

CODE OF CONDUCT

CODE OF CONDUCT FOR TEACHERS

- The Teacher shall perform his/her duties efficiently as per the institutional norms
- Every teacher shall update his/her skills and knowledge professionally.
- The teacher shall maintain the decorum while dealing with the students, teaching and non teaching staff every time.
- The teacher should strive for excellence in academic and research and evolve as a role model for the students.
- The teacher shall always encourage the students to participate students in curricular and co curricular activities.
- The teacher shall organize various technical events for the benefit of student's community and also for the benefit of the society.
- The teacher shall not discriminate any student based on the caste, creed, language, and place of origin, social and cultural background.
- The teacher shall not be absent from the duties assigned at any time without prior permission.
- The teacher shall not engage in any unlawful activities. The teacher shall not violate the norms of decency or morality in the behavior, inside and outside the campus.
- The teachers are expected to be impartial in the assessment/evaluation of students' performance.
- The teacher shall not accept any assignments given by an external agency without the permission of the management.
- The teacher shall not associate in any organizational activities which are against the ethics of teaching profession.
- It is the collective responsibility of the entire teaching faculty to work together in order to achieve the institutional core values and targets set by the leaders from time to time.

CODE OF CONDUCT FOR NON TEACHING STAFF

- All the supporting staff shall perform his/her duties efficiently, as per the Institutional norms.
- It is the collective responsibility of all the members of the supporting staff to work together in order to achieve the institutional core values and targets set by the leaders from time to time.
- The supporting staff shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the Institution.
- The supporting staff shall extend a full support to the department for the development of the labs and also in the maintenance of instruments /equipments.
- The supporting staff shall not discriminate any student based on the caste, creed, language, and place of origin, social and cultural background.
- The supporting staff shall extend their full fledged support for their colleagues and other faculty of the institution in all the activities related to the academic and administrative matters.
- The supporting staff shall strive hard to improve their technical and non technical skills related to their job.
- The supporting staff shall take efforts to pursue higher education.
- The supporting staff shall discharge all the professional activities through proper channel.
- The supporting staff should not be absent from the duties without the prior permission of the authorities.
- The staff shall not involve either directly or indirectly in any form of business /external assignments during their service.
- The staff shall not involve in any unethical activities that cause hindrance to the harmony of the Institution.
- The staff shall not cause any damage to the properties of the Institution and shall maintain the morality of the individual both inside and outside the campus.

CODE OF CONDUCT FOR ADMINISTRATORS

The Administrators are expected to

- Ensure that all the students, academic employees and supporting staff are dealt with courtesy and respect and uphold the values of the organization.
- Be fully conservant with the Policies, rules and regulations of the Institution and shall be prepared to implement them.
- Ensure that the duties assigned to the team members are appropriate to the qualification, experience and skills of the employee.
- Ensure that the goals of the Institution are well disseminated across the stakeholders and the activities planned in the institution are towards achieving the targets.
- Support the team members with the training needed, to upgrade the skills and also to successfully discharge the responsibilities assigned.
- Ensure a cordial relationship with the administrative and other non administrative staff for the smooth conduct of the Institution.
- It becomes the responsibility of the divisional head to provide the necessary infrastructure and a conducive & fair ambience to all the team members impartially in order to achieve the desired goals.
- Be very precise and clear in communicating all the information to the concerned teaching and non teaching members.
- Ensure all the expenditures are within the budget approved by the Institute and also ensure that a fair practice is followed in budget allocation.
- Exercise caution to avoid favourism and shall not involve or encourage in any kind of activities that cause any disrupt between the team members.
- Demonstrate professionalism in resolving any conflict by respecting all parties involved and ensuring that the complaints are well received, studied and all the solutions are well documented.
- Ensure that they shall not misuse their authoritative powers which shall affect the reputation of the Institution.
- Ensure that the information submitted to the external agencies and other stake holders about the institution is unambiguous and correct.

CODE OF CONDUCT FOR STUDENTS

- The students shall nurture and ensure a dynamic academic, cultural and social atmosphere which are in accordance with the core values of the institution
- The students shall treat all other students, faculty members, staff, visitors and any other members of the public with respect, dignity, impartiality, courtesy and sensitivity.
- The Student shall be conversant with the rules and regulations of the Institution
- All students shall practice a decent and formal dress code as instructed by the Institution.
- All students shall maintain discipline in the class and maintain the decorum while dealing with the fellow students, teaching, non teaching staff.
- All students must display their identity cards when available within thin the campus and also whenever asked for by any security personnel of the Institute.
- The students shall act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations, informal tests and lab exams.
- The students shall strive hard to discharge the duties and targets assigned to them.
- The students shall not become involved in any form of ragging within or outside the Campus.
- The students shall not possess/consume any narcotics or alcohol within the campus.
- Smoking in the campus is strictly prohibited
- The students shall not indulge in any act of indiscipline as defined in rules and regulations of the Crescent Institute of Science & Technology.
- Students shall not damage or destruct any Institute properties
- Student shall not discriminate any other fellow student based on the caste, creed, language, and place of origin, social and cultural background.

REPORT ON THE STUDENT ATTRIBUTES FACILITATED BY THE INSTITUTION.

The Institute facilitates the following for the welfare of the student.

- The Institute aims that the students should definitely follow professional ethics. Hence the courses on the engineering ethics are also introduced in their curriculum for the benefits of the students.

- 1.1 To Improvement of the Cognitive Skills
- 1.2 To ACT in Morally Desirable Ways

- 2.1 Moral
- 2.2 Values
- 2.3 Integrity
- 2.4 Follow Institution Policies
- 2.5 Service Learning
- 2.6 A Service-Learning Program Provides Educational Experiences
- 2.7 Service-Learning Benefits

UGC REGULATION

HR Manual

1 CONDITIONS OF SERVICE

- Contract of Employment
- Working hours
- Duty Station
- Confidentiality

2 RECRUITMENT AND SELECTION POLICY

- Introduction
- Objectives
- Recruitment Authorization Procedure
- Newly Created or Restructured Positions
- Age
- Appointment

3 PERFORMANCE MANAGEMENT POLICY

- Introduction
- Objectives
- The Performance Management Process
- Performance Planning
- Monitoring
- Performance Summary
- Recognition
- Responsibilities

4 TRAINING AND DEVELOPMENT POLICY

- Introduction
- Objectives
- Process and Criteria

5 LEAVE POLICY

- Purpose of leave
- Leave year and applicability

6 DISCIPLINARY CODE

- Introduction
- Procedure and Documentation
- Special Cases
- Classification of Offences
- Absenteeism
- Offences related to Control at Work
- Offences relating to indiscipline or disorderly behavior
- Offences related to dishonesty
- Penalties
- Verbal Warning
- Recorded Warning
- Severe Warning
- Final Warning
- Dismissal
- Demotion
- Transfer
- Alternative Penalty to Dismissal
- Dismissal Procedure Disciplinary Appeal Procedure
- Disciplinary Appeal Procedure

7 GRIEVANCE POLICY

- Introduction
- Objectives
- Procedure and Guideline

8 TERMINATION OF EMPLOYMENT POLICY

- Introduction
- Termination by Notice
- Retirement
- Death of Staff Member

Certificate of Service
Discharge From

9 HEALTH AND SAFETY POLICY

Security

First Aid

Visitors

Emergencies

Office Services

10 SUCCESSION PLAN POLICY

Introduction

Objectives

Procedure



SRI VENKATESWARA COLLEGE OF ENGINEERING (Autonomous)

Approved by AICTE, Accredited by NAAC with "A" Grade
Accredited by NBA(EEE,ECE,CSE,IT,ME,CE) & Affiliated to JNTUA
Karakambadi Road, TIRUPATI – 517507, Andhra Pradesh

01-09-2021

ANTI RAGGING COMMITTEE

Grievance Redress Committee (Anti Ragging Committee) has been constituted for the academic year 2021-22 with the following members to monitor, discuss with ragging issues and ragging preventive measures.

1. Dr. N Sudhakar Reddy Principal Convener
2. Prof.K.Sekar Vice Principal Co-Convener

All the HODs are default members of the committee.

Anti-Ragging Committee / Squad - 2021-22				
Faculty Details				
S.No	Dept	Name of the faculty	Designation	Mobile No
1	EEE	DR V LAKSHMI DEVI	Professor	9032621234
2	EEE	P VINOD KUMAR	Senior Assistant Professor	8328649119
3	EEE	N M GIRISH KUMAR	Senior Assistant Professor	8886664472
4	ME	B. ESWARAI AH	Assistant Professor	6302099491
5	ME	M. GOPALA KRISHNA	Assistant Professor	9030341325
6	IT	G.TAGORE SAI PRASAD	Assistant Professor	9502013685
7	IT	P.LEELA	Assistant Professor	8142201925
8	CE	K MUNISWAMY	Asst. Professor	8297041611
9	CE	C M PRAKASH	Asst. Professor	9885648658
10	CSE	G.RAJESWARAPPA	Assistant Professor	9704268116
11	CSE	R.VENKATARAMANA	Assistant Professor	9885776211
12	CSE	A.GANESH	Assistant Professor	9160250264
13	ECE	A KRISHNA MOHAN	Assistant Professor	9949983365
14	ECE	K MAHESH BABU	Assistant Professor	8179762414
15	S&H	N MALLIKARJUNA REDDY	Asst Professor	949233688
16	S&H	O HAZARATHAIAH	Asst Professor	8555913335
17	S&H	SK MASTHAN	Asst Professor	8121455990
18	S&H	DR P MANINAGAKUMAR	Assoc Professor	949275666
19	S&H	DR B MUNISUDHAKAR	Asst Professor	9676117699
20	S&H	DR T CHANDRAIAH	Assoc Professor	9964228969
21	S&H	DR A MUNIKRISHNAIAH	Asst Professor	939336465
22	S&H	M KALAYAN KUMAR	Asst Professor	957314579

23	MBA	DR. S.GAUTAMI	Associate Professor	9985506543
24	MBA	DR. NALLA BALA KALYAN	Associate Professor	9573068980
25	MBA	P VISWANATHA REDDY	Assistant Professor	9502527623
26	MCA	K.HEMA	ASSISTANT PROFESSOR	9949838503
27	MCA	P. LOKESH KUMAR REDDY	ASSISTANT PROFESSOR	8008592385
28	MCA	P. RAVINDRA	ASSISTANT PROFESSOR	6303135718

Anti Ragging Committee - Students					
S.No	Dept	Name Of The Student	Year	Roll No	Mobile No.
1	EEE	A DHRONIKA REDDY	II	20BF1A0204	7989600525
2	EEE	S. SHARATHKUMAR	II	20BF1A0297	9133889511
3	EEE	P.JEEVAN KUMAR REDDY	III	19BF1A02B1	6301736714
4	EEE	S MANSOOR BASHA	III	20BF5A0215	6302303978
5	EEE	BANDI JYOTHEESWAR REDDY	IV	18BF1A0212	6301319043
6	EEE	M MAHESH SWAMY	IV	18BF1A0265	8500027987
7	ME	KOLLAGUNTA MOHITH	II	20BF1A0342	6309523936
8	ME	NELLOORE HEMANTH	II	20BF1A0393	8885374169
9	ME	KANCHEM RAMPRASAD	III	19BF1A0326	7093580960
10	ME	VANAM CHENCHU KESAVARDHAN	III	19BF1A0389	9912534719
11	ME	KADIVETI ANILKUMAR	IV	18BF1A0336	7093026625
12	ME	SHAIK MOHAMMAD GOUSE ALI	IV	18BF1A0392	9390250265
13	IT	N. DRUVA SADVIK KUMAR	II	20BF1A1238	8008830581
14	IT	S.USHA SRI GAJAL	II	20BF1A1250	9390986960
15	IT	S.V.GURU PRANAV	III	19BF1A1256	9949471269
16	IT	CH.TEJASWANI	III	19BF1A1209	8519953813
17	IT	B. MAHESH	IV	18BF1A1211	9110552969
18	IT	K. LIKITHA	IV	18BF1A1229	9346373692
19	CSE	DUGGINABOINA BHASKAR	II	20BF1A0535	8500125824
20	CSE	YENDURU VENKATESH GUPTA	II	20BF1A05J3	9985708930
21	CSE	POLAMREDDY MADHUMITHA	III	19BF1A05D9	9701661245
22	CSE	K V HARSHAVARDHAN REDDY	III	19BF1A0561	9390521116
23	CSE	K DEEPAKSAI	IV	18BF1A0543	7330158195
24	CSE	VADDI SAI SUJITHA	IV	18BF1A05G8	7995277739
25	CE	K KARUNAKAR GOUD	II	20BF1A0126	9032315670
26	CE	P VENKAT	II	20BF1A0147	9493633539
27	CE	M RENUKARJUNA REDDY	III	19BF1A0139	9346185830
28	CE	N ARUNKUMAR	III	19BF1A0143	7032005044
29	CE	N SUMANTH	IV	18BF1A0131	9704579020
30	CE	G YESWANTH KUMAR	IV	19BF5A0104	8639843805
31	ECE	G THOSHNA TARUN REDDY	II	20BF1A0455	9391677940
32	ECE	P KAVYA NANDINI	II	20BF1A04G2	9963902423
33	ECE	Y ASWATHARA	III	19BF1A04P0	8186836888
34	ECE	D THARUN KUMAR	III	19BF1A0462	8688543970
35	ECE	D VENKATA SAI	IV	18BF1A0411	6281695115
36	ECE	P MONISH	IV	18BF1A04G2	9381008700

37	MBA	AVULAKUNTA HARIKRISHNA	II	20BF1E0009	7799203231
38	MBA	NELLORU VENNELA	II	20BF1E00B7	7815819044
39	MBA	JAGGARAJU TEJA	II	20BF1E0092	9603710269
40	MBA	YUKTA JAIN M	II	20BF1E00N3	9440205627
41	MCA	S.YAMINI	II	20BF1F00A9	8985755862
42	MCA	K.LAKSHMI PRIYA	II	20BF1F0051	7993964174
43	MCA	K.RAMYA	II	20BF1F0052	9676102512
44	MCA	K.VEERA MAHESHWARI	II	20BF1F0054	8465938207
45	MCA	P.THARUN KUMAR	II	20BF1F00A1	9100288330
46	MCA	K.NAGA SAI TEJA	II	20BF1F0045	7013752202

Mr. Vinod Kumar, SI of Police, Alipiri Police Station will also act as a member of the committee.

Committee members will guide the students on anti-ragging and meet as and when required. Help Line Numbers: **8886644985, 8886644955, 8886644950**



PRINCIPAL

- Copy to :
1. All the HODs for circulation
 2. All the above committee members for information and NA
 3. Director, Administration for information
 4. AO for information
 5. Notice Boards
 6. PS to Principal to file