



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem– 533437

ABOUT ETHICS COMMITTEE

To be a centre of excellence in Education and Technology committed towards Scientific and Socio-Economic advancement of the country following legal rules, moral standards and ethical norms.

OBJECTIVE

To maintain proper responsible conduct of study, project work, assignment, research, promotion of academic reliability- and anticipation of misconduct including plagiarism in academic writings among students, researchers and faculty.

FUNCTIONS


1. To impart advanced knowledge in Engineering and Technology.
2. To transform young minds towards professional competence by inculcating values and develop skills.
3. To promote research in collaboration with research organizations.
4. To ensure continuous value addition and strengthen association with industry, and alumni to enhance knowledge on current technologies.
5. To promote next generation technocracy and nurture entrepreneurial culture for social-economic growth.

ROLES AND RESPONSIBILITIES

1. Conduct orientation programs to enhance ethical, human values for teaching, non-teaching staff and students.
2. To monitor staff and students follow guidelines of code of conduct issued by the college.
3. Frame the policy for Ethics for the institute.
4. Report the gaps of Ethics Policy or nonfulfillment of ethical practices among students, faculty and staff to the head of the institute for taking required actions.
5. Take necessary actions on disobedience of ethical practices among students, faculty and staff
6. Recommend remedial actions on report of non-adherence to the Policy.


Convener





Principal
PRINCIPAL
Aditya College of
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SURAMPALAM- 533 437




STANDART OPERATING PROCEDURE

1. Convener and Constituting-members for the Ethics Committee formed under the control of the Principal by Governing Body.
2. Review the moral breaks and countering against ethical breaches.
3. Deliberate required remedial activities to enhance the Code of Ethics (CoE) and Students' Handbook on Code of Ethics and Conduct alongside Standard Procedures (HCoE).
4. Put forward Code of Ethics (CoE) and Handbook on Code of Ethics and Conduct alongside Standard Procedures (HCoE) for the new scholastic year.
5. Disseminate the Code of Ethics (CoE) and design a Handbook on Code of Ethics and Conduct alongside Standard Procedures (HCoE) with the students, teaching, and nonteaching staff.
6. Create mindfulness on morals/ethics and moral practices by
 - (a) Display different public and worldwide icons' moral and influential citations inside the class rooms, labs, and college premises.
 - (b) Display Anti-Ragging boards in different parts in College.
7. Study and investigate the information of various departments in the college with respect to the moral breach of students, faculty, and nonteaching staff and improve the code of morals to check the equivalent.


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Ref: ACET/Ethics /2019-20/CO

ETHICS COMMITTEE-CONVENING ORDER

The Principal is pleased to constitute the college Ethics Committee with the following members for the academic year 2019-20 to make necessary arrangements.

S.No	Name of the Faculty	Designation	Role
1.	Dr. T K Rama Krishna Rao	Principal	Chairman
2.	Mr. T B V Sita Rama Krishna	Asst. Professor	Coordinator-1
3.	Mr. Rayudu Srinivas	Asst. Professor	Coordinator-2
4.	Mr. Sayapanayani Sivacharan	HoD - CE	Member
5.	Mr. Rajesh Murari	HoD - EEE	Member
6.	Dr. Thodeti Srihari	HoD - ME	Member
7.	Dr. Rayudu V V Krishna	HoD - ECE	Member
8.	Dr. Muthevi Anil Kumar	HoD - CSE	Member
9.	Mr. R V V N Bheema Rao	HoD - IT	Member
10.	Mr. N.Rama Krishna	HoD - MCA	Member
11.	Mrs. A Vijaya Bhargavi	HoD - MBA	Member
12.	Dr. Buddana Suryanarayana Murthy	HoD - H & BS	Member
13.	Mr. Bandaru Divakar	Asst. Professor	Member
14.	Mr. Jayanthi Venkata Siva Ram Kumar	Assoc. Professor	Member
15.	Mr. Polnati Naga Subrahmaneswra Swamy 17P31A0370	Student	Member
16.	Mr. Madhavarapu Veerabhadra Rao 16P35A0426	Student	Member
17.	Mr. Kona Naga Venkata Durga Ajay 16P35A0321	Student	Member

Copy to
All members of Ethics Committee.

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Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

A Hand book
On
Code of Conduct
FOR
TEACHING
AND
NON-TEACHING STAFF



CODE OF CONDUCT-TEACHERS

Role of the Principal:

1. 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.
2. Act with transparency, fairness, honesty, the highest level of ethics and decision-making to get best outputs of the college.
3. 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.
4. Promote a culture of research and consultative work in the college, pave the way for innovative thinking and ideas.
5. Seek to promote a culture and work ethically that produces quality, professionalism, satisfaction and service to the nation and society.
6. Avoid plagiarism and other unethical behaviour in teaching and research.
7. Participation in extra-occupational and extracurricular activities including community services.
8. 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.

Teachers should:

1. Stick to a responsible pattern of conduct and character expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion through Continuous Learning by seminars, conferences, etc., towards the contribution of knowledge.
5. Through membership of professional organizations improvise teaching and learning skills.
6. Carry out their tasks with conscience and commitment in the form of teaching, tutorials, internships, seminars and research work.
7. Discourage unethical behaviour in teaching and research.
8. Comply with the laws, statutes and ordinances of the university and respect its ideals, vision, mission, cultural practices and traditions.
9. 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.
10. Participation in in-service, extracurricular and extracurricular activities, including community service.

TEACHERS AND THE STUDENTS

Teachers should:

- (i) Teacher should give freedom to the students to express their opinions.
- (ii) Give equal priority irrespective of students' religion, caste, political, economic, social and physical characteristics;
- (iii) Motivate the students to enhance their attainments, develop their personalities and at the same time contribute to welfare of the society.
- (iv) Develop the concepts of scientific outlook and ideals of democracy, patriotism and peace among students;
- (v) Should not use verbal or physical punishments towards any student for any kind of reasons.
- (vi) Feel free and comfortable to make them available to the students even beyond their class hours and help and guide students

TEACHERS WITH COLLEAGUES:

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

TEACHERS AND AUTHORITIES:

- (i) Exercise professional responsibilities in accordance with current regulations and comply with administrative, university and government procedures.
- (ii) It is strictly forbidden to take private classes, coaching or any other occupation as an obstacle to your professional responsibility;
- (iii) Work with authorities to improve institutions while preserving the interest and dignity of the profession;
- (iv) 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:

- (i) Education is a social service and a teacher must strive to keep society well informed about educational innovations.
- (ii) Teacher should try to improve the moral and intellectual growth of society.
- (iii) Learn about social problems and participate in activities that lead to the progress of society and, therefore, of the country as a whole.
- (iv) Prohibition of antisocial activities to protect society from community, caste or gender hatred or hostility.


Director Physical Education / Librarian should:

1. Comply with responsible behaviour and the behaviour that the community expects of them;
 - a) Regulate their private affairs in accordance with the dignity of the profession.
 - b) Discourage and avoid plagiarism and other unethical conduct in teaching and research.
 - c) Participation in extra-occupational, extra-curricular, and extra-curricular activities, including community service.
 - d) 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

1. Staff must reflect professional behaviour required in an educational setting. Ensure effective communication and fast processing of correspondence with various patrons.
2. They must not use their position on the teaching staff for personal profits and never take advantage.
3. They must not participate in activities that may discredit the college and damage its image
4. They must not violate the policies and procedures of the college.
5. They must continually strive for different professional growth. Participate in planned activities of the institution.
6. 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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A Hand book
On
Code of Conduct
FOR
STUDENTS



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.

1. 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.
2. 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.
3. 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:

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

5. 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.
6. That suspension is temporary or permanent, depending on the severity of the offense.
7. 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.
8. No activity that removes vegetation from the campus should be allowed.
9. Students are prohibited from spitting or engaging in similar rude acts outdoors.
10. 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:

1. Any form of physical / verbal violence against students, teachers, non-teaching colleagues and visitors
2. Sexual offenses, sexual insults or sexual discrimination Students, teachers, non-teaching peers and visitors
3. Theft of money / damage to university property
4. Unauthorized absence from work.
5. Alcohol or drug use and smoking.
6. 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.


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Ref: ACET/Ethics committee/2019-20 /Circular

CIRCULAR

Date:09-08-2019

All the members of the ethics committee are hereby informed that the meeting of the ethics committee will be held on 12th Aug 2019 at 10:30 AM in the Conference room, VisveswarayaBhavan. So, all the members are requested to attend the meeting without fail.

Agenda:

1. To review ethical breaches and the counteraction for the previous academic year.
2. To discuss modifications in Code of Ethics (CoE) and Handbook on Code of Conduct along with Standard Procedures (HCoC).
3. To review and approve the modifications in CoE and HCoC
4. To plan distribution methods for CoE and HCoC.
5. To collect all information about ethical breaches and counteraction against it.

Convener

Copy to

1. All members of Ethics Committee.

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Ref: ACET/Ethics committee/2019-20 /Minutes

Date:12-08-2019

ETHICS COMMITTEE

MINUTES OF THE MEETING

Date of Meeting	Venue	Duration	Reference
12-09-2019	Conference room, VisveswarayaBhavan	10.30PM to 12:00PM	ACET/Ethics/2019-20/Circular dated 09/08/2019

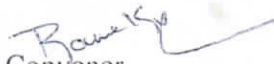
Minutes of the meeting of the ethics committee held at Aditya College of Engineering & Technology on 12/08/19.

Meeting agenda:


1. To review ethical breaches and the counteraction for the previous academic year.
2. To discuss modifications in Code of Ethics (CoE) and Handbook on Code of Ethics and Conduct along with standard Procedures (HCoC).
3. To review and approve the modifications in CoE and HCoC.
4. To collect all information about ethical breaches and counteraction against it.

Minutes and Resolutions:

1. The members of the committee discussed the previous academic year ethical breaches and the counteraction for the ethical breaches by following CoE were discussed.
2. It is resolved that no modification in CoE is suggested, so current CoE and HCoC will be continued for the new academic year.
3. It is resolved to circulate CoE and HCoC with the students, faculties and nonteaching staffs.
4. It is resolved to conduct one day workshop on ethical practices.
5. The members of the committee resolved that all the necessary information regarding the ethical breaches and counteraction against ethical breaches should be collected and analysed by the convener.
6. It is resolved to collect all the necessary information regarding ethical practices and create display boards on ethical quotations and anti-ragging instructions.


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Ref: ACET/Ethics committee/2019-20 /Action Taken Report

Date:12-08-2019

ETHICS COMMITTEE ACTION TAKEN REPORT

1. In Aug, 2019 Ethics Committee plan a convening of Ethics Committee.

Description: The faculty members and students from each department along with principal as chairman

Strategy : Issuing circular for conducting committee meeting

Budget : Nil

Remarks : Plan Implemented successfully

2. In Aug, 2019 Ethics Committee plan a Committee meeting

Description: Collect and review ethical breaches in the college premises and update code of ethics.

Strategy : Coordinating the events and activities

Budget : Nil

Remarks : Plan implemented successfully.


3. In Aug, 2019 Ethics Committee plan One day workshop on Ethical Practices

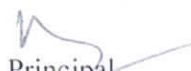
Description: Organize one orientation programs for faculty, Non-teaching staff and students on How to be the best teacher, Proper interaction skills and How to survive in the society

Strategy : Coordinating events and activities.

Budget : Rs-8000/-

Remarks : Evidence


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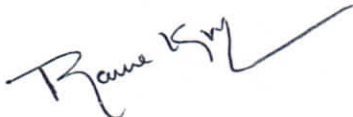





Ref: ACET/Ethics committee/2019-20 /List of programs.

LIST OF PROGRAMS

S.NO	NAME OF THE PROGRAM	RESOURCE PERSON	DATE
1	Orientation Program for Non-teaching staff on “Proper Interaction Skills”	Dr.NRajeswaraRao	14-09-2019
2	Orientation Program for Faculty on “How To Be The Best Teacher”	Dr.R V S Lalitha	07-09-2019
3	Orientation Program for students on “How to Survive In The Society”	Dr.NVisalakshi	07-10-2019


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WORKSHOP FOR NON-TEACHING STAFF ON “Proper Interaction skills”

Resource Person: Dr. N RajeswaraRao

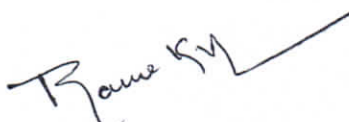
Venue: Seminar Hall- C.V.RamanBhavan.

Date: 14-09-2019


No of faculty attended: 28

Ethics committee conducted a workshop for Non-Teaching staff on “PROPER INTERACTION SKILLS” with the permission from principal to enhance the basic concepts of Communication skills. Dr.N RajeswaraRaowas invited to be the resource person who is working as an Associate Professor-Humanities and Basic sciences Department in Aditya College of Engineering & Technology. Prepared poster and schedule for the program and send circular to all Non-Teaching staff through Administrative Officer. In this program 28 were participated. The Speaker demonstrated the importance of communication and interaction skills.

Recourse person and the Participants filled the feedback forms. They learnt the concept of communication approach. Concluded the program with vote of thanks.


Convener

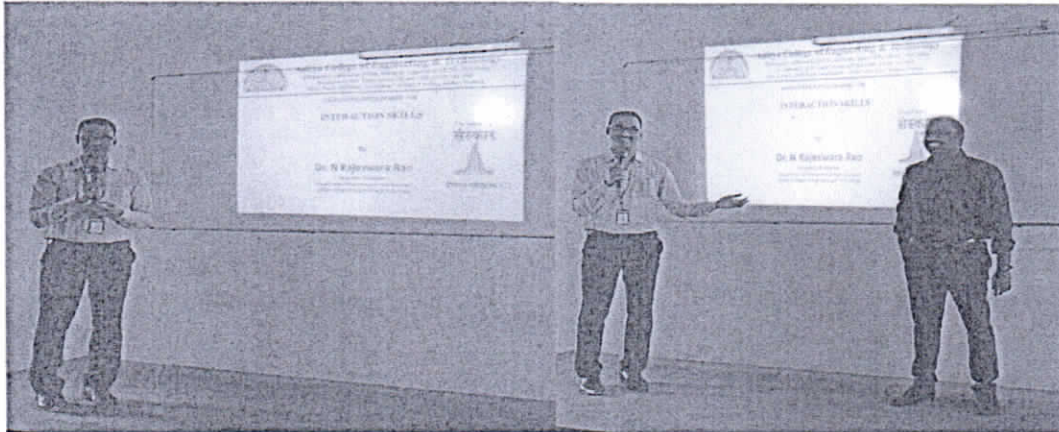



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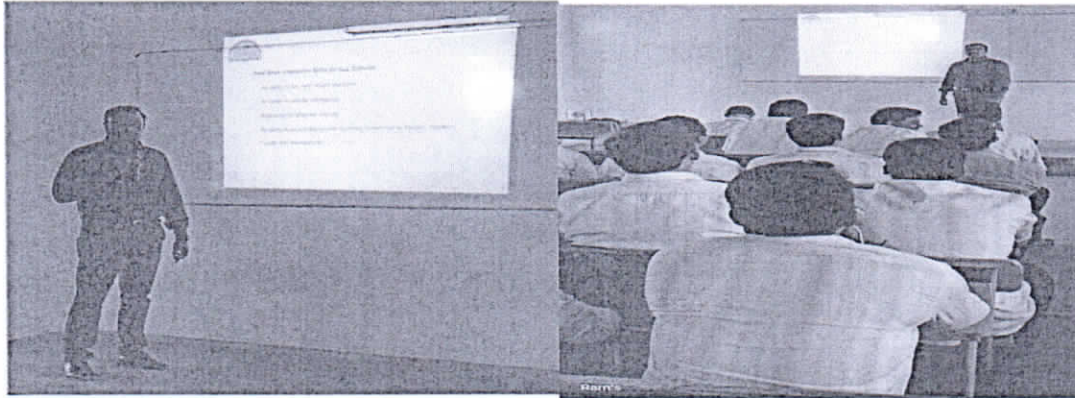


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Introduction of the program Introduction of the guest



Topic explanation Explanation with PPT



Resource person's Interaction

Felicitation of resource Person

Ramakrishna
Convener

2

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A REPORT ON FACULTY DEVELOPMENT PROGRAM ON “HOW TO BE THE BEST TEACHER”

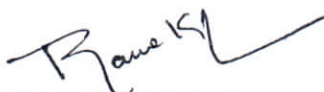
Speaker of the event: Dr.R V S LALITHA

Venue: Lab5- VisweswarayyaBhavan.

Date: 07-09-2019


No of Faculty attended:68

Ethics committee conducted a Faculty Development Program on “HOW TO BE THE BEST TEACHER” with the permission from principal. Dr.R V S LALITHA was invited to be the resource person who is working as a Professor- CSE Department in Aditya College of Engineering & Technology. Prepared poster and schedule for the program and send circular to all faculty members. The speaker intoned the main characteristics of a teacher. She gave some methodological tips for all faculty members to get success in their respective domains.


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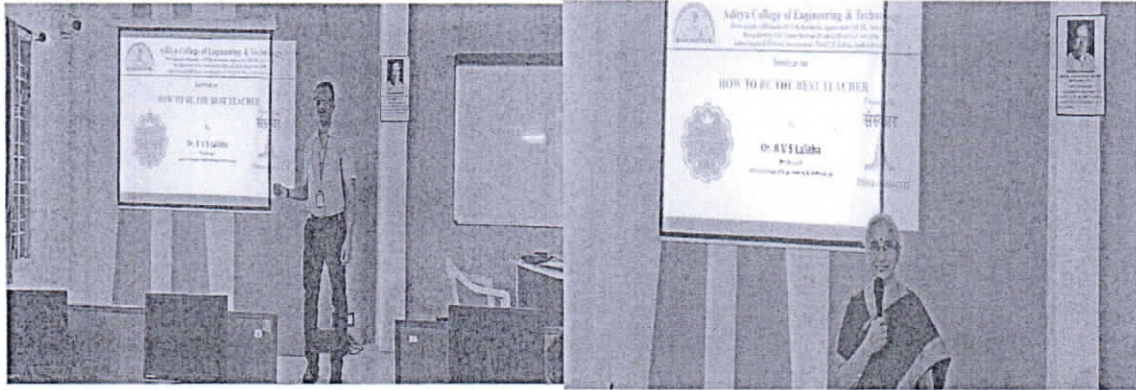
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Introduction of the program

Resource person's explanation



Participation of the faculty Interaction with faculty



Enlighten of qualities of a teacher

Felicitation to the resource person

Rama KV
Convener



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A REPORT ON ORIENTATION PROGRAMME FOR STUDENTS ON “HOW TO SURVIVE IN THE SOCIETY”

Speaker of the event: Dr. N VISHALAKSHI

Venue: Seminar Hall- C.V.RamanBhavan.

Date: 07-10-2019

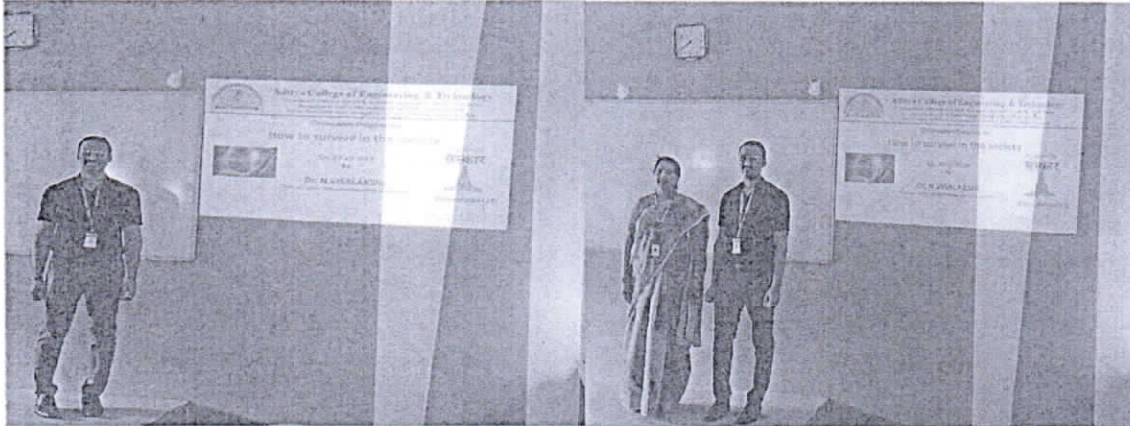
No of students attended: 311

Ethics committee conducted an orientation program workshop for students on “HOW TO SURVIVE IN THE SOCIETY” with the permission from principal to enhance the basic concepts of societal issues. Dr. N VISHALAKSHI was invited to be the resource person who is working as Principal of Aditya Business school Prepared poster and schedule for the program and send circular to all faculty members. In this program 311 were participated. The speaker demonstrated the social issues and survival techniques. Recourse person and the Participants filled the feedback forms.


Convener

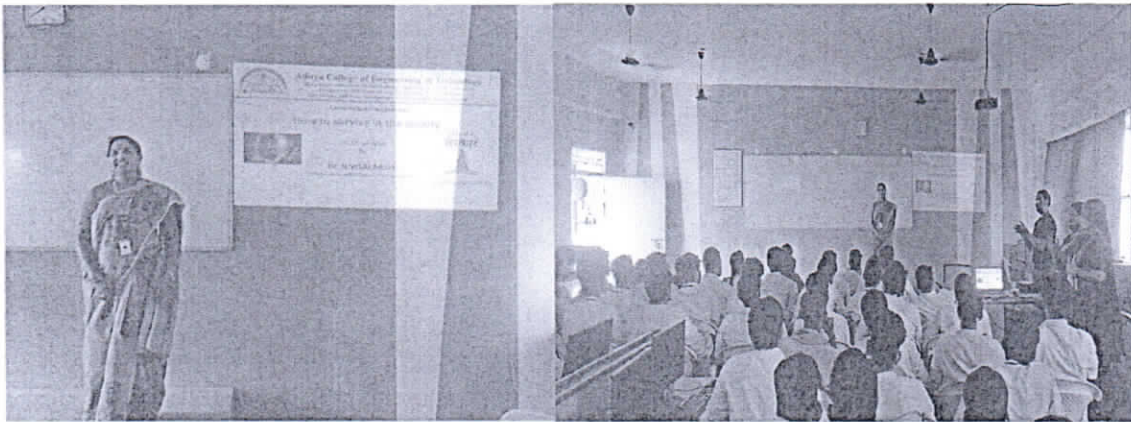

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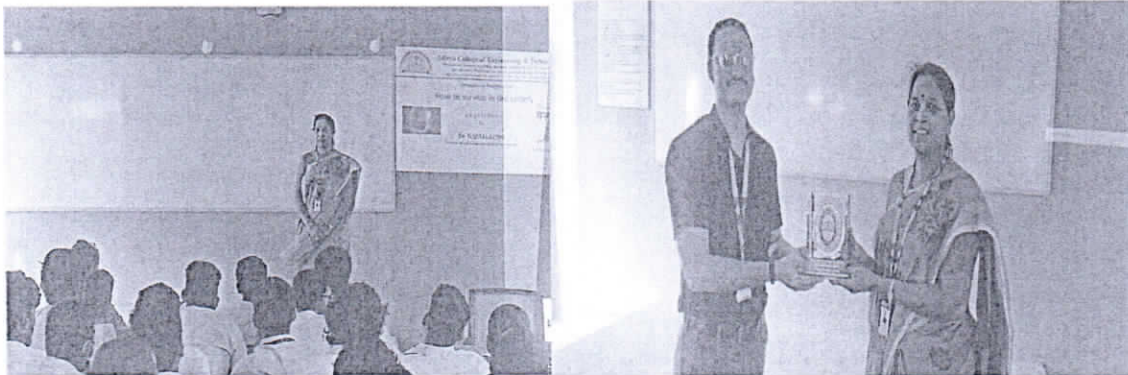
Introduction about programme

Introduction of Resource Person



Resource person's explanation

Interaction with students



Involvement of the students

Felicitation to the resource person

Rama K M
Convener

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