



**NARASARAOPETA  
ENGINEERING COLLEGE**

(AUTONOMOUS)

**CODE OF ETHICS**

(Students, Staff and Administrators)



*H*  
Principal  
NARASARAOPETA ENGINEERING COLLEGE  
(AUTONOMOUS)  
NARASARAOPETA - 522 601.  
Guntur (Dist.), A.P.



# NARASARAOPETA ENGINEERING COLLEGE (AUTONOMOUS)

Kotappakonda Road, Yellamanda (P.O), NARASARAOPET - 522 601, Guntur Dist. A.P.  
Sponsored by Gayatri Educational Development Society, Narasaraopet.

Approved by AICTE & Permanently Affiliated to Jawaharlal Nehru Technological University. Code : 47  
Thrice Accredited by **NBA (CSE & ECE)** & Accredited by **NAAC "A" Grade**

Ph: 08647-239903 & 08647-239902 (Fax)

Visit us at : [www.nrtac.ac.in](http://www.nrtac.ac.in)

E-mail : [principal@nrtac.ac.in](mailto:principal@nrtac.ac.in)

Date: 11-06-2019

## FOREWARD

This document on the 'Code of Ethics for Students, Faculty, and Administration has been Compiled to give all Narasaraopeta Engineering College, Narasaraopet, stakeholders a broad view of the Institutional policies and guidelines that must be followed in order to conduct academic, co-curricular and extra-curricular activities smoothly and meaningfully, as well as to perform social and ethical responsibilities at designated levels.

Given the scope of the responsibilities posed by the educational system, all stakeholders, including the governing body, staff, and students, must adopt and adhere to the highest ethical standards in the teaching/learning process.

This Corrective measures system in place will assist the administration in identifying any type of code of conduct violation and taking the appropriate corrective action to restore the desired professional ethics and human values.

Narasaraopeta Engineering College moral compass is entrenched in ideology. It incorporates uplifting core universal values and ethical academic behavior. Institute strives to meet the highest standards of professional competence for organizational success.

All members of the academic community, including academics, administrative staff, and students, should be bound by the institution's code of conduct. Each community member should be made aware of his or her rights as well as their own duty to follow the code.

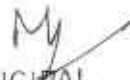
  
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(AUTONOMOUS)  
NARASARAOPET - 522 601.  
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**IQAC**

  
Principal  
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Guntur (Dist.), A.P.

## CODE OF ETHICS FOR STUDENTS

1. Give respect and show kindness to the faculty, administrative staff, guests, visitors, and other students.
2. Be regular to the college and maintain time properly.
3. Academic honesty and punctuality is mandatory in the completion of the assigned tasks as an individual and / or a peer group.
4. Academic misconduct such as exams cheating, plagiarism, or illegal display of collaborative work will result in disciplinary action.
5. Avoid engaging in any activity or behaving in a way that may unfairly benefit or harm another student academically.
6. Do not indulge any sort of discrimination, harassment or bullying of employees and other students.
7. Prohibited to use any kind of drugs/alcohol.
8. Audio/video recording of the students/faculty is prohibited.
9. Do not post any sort of offensive comments about individual of the Institute on the social media.
10. Stealing, misusing, abolishing, vandalizing or damaging college property or personal property of others is prohibited.



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## CODE OF ETHICS FOR FACULTY AND ADMINISTRATION

1. Maintain decorum both inside and outside the classroom and set a good example to the students.
2. Every teacher should maintain integrity, be devoted to duty and also be honest and impartial in his/her official dealings.
3. A teacher must maintain good manners in all interactions with the administration, other members of staff, pupils, and members of the public.
4. Any form of academic plagiarism should be discouraged.
5. Always conduct professionally. Be kind to others do not insult or putdown others treat others as you would like to be treated. Harassment and exclusionary behavior are not acceptable.
6. Protect institutional assets including physical intellectual and electronic or digital properties
7. It is essential that one should avoid relationships and activities that hurt or appears to hurt their ability to make objective and fair decisions and thus avoid conflict of interest.
8. As per the rules of the institute staff members must strictly follow the procedure of adjusting their classes and show the consent of the substitute teacher to the HOD before going on leave, failing which the leave will be treated as unauthorized and necessary action will be taken up.
9. Personal cell phone usage during work hours is discouraged except in extreme cases such as emergency.
10. Faculty should dress and behave appropriately. Maintain professional work environment and comply with institutional policies.

  
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## CODE OF CONDUCT 2019-20

### CIRCULAR

Code of Conduct Committee is constituted in this college to make the stakeholders roles and responsibilities.

The Code of Conduct Committee is responsible to maintain discipline, also to run the institution smoothly. The members of the committee are as follows.

1	ME	Dr.M.Sreenivasa Kumar	Principal	Chairman
2	BS&H	M Prasad	Asst professor	Convener
3	BS&H	Dr.K.Ponnari Lakshmi	Prof. & HOD	Member
4	MBA	I. Sridhar	Assoc.Professor	Member
5	MBA	Dr. Y.Siva Reddy	Assoc.Professor	Member
6	BS&H	Dr. K.Neeraja	Assoc.Professor	Member
7	MBA	Sd.Salma	Asst.professor	Member
8	MBA	V.HimaBindu	Asst.professor	Member
9	CSE	M.Sireesha	Asst.professor	Member
10	ECE	B.Suneetha	Asst.professor	Member
11	BS&H	A.Aparna	Asst.professor	Member
12	EEE	Sk. Karimulla	Asst.professor	Member
13	CSE	K.Sruthi	Student	Student-member
14	ECE	P.Sravani	Student	Student-member
15	ME	K.Yashwant	Student	Student-member
16	EEE	S.Purna Chandar	Student	Student-member
17	CE	D.Eswar	Student	Student-member
18	MBA	SK.Basheera	Student	Student-member
19	MCA	D.Likitha	Student	Student-member



  
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Visit us at: www.nec.ac

Email: anet@nec.ac

## Minutes of the Meeting held on 19-07-2019

### In the Chair:


DR.M.Sreenivakumar, Principal

Present: All the members of the Code of Conduct Committee.

1	ME	Dr.M.Sreenivasa Kumar	Principal	Chairman
2	BS&H	M.Prasad	Asst.professor	Convener
3	BS&H	Dr.K.Ponnari Lakshmi	Prof. & HOD	Member
4	MBA	I.Sridhar	Assoc.Professor	Member
5	MBA	Dr. Y.Siva Reddy	Assoc.Professor	Member
6	BS&H	Dr. K.Neeraja	Assoc.Professor	Member
7	MBA	Sd.Salma	Asst.professor	Member
8	MBA	V.HimaBindu	Asst.professor	Member
9	CSE	M.Sireesha	Asst.professor	Member
10	ECE	B.Suneetha	Asst.professor	Member
11	BS&H	A.Aparna	Asst.professor	Member
12	EEE	Sk.Karimulla	Asst.professor	Member
13	CSE	K.Sruthi	Student	Student-member
14	ECE	P.Sravani	Student	Student-member
15	ME	K.Yashwant	Student	Student-member
16	EEE	S.Purna Chandar	Student	Student-member
17	CE	D.Eswar	Student	Student-member
18	MBA	SK.Basheera	Student	Student-member
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Discussion on adding the roles and responsibilities of students-reg.

1. The meeting started by a wonderful Quotation "An Investment in Knowledge pays best interest" by Hon'ble Principal.
2. Hon'ble Principal explained the requirement of changing the code of conduct to mould the as responsible engineers of the society. Also directed to all the members that from now on they should play a key role in code of conduct committee. For this great work he explained the roles and responsibilities of all members.
3. Hon'ble Principal also talk over the point: Usage of Mobile Phones in the right prospective. It makes the improvement of span of knowledge and also explained the advantages and easiness in digital learning.
4. He reminded to all the committee members to act as per their roles to mould the students as good engineers for the society.
5. Hon'ble Principal thanked all the gathering for their active participation throughout the meeting.

Minutes Prepared by

Dr.K.Ponnari Lakshmi  
Prof. & HOD

Minutes Approved by

Dr.M.Sreenivasakumar  
Principal



  
Principal  
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1	ME	Dr.M.Sreenivasa Kumar	Principal	Chairman
2	BS&H	M.Prasad	Asst professor	Convener
3	BS&H	Dr.K.Ponnari Lakshmi	Prof. & HOD	Member
4	MBA	I. Sridhar	Assoc.Professor	Member
5	MBA	Dr. Y.Siva Reddy	Assoc.Professor	Member
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## Minutes of the Meeting held on 15-07-2020

### In the Chair:

DR.M.Sreenivakumar, Principal

Present: All the members of the Code of Conduct Committee.

1	ME	Dr.M.Sreenivasa Kumar	Principal	Chairman
2	BS&H	M.Prasad	Asst. professor	Convener
3	BS&H	Dr.K.Ponnari Lakshmi	Prof. & HOD	Member
4	MBA	I. Sridhar	Assoc.Professor	Member
5	MBA	Dr. Y.Siva Reddy	Assoc.Professor	Member
6	BS&H	Dr. K.Neeraja	Assoc.Professor	Member
7	MBA	Sd.Salma	Asst. professor	Member
8	MBA	V.HimaBindu	Asst. professor	Member
9	CSE	M.Sireesha	Asst. professor	Member
10	ECE	B.Suncetha	Asst. professor	Member
11	BS&H	A.Aparna	Asst. professor	Member
12	EEE	Sk. Karimulla	Asst. professor	Member
13	CSE	K.Sruthi	Student	Student-member
14	ECE	P.Sravani	Student	Student-member
15	ME	K.Yashwant	Student	Student-member
16	EEE	S.Purna Chandar	Student	Student-member
17	CE	D.Eswar	Student	Student-member
18	MBA	SK.Basheera	Student	Student-member
19	MCA	D.Likitha	Student	Student-member



*M*  
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*Mh*  
Principal  
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**Adding the roles and responsibilities of students-reg.**

1. Dr.K.Ponnari Lakshmi welcomed the Hon'ble Principal and the members of code of committee.
2. Hon'ble Principal explained the requirement of changing the code of conduct to mould the as responsible engineers of the society. Also directed to all the members that from now on they should play a key role in code of conduct committee. For this great work he explained the roles and responsibilities of all members.
3. The valuable and informative presentation on "Code of Conduct and its uses" given by Hon'ble Principal to the gathering.
4. In the meeting he directed to the members to make the plastic free campus, which makes the premises clean and neat.
5. Hon'ble Principal thanked all the gathering for their active participation throughout the meeting.

Minutes Prepared by

Dr.K.Ponnari Lakshmi  
Prof. & HOD

Minutes Approved by

  
Dr.M.Sreenivasakumar  
Principal

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Visit us at: [www.nrtac.in](http://www.nrtac.in)

E-mail: [principal@nrtac.in](mailto:principal@nrtac.in)

## CIRCULAR

Date: 18-02-2021

All the faculty and students are here by informed that a one day Seminar on "PROFESSIONAL ETHICS" is scheduled on 19-02-2021 at Seminar Hall Block-3. In this regard, the interested students and faculty are directed to attend the program and enrich thinking ability.

**Timings: 11: 00 am- 3:30pm**

**Venue: Seminar Hall Block-3.**

Copy to

1. Secretary & Correspondent File.
2. All HoD's
3. Circulate among the Faculty members.

Principal

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E-mail : [principal@rvtec.in](mailto:principal@rvtec.in)

Date: 20-02-2021

**Programme Report**

**Program Name: "PROFESSIONAL ETHICS"**

**Details of the Resource Person: Dr.Y.Siva Reddy,**

**Associate Professor,**

**Department of M.B.A**

**NARASARAOPETA ENGINEERING COLLEGE**

**Ph: 9063754150**

**The Number of Participants: 68**

**PROFESSIONAL ETHICS** Seminar was held on 19-02-2021 at Narasaraopeta Engineering College in Block-3 Seminar Hall, 11: 00 am- 3:30pm

By the Professional Ethics the increasing the responding ability by Engineers, Managers, Citizens and others with moral effects of technological activities. By this the awareness of the moral issues and decisions tackle the individuals.


**Objective of the Program:**

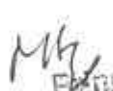
- Professional Ethics is intended to develop a set of beliefs, attitudes and habits that engineers should display concerning morality.
- To act in morally desirable ways, towards moral commitment and responsible conduct.

**Outcome of the Program:**

- The decision making, motivating others to understanding values, evaluating the risk of current business environment, qualities can be enhanced.



  
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E-mail: [principal@nrec.ac.in](mailto:principal@nrec.ac.in)

## PROFESSIONAL ETHICS



*M. S. S.*  
Principal  
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*M. S. S.*  
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Email : [principal@nrtec.in](mailto:principal@nrtec.in)

## 7.1.10(5) Report on Students attributes facilitated by the Institution

Institute identifies the attributes of admitted students from different back grounds in various programs. Initially some attributes of the student can be observed as academic category, cultural social, and health, economical and economical attributes. During the tenure of program remaining attributes can identified.

Some attributes as follows

**Database of the Student:** At the time of joining, institution collects the student details of educational background, schooling, Gender and Head of the Department allocates to the students for their overall development.

**Economic attributes of the Student:** Local students can join in large number in this institution as socially well as economic background. The financial assistance provided by various government and private organizations, such as **SC,ST,BC** and minority scholarships.

**Social Attributes:** The institution provides pleasant environment by treating equal status to all the students, and principle of equal justice is followed strictly without any prejudice or discrimination. The institution has established Committees like as Code of Conduct Committee, Anti-Ragging Committee etc., to monitor, control and manage as and when needed.

**Academic Attribute:** The slow learners can be identify by strategic mechanism of institution and advanced learners also identified on academic performance of students. The Tutorial Classes/ Remedial Classes, proving handoffs, study material, counselling to improve their academic performance. Advance learners encourages to participate in seminars/workshops hacktons and competitive exams like GRE/GATE/TOFEL etc.

**Gender Attributes:** As per the saying "Gods reside where women are respected", the college provides best facilities and amenities like as Waiting Halls in every department, separate Hostels. Physical Directors and Wardens are provided to the Girls hostels for monitor and manage the issues related to women.

**Personal and performance attributes:** Training and placement Cell trains students about personality development and technical skills from the first year by adding special hours to the regular academic plan in the entire four-year syllabus as there is flexibility due to autonomous status.

**Health and Fitness attributes:** To improve Fitness of the students for their holistic development Gymnasium if provided. The NSS unit creates awareness about social service and self-discipline among the students with learning. The Institution has residential doctor with nurses to handle health issues.



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**Linguistic Attributes:** Some of the students from village background, who came from Telugu medium usually face bit difficulty to understand the subjects with English medium, such students are given special attention to develop their English linguistic skills both in spoken and written aspects.

The institution believes in developing its students in all dimensions and finds the case of managing the classifying them through their attributes in each dimension.



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E-mail: [principal@nrtec.in](mailto:principal@nrtec.in)

Date: 08/06/2021

## CIRCULAR

All the faculty members are here by informed that "A Parent Teacher Meeting Program" (awareness on Code of Conduct) will be held on 09-06-2021. All the Faculty members should attend and make it a grand success.

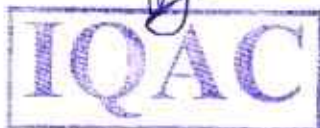
Time: 10:10 AM

Venue: Seminar Hall (Block-3)

**Note: All should bring Note Book & Pen.**

Copy to

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3. Circulate among the Faculty members.



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## A Parent Teacher Meeting Program (awareness on Code of Conduct)

The College ensures to encourage the values articulated in the College's vision and mission. Awareness programs are conducted regularly to orient the faculties on the rules and regulations and the code of conduct.



Hon'ble Principal Dr.M.Sreenivasa kumar is addressing the gathering on the occasion of Parent Teacher meeting.

  
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