

7.1.10(4) DOCUMENT SHOWING
CODE OF CONDUCT FOR
STUDENTS, TEACHERS,
GOVERNING BODY AND
ADMINISTRATION

**HANDBOOK
FOR
CODE OF CONDUCT
STUDENTS, FACULTY AND ADMINISTRATION**



**NARASARAOPETA ENGINEERING COLLEGE
(AUTONOMOUS)**

**Approved by AICTE, New Delhi & Permanently
Affiliated to JNTUK, Kakinada Accredited by NBA
(ECE, CSE) & NAAC with "A" Grade Kotappakonda
Road, Yellamanda (Post), Narasaraopet – 522 601,
Guntur (Dt), A.P, India**

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6. They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously.
7. They should give respect to the superiors and extend full cooperation to other attenders.
8. They should not allow any unauthorized persons to enter the departments/office without proper verification.
9. They should perform any additional duties assigned from time to time.

FOREWORD

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

Given the scope of the responsibility created by the educational system, all stakeholders, including the governing body, staff, and students must adopt and cohere 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 implanted in philosophy. It incorporates sub line core universal values and ethical academic behaviour. Institute strives to meet the highest standards of professional competence for organizational success.

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



RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Council is the highest administrative body of the institute and it meets once in a year and its functions are given below:

1. To monitor academic and other related activities of the college.
2. To review important communications, policy decisions or any other similar notices received from the University, Government or AICTE.
3. To pass the annual budget of the college.
4. To review the audited statements of accounts of the college.
5. To consider introduction of new courses and changes intake for the next academic year.
6. To review the Memorandum of Understanding agreed and Industry collaboration proposal.
7. To review the faculty positions of the college.
8. To review the faculty development initiatives and programs.
9. To review the admissions of the college.
10. To review the academic performance of the students.
11. To review the development activities of the students.
12. To review the training and placement activities.



8. Do not post any sort of derogatory comments about individuals of the Institute on the social media.
9. Prohibited to use any kind of drugs/alcohol.
10. Audio/video recording of the students/faculty is prohibited.

CODE OF CONDUCT FOR ATTENDERS

All attenders should be available in the college by 8.30 am or as per the departmental requirements and leave the premises at the stipulated time after the Heads of various sections leave the departments.

1. They are expected to respect visitors, parents, staff and students.
2. They should present themselves neatly following the dress code.
3. They should take the keys from principal's office after signing in the register.
4. They are responsible for the cleanliness of the rooms/labs/premises of the concerned departments.
5. They should ensure proper locking of the rooms/labs/premises and close windows as well as switch off lights/fans, close water taps and deposit the keys in the principal's office.


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maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.

4. Lab Assistants in coordination with Lab In-charge should display (i) List of Equipment's/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.

5. Any other assignments as given by HOD/Principal/Director.

CODE OF CONDUCT FOR STUDENTS

1. Give respect and show kindness to the faculty, administrative staff, guests, visitors, and other students.

2. Academic honesty and punctuality are mandatory in the completion of the assigned tasks as an individual and/or peer group.

3. Be regular to the college and maintain time properly.

4. Academic misconduct such as exam 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. Stealing, misusing, destroying, defacing or damaging college property or personal property of others is prohibited.

7. Do not indulge any sort of discrimination, harassment or bullying of employees and other students.

DUTIES AND RESPONSABILITIES OF THE PRINCIPAL

The Principal as the Head of Institution is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. The code of conduct provides an explicit definition of the standards of professional conduct expected from the Principal as the Head of the college.

1. To promote academic growth in the college.

2. To monitor and participate in teaching, research and training programmes of the college.

3. To guide/advise in planning and implementation of academic programmes such as orientation courses, seminars, in-service and other training programmes organized by the institute for academic competence of the faculty.

4. To hold Academic Council meetings as per the norms.

5. To coordinate and motivate the faculty, administrative authorities and the supporting staff.

6. Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.

7. Spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.

8. Along with all the staff working under him, is singularly

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and collectively responsible to the Board of Governors, Academic Council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.

CODE OF CONDUCT FOR VICE PRINCIPAL

1. Monitor smooth running of the classes & ensure timely completion of syllabus.
2. Monitor academic discipline among the students.
3. Monitor smooth running of the Class tests.
4. Take necessary action towards failed students and absentees.
5. Interact with students to know their academic problems and take necessary actions.
6. Complete the Academic audit / with internal members and external members prepare necessary reports Based on reports, take corrective actions.
7. Make sure that the time tables are ready before opening the academic sessions.
9. Check the readiness of class rooms and laboratories.
10. Monitoring and pursuing the accreditation works of departments



10. In order to prevent theft/damage, the Lab In-charge shall take the following actions:

- i. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- ii. Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- iii. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied upon the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

CODE OF CONDUCT FOR LAB ASSISTANTS

1. The Lab Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
2. Lab Assistants shall be available for maintenance and care of resources/services of the institute.
3. All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like

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CODE OF CONDUCT FOR LABORATORY IN-CHARGE

1. To maintain the permanent and Consumable stock Registers.
2. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
3. To plan for the procurement of equipment for the coming term well in advance.
4. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
5. To organize the laboratory for oral and practical examinations.
6. To hold those responsible for any breakage / loss etc. and recovering costs
7. To ensure the cleanliness of the lab and switch off all equipment after use.
8. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Director for necessary action.
9. Any other duty as may be assigned by the HOD/Principal/Director/ from time to time.
11. Maintain consolidate Attendance / Academic Performance of all students for all semesters
12. Faculty & Students Discipline & Counselling.
13. Planning Industrial Visit / In-plant Training (Winter & Summer) through HODs
14. Placement / Industry Institute Interaction / MOU Signing
15. Feedback from students and preparing for report for necessary action
16. Monitoring all website updates and communicates to Vice Chairman / Secretary / Principal
17. Office Automation issues and implementation – ERP
18. Issue of TC's to the students
19. Monitoring Hostel Committees for boys and girls, Transport Committees
20. To assist Principal in conducting CAC and GB meetings.
21. During leave of Principal, the Vice-Principal shall discharge all the duties and responsibilities of the Principal and any other work entrusted by the Chairman/Vice Chairman/Secretary/Principal.




CODE OF CONDUCT FOR DEAN STUDENT AFFAIRS

1. The counselling of students;
2. The resolution of conflict between students in classrooms and hostels of residence as well as conflicts involving students outside of classrooms and hostels
3. Making representation to the College about ways of enhancing the quality of student's life
4. Ensuring that maintenance of cordial relations among the various student groups and the student body as a whole, to ensure that they obtain maximum benefit from their College experience
5. Ensuring the orderly organisation of student's activities within the college.
6. Over seeing the formation of students associations.
7. Co-ordinating with the groups to encourage the participation of students in the activities that promote personal growth and development of students.
8. Ensuring that any disciplinary actions imposed on any student(s) by the recognised authority of the college are complied with.
9. Enrol the students and register them for the co-curricular activities
10. Arrange for necessary experts / artists and organising these co-curricular activities.



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 traced harassment and exclusionary behaviour 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 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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15. Arrange special classes/ remedial classes if necessary for the benefit of below average students.

16. Inform the concerned authorities of any important information of events likely to be take place in the Department from time to time.

17. Make arrangements to Lock and Seal all Laboratories before leaving the premises ad daily routine in the evening.

18. Plan and conduct the BOS meeting regularly and prepare minutes of the meeting and communicate the minutes of the meeting to the members concerned and also to the Principal.

19. Prepare budget proposals of the Department each academic year and ensure the expenses are in tune to sanction of the Management.

CODE OF CONDUCT FOR FACULTY AND ADMISTRATION

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 should maintain good manners in all interactions with the administration, other members of staff, students, and members of public.



11. Attach the students with the experts and other Artists for developing the area of their choice.

12. Organise cultural events at intramural level and state and national level.

13. Identify and encourage the students with special talents in fine arts, of performing arts and encourage by attracting them to master through special training.

14. Identify and encourage students with abilities to participate in State, National and International level events.

15. Provide for necessary infrastructure and facilities for organising these events.

CODE CONDUCT FOR HEAD OF THE DEPARTMENT

HOD is responsible for conducting all academic programs of the Department as per the norms of affiliating University. In pursuance of above objective, he/she is required:

1. In advance before commencement of Semester allocate the subjects to the faculty members.

2. To formulate time - tables to provide adequate contact hours to complete the syllabus well in time also collect lesson plans of every subject which contains the information for the conduction of classwork, also providing ample time for conducting personality development programs and sports.

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3. Verify the student attendance registers maintained by the staff members once a week to check for proper marking of attendance and implementation of lecture plans and submit to vice principal for verification once in a fortnight.

4. To ensure the maintenance of laboratories in a good order to provide training to the students as per the norms of University of JNTUK To ensure proper evaluation of student 's performance and take remedial action to improve the performance of slow learners.

5. To maintain harmonious relations among students and faculty while ensuring discipline and ethical behaviour of students.

6. Instruct the faculty members to set the question papers for the Mid Examinations as per the instructions as per the Academic Regulations with confidentiality and also evaluate the scripts promptly to meet the dead line given Controller of Examinations, also the evaluated scripts with award lists dually signed by Head of Department to be submit in the Examination Branch as per the schedule is given, including the soft copy also.

7. Should conduct Department meetings of faculty often on the day allotted and record the minutes of the meeting.

8. Should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.

9. Collect the student feedback about the faculty member's subject wise(for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as directed by the Principal with a copy to the Principal. If any subject handled by the other department faculty member, communicate once copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.

10. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of the class teacher.

11. Form the student's batches and allocate the Project Guides as per the guidelines given by the Principal.

12. Designate Faculty member who will be the i/c HOD during his/ her absence and make sure that all files and records are available for the i/c HOD.

13. Allocate the students to the teacher-counsellors in the beginning of the academic year. Also verify mentoring files once in the Month.

14. Monitor the faculty/Staff development including (a) Training, development and career management and (b) Day-to-Day management matters, such as leave of absence, sick leave, etc.



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