a prior notice to authority in change of position.
- Wisely use the leaves as far as possible with prior intimation and holding the responsibility of academic schedule.

➤ **Misconduct:**

- Failure to perform academic duties assigned to him/her by the authorities.
- Discrimination of students, colleagues and other staff with respect to cast, religion, background, sex etc.,
- Inciting the students in front of other students, colleagues and other staff.
- Refusal to agree and carry on the decisions taken by the governing authorities/bodies made in accordance with Act, statutes and ordinances.

➤ **Punishment & Penalties:**

One or more actions may be imposed on faculty based on the evidence of misconduct.

- Issue of MEMO in evidence of misconduct and seeking explanation.
- On extreme cases termination from the institution.

# **CODE OF CONDUCT FOR ADMINISTRATORS AND STAFF**

This code of conduct is designed to provide the standards of professional conduct expected from all administrative staff. It represents, for the College, a benchmark of expectations about professional conduct. For the purpose of this document, the term "administrative staff" is used interchangeably to refer to any person in the College who serves as a **Director, Principal, Dean, HOD, Manager, or Chair**.

## **1. Professionalism for Administrators and other Staff:**

Administrative staff and other Staff are expected to proceed in their daily duties in a manner that upholds the dignity of their profession by exhibiting a commitment to excellence in learning and teaching and a concern for the well-being of students, faculty, support staff, colleagues, the College, and the broader society in which all exist.

## **2. Professional conduct for administrators and other Staff:**

All administrators whose behavior does not comply with or that is inconsistent with the minimal standards of professionalism contained in this document may be subject to the range of disciplinary actions.

## **3. Adherence policies for administrators and other staff:**

The College expects that administrative staff and other staff will:

- Familiarize themselves with College policies that are relevant to their responsibilities;
- Adhere to those policies to the best of their ability;
- Assist and encourage others to adhere to the policies,
- Draw perceived problems with the policies to the attention of the Principal office ;
- familiarize themselves with and adhere to the relevant provisions of the *Human Rights Code* and the *College Prevention of Discrimination and Harassment* policy;

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## **4. Unacceptable behaviour for administrators and other staff:**

Administrative staff and other staff will not use the workplace to:

- Use scurrilous, profane, or obscene language;
- Make remarks or engage in behaviour that could reasonably be considered racist, sexist,;
- Engage in behaviour or make remarks that could reasonably be interpreted as threatening and will intervene if they witness such behaviour;
- Intimidate any employee or student verbally, while they themselves

strive actively to prevent others from engaging in such behaviour;

- Encourage, by inaction or innuendo, the development of an environment that is fractious, disrespectful of others, or intolerant of order and good manners;
- Promote their personal, religious, political, social, or business agendas

In addition, administrators and other staff will avoid attempts to use their authority as managers or the reputation of the College to forward any personal or political agendas.

#### **5. Online Environment facilities for administrators and other staff:**

Administrators and all other staff must apply professional and ethical standards at all times when accessing, using, and distributing information and materials through use of learning technologies. Staff must use computing and communication facilities and services only for the purposes for which they are authorized.

#### **6. Management expectations from administrators and other staff:**

##### **General Expectations**

Administrators and other staff are expected to:

- Demonstrate courtesy and respect in all dealings with students, academic employees, and support staff;
- Be fully conversant with all aspects of the College's policies and procedures and will be prepared to implement them;
- Demonstrate their respect for the professionalism of faculty and support staff;
- Ensure that the work assigned to an employee meets the terms of the employee's job description and the collective agreements and that the duties are appropriate to the qualifications and skills of the employee;
- Give faculty and support staff who agree to accept assignments currently outside their qualifications and skills but within their expected potential a commitment to provide the time or training needed to successfully perform these assignments;
- Be clear and specific in communications with faculty and staff so that all concerned will know precisely what behaviour is expected of them;

## **7. Relationships expectations from administrators and other staff:**

Administrators and other staff at the College will be aware that there are limitations on the nature of the collegial relationships they can have with faculty, staff, and students. Managers will, for example:

- Avoid activities which might give rise to a perception of favoritism;
- Refuse to invite, solicit, or allow gossip, innuendo, or direct disparagement of any academic employee, support staff member, or other administrator, other than in the context of receiving a report regarding an issue of concern;
- Acknowledge any conflict of interest with faculty or staff due to a pre-existing relationship and attempt to resolve any difficulties that may arise;
- Maintain an even-handed and consistent professional tone in all their interactions with faculty, staff, and management in the College, and
- Refrain from engaging in behaviour on College premises that is inconsistent with their role as College leaders.

## **8. Collective agreements for administrators and other staff:**

Administrators and other staff will demonstrate their understanding that the terms of their relationships with faculty and staff in their departments are governed by the terms of the collective agreements into which the College has entered with faculty and support staff.

Administrators and other staff must:

- Have a basic understanding of the terms of the collective agreements and seek counsel before taking action in areas of uncertainty.

## **9. Public relations for administrators and other staff:**

Administrators and other staff understand that how they represent the College is vitally important to all members of the College community. Professionalism in the realm of public relations will be demonstrated by ensuring:

- Public statements are accurate, and  
Public statements do not misrepresent or distort the intentions of the College.
- Administrators and other staff are responsible for ensuring that the

required statistical data provided for external agencies providing funds is accurate.

- Administrators and other staff will avoid attempts to use their authority as managers or the reputation of the College to forward any personal or political agendas.

Principal