



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

CODE OF CONDUCT

VISIT: [WEB LINK](#)



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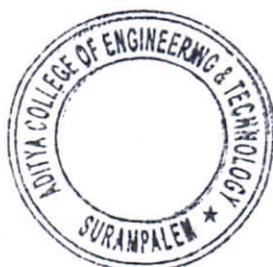
CODE OF CONDUCT-TEACHERS

Role of the Principal:

- Inspire and motivate academic and managerial leadership based on values for the college through policy formulation, operational management, optimization of human resources and concern for the environment and sustainability.
- Act with transparency, fairness, honesty, the highest level of ethics and decision-making to get best outputs of the college.
- Act as administrator of the college's assets and manage resources responsively, optimally, effectively and efficiently in order to create an environment of conducive teaching and learning.
- Promote a culture of research and consultative work in the college, pave the way for innovative thinking and ideas.
- Seek to promote a culture and work ethically that produces quality, professionalism, satisfaction and service to the nation and society.
- Avoid plagiarism and other unethical behaviour in teaching and research.
- Participation in extra-occupational and extracurricular activities including community services.
- Limit him to allowing caste, belief, religion, race or gender to be considered in his professional activity.

RESPONSIBILITIES OF TEACHERS:

A teacher is under the observation and the moral ideal of the students and of society in general. Therefore, every teacher must recognize that there is no inconsistency between ones' prescriptions and ones' practice. Additionally, a teacher must be calm, patient, communicative and kind.



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Teachers should:

- Stick to a responsible pattern of conduct and character expected of them by the Community;
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion through Continuous Learning by seminars, conferences, etc., towards the contribution of knowledge.
- Through membership of professional organizations improvise teaching and learning skills.
- Carry out their tasks with conscience and commitment in the form of teaching, tutorials, internships, seminars and research work.
- Discourage unethical behaviour in teaching and research.
- Comply with the laws, statutes and ordinances of the university and respect its ideals, vision, mission, cultural practices and traditions.
- Cooperation and assistance in the performance of tasks related to the educational tasks of the college and university, such as examinations, including supervision, monitoring and evaluation.
- Participation in in-service, extracurricular and extracurricular activities, including community service.

TEACHERS AND THE STUDENTS

Teachers should:

- Teacher should give freedom to the students to express their opinions.
- Give equal priority irrespective of students' religion, caste, political, economic, social and physical characteristics;
- Motivate the students to enhance their attainments, develop their personalities and at the same time contribute to welfare of the society.
- Develop the concepts of scientific outlook and ideals of democracy, patriotism and peace among students;
- Should not use verbal or physical punishments towards any student for any kind of reasons.



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- Feel free and comfortable to make them available to the students even beyond their class hours and help and guide students.

TEACHERS WITH COLLEAGUES:

- Treat colleagues with respect and as they would like to be treated;
- Soft and academic language for professional improvement;
- Respect the fundamental rights recognized by the Constitution of India on the basis of caste, creed, religion, race or gender in their professional activity.
- Should be friendly and extend helping hand in hard times and situations.

TEACHERS AND AUTHORITIES:

- Exercise professional responsibilities in accordance with current regulations and comply with administrative, university and government procedures.
- It is strictly forbidden to take private classes, coaching or any other occupation as an obstacle to your professional responsibility;
- Work with authorities to improve institutions while preserving the interest and dignity of the profession;
- Avoid inappropriate leaves of absence and take note of leaves of absence to keep the academic administration plan intact.

TEACHERS AND NON-TEACHING STAFF:

Teachers must treat non-teaching staff as colleagues and equal partners in a cooperative enterprise.

TEACHERS AND PARENTS/GUARDIANS:

Stay in touch with your students' legal guardians and, if necessary, share progress reports and meet legal guardians at parent meeting and tutoring program for effective parent-student feedback, exchange mutual ideas and for the benefit of the institution.

TEACHERS AND SOCIETY:

- Education is a social service and a teacher must strive to keep society well informed about educational innovations.




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- Teacher should try to improve the moral and intellectual growth of society.
- Learn about social problems and participate in activities that lead to the progress of society and, therefore, of the country as a whole.
- Prohibition of antisocial activities to protect society from community, caste or gender hatred or hostility.

Director Physical Education / Librarian should:

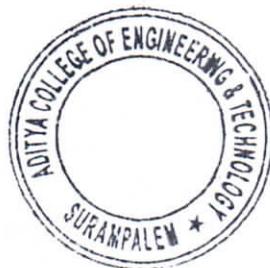
Comply with responsible behaviour and the behaviour that the community expects of them;

- Regulate their private affairs in accordance with the dignity of the profession.
- Discourage and avoid plagiarism and other unethical conduct in teaching and research.
- Participation in extra-occupational, extra-curricular, and extra-curricular activities, including community service.
- Respect the fundamental rights recognized by the Constitution of India on the basis of caste, beliefs, religion, race or gender in their professional activity.

CODE OF CONDUCT - SUPPORT STAFF

Professional Behaviour and Confidentiality

- Staff must reflect professional behaviour required in an educational setting. Ensure effective communication and fast processing of correspondence with various patrons.
- They must not use their position on the teaching staff for personal profits and never take advantage.
- They must not participate in activities that may discredit the college and damage its image
- They must not violate the policies and procedures of the college.
- They must continually strive for different professional growth. Participate in planned activities of the institution.
- Must update their knowledge with current developments relevant to the position. Be familiar with the communication channels and college procedures that apply to both students and staff.



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CODE OF CONDUCT FOR STUDENTS:

Students are expected to read and properly comply with the Code and all other standards of conduct required by college policies and procedures.

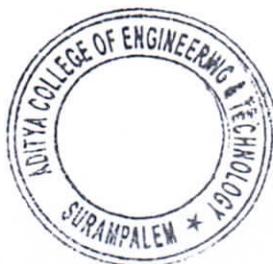
- Identity cards: All students must have an identity card signed by the principal. If the identity card is irretrievably lost, a duplicate identity card will only be issued after the Rs 50 Confession has been sent.
- Presence of the students cannot be excused without permission from their HOD. The mentor will not take into the account of absences without prior permission and, in the case of repeated absences, parents / legal guardians will be consulted for further action.
- Holidays for NSS / NCC / cultural and sports activities are only granted if the student represents the college or university at various events. Students who are commissioned to participate in the events mentioned above must submit their request for a leave of absence recommended by the respective event coordinator for the necessary action to the HOD.

Dress Code and Conduct:

Students are expected to present themselves in accordance with the best standards of etiquette on and off campus. Shortly after admission, each student receives an identity card that the student must present on campus during their studies. Students must be reasonably quiet during class hours on the college premises.

The following rules of the Education Law to students:

- All students must dress appropriately.
- All students are expected to greet teachers with a polite manner.
- No student may leave the classroom without the teacher's permission or until the end of the lesson.
- Students are prohibited from organizing or attending a college meeting, raising money, or distributing brochures without the consent of the college principal.



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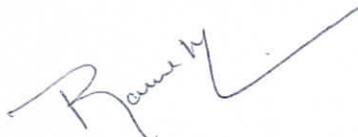
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- The student who is persistently recalcitrant, repetitive or intentionally naughty, who is guilty of fraud or misconduct in connection with tests that may have an unhealthy influence on fellow students will be suspended from the college.
- That suspension is temporary or permanent, depending on the severity of the offense.
- Students are expected to keep the college campus clean and orderly by leaving waste materials in campus dustbins and containers and not marring the walls by gluing or writing on them.
- No activity that removes vegetation from the campus should be allowed.
- Students are prohibited from spitting or engaging in similar rude acts outdoors.
- Students at this institution are responsible for protecting and maintaining the valuable listed buildings and are not allowed to cause any damage such as dents, destruction, removal, injury, alteration, disfigurement, or abuse all of which are punishable by a severe criminal offense.

ACTIONS AGAINST INDISCIPLINE:

The following are examples of unacceptable behavior for all staff and students:

- Any form of physical / verbal violence against students, teachers, non-teaching colleagues and visitors
- Sexual offenses, sexual insults or sexual discrimination Students, teachers, non-teaching peers and visitors
- Theft of money / damage to university property
- Unauthorized absence from work.
- Alcohol or drug use and smoking.
- Failure to comply with reasonable work requirements or lack of care in the performance of their duties. Complacency in any of the above inappropriate acts and other acts that are unacceptable will be considered as a serious misconduct and the quorum authorities will take disciplinary action.


Convener



Principal


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