



**ADITYA**  
COLLEGE OF ENGINEERING

## CODE OF CONDUCT FOR STUDENTS

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### **ADITYA COLLEGE OF ENGINEERING**

(Approved by AICTE, New Delhi, Permanently affiliated to JNTUK, Kakinada)  
(Recognized u/s 2(f) & 12(B) of UGC Act 1956, Accredited by NAAC)

Aditya Nagar, ADB Road, Surampalem - 533 437 Andhra Pradesh, INDIA

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## FOREWORD

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Dear student,

We are pleased to present you the hand book of code of conduct, detailing all the updated policies of Aditya College of Engineering and you are requested to go through the book. Further, you are required to follow the guidelines, rules and norms prescribed meticulously. You can contact in the office for the clarifications, if any.

All the very best,

Dr A. Ramesh  
Principal

## CODE OF CONDUCT FOR STUDENTS

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## MESSAGE FROM CHAIRMAN

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For me, Aditya Group is a Trident that pierces and destroys the evils of ignorance and impoverishment, with its three prongs of

My DETERMINATION to provide to the students what I was denied, the benefits of quality education in comfortable conditions,

The DEDICATION of my Heads of institutions and their conviction in my vision and leadership, and

the TRUST of the Parent Community in me, my institutions and standards.

I know the value of a good education, more so because i did not have the benefit of the facilities that make the learning process smooth. I began my careers as a lecturer, giving up my desire of qualifying in the Service Commission Examination. Out of my despair was born a strong determination which took the shape of Aditya Educational Institutions.

With the philosophy of Thought-Word-Deed, Aditya today is the proud alma mater of distinguished alumni and the 'home away from home' for thousands of bright and brilliant students.

The AAAA-Aditya Alumni Association of America is the priceless gift that my former students gave me and I feel the association is the ultimate testimony for all my aspirations, ambitions and efforts.

Aditya is a perfect blend of traditional values and modern technology and the right combination of richly experienced veteran teachers and highly qualified, technically competent new age teachers. it is gratifying to see them joining their forcors to serve the best of education to my students.

Every rupee that parents spend for their wards' education is valued at Aditya where we strive to give them back what they seek: well disciplined education and remunerative employment. Aditya has been, and will always remain in the service of trusting parents and deserving students.

I wish you all the very best.

N. Sesha Reddy  
Chairman

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## MESSAGE FROM VICE CHAIRMAN

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I am a direct beneficiary of Aditya Group's education philosophy and values as I began my schooling and graduated from here.

My Masters Degree from UTS Australia, the best university in the continent, has given me deeper understanding and insight into the education system, and inspired by its ideology and practical approach, I have taken the onus of steering Aditya Group on the path of success with focus on holistic development of students.

The efforts that begin at the tender age of three in a students' life and go on till the post-graduation will pay off only if the student succeeds in securing the right employment.

Aditya's focus is firmly fixed on securing the right kind of employment opportunities for its students. This focus has helped us in securing placement association with many nationally and internationally reputed corporations to visit our various campuses and hold recruitment drives to select the best from the vast pool of talent from them.

To enable our students become employable and compete in the ever dynamic employment scenario, we conduct various co-curricular/extra-curricular activities that challenge the latent talents in students and bring them to the fore, such as our technical fest "Veda" and other symposiums.

We, at Aditya provide the perfect launch pad for our students to launch them, fully equipped into the sky of opportunities.

N. Satish Reddy  
Vice Chairman

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## MESSAGE FROM SECRETARY

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With the advent of information Technology, the world has become one globalized entity, its countries and continents fused, forming one huge communications hub. This revolutionary change has encouraged many multi-national corporations to set up shop in countries across the world and carry out their operations seamlessly across timelines, cultures and languages.

In the midst of such gargantuan positive tidings, India is being looked upon as a very competitive contender to fill the vast trough of employment opportunities with its eclectic and industrious student base. Naturally it is the need of the hour to equip our students with the best of knowledge and skills in order to live up to the expected standards of the corporations.

Owing to my education in one of the best schools of India, the Good Shepherd School, Ooty, and the exposure I gained there, especially in the field of Information Technology, I am fully aware of the ever increasing demands for competent and tech savvy individuals who can take the challenges in the Corporate World head on.

This was the strongest reason for me to use my education, experience and conviction to bring in the concept of "Soft Skills Development" for the best advantage of our students at Aditya. Knowledge in their respective subjects alone will not ensure employment for the student. In today's cut-throat competitive world, soft skills such as Communication Skills, Group Discussions, Goal setting, Positive thinking, Inter and Intra personal skills, Leadership and Team Management Skills play a pivotal role in securing employment and scaling the heights of professional success.

It is our aim to enable our students to continuously evolve, and become world class professionals to attain in the highest positions in the corporate world.

Wishing you to flourish in flying colours,

N. Krishna Deepak Reddy  
Secretary

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## ADITYA COLLEGE OF ENGINEERING

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Aditya College of Engineering (ACOE) was founded as the premier promoter of quality education in coastal districts of Andhra Pradesh in 2008 under Sarojini Educational Society. Dr N. Sesha Reddy, as a founder chairman, promoted this educational institution, with a mission, to offer the best engineering education with unmatched innovations in the process of teaching and learning by aiming at the holistic development of the students.

The College is situated in an eco-friendly area of 11.27 acres with thick greenery at Surampalem, Gandepalli Mandal, Kakinada District, Andhra Pradesh. The College is 15 KM away from Samalkot Railway Station on Howrah-Chennai Railway line in South Central Railway and 35 Km away from Kakinada and Rajahmundry on ADB Road.

The College has three academic Buildings with a total carpet area of 44,524 Sq. Mts. apart from that there are two boys' hostels and one girl's hostel buildings. The particulars of academic buildings and the departments / offices accommodated are as follows:

S. No.	Building Name	Department/Office
1	Srinivasa Ramanujan Bhavan	Administrative Office, Examination Cell, Accounts, Admission Office, ECE, CSE, H&BS, Management Sciences
2	Newton Bhavan	Electrical and Electronics Engineering, Petroleum Technology
3	James Watt Bhavan	Civil & Mechanical Engineering

The college proudly offers UG and PG programmes in engineering and MBA with 15 years of rich standing experience in the educational era. Besides, the college has added many feathers in its cap which include recognitions and ranks from various agencies of India.

ACOE is approved by AICTE, recognized by the Government of Andhra Pradesh, Permanently affiliated to Jawaharlal Nehru Technological University Kakinada (JNTUK). The college has also received UGC recognition under Sections 2(f) and 12(B) of the UGC Act. Aditya College of Engineering will do its best to offer an innovative environment where in learner's dreams for higher knowledge, dreams for scientific inquiry, dreams for technology creation, dreams for co-curricular activities, and dreams to change the world will be realized.

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## VISION, MISSION AND QUALITY POLICY

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### **Vision :**

To induce higher planes of learning by imparting technical education with

- International standards
- Applied research
- Creative Ability
- Value based instruction and to emerge as a premiere institute.

### **Mission :**

Achieving academic excellence by providing globally acceptable technical education by forecasting technology through

- Innovative Research And development
- Industry Institute Interaction
- Empowered Manpower

### **Quality Policy:**

Aditya is committed to create and sustain and improve the learning process through Total Quality Management and make itself a seat for scientific and Technological learning with continual improve and team work as its strength for achieving the set objectives.

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## PREAMBLE

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This handbook indicates the standard procedures and practices of Aditya College of Engineering (hereinafter referred to as the 'College') for all the students enrolling with the college for pursuing different programmes. All the students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. All the Students are requested to be well aware with this Code.

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## JURISDICTION

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The college shall have the jurisdiction over the conduct of the students associated /enrolled with the college and to take notice of all acts of misconduct including incidents of ragging or otherwise which are taking place on campus or in connection with the college related activities and functions.

College may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this policy and other regulations, as if the conduct has occurred on campus which shall include,

- a) Any violations of the Sexual Harassment Policy of the college against other students of the college.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students/staff members of the college.
- c) Possession or use of weapons, explosives, or destructive devices off campus.
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

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## ETHICS AND CONDUCT

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This Code shall apply to all kinds of conduct of students that occurs in the college premises and any off-campus conduct that has or may have serious consequences or adverse impact on the college reputation and interests.

- 1) At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
  - He/she shall be regular and must complete his/her studies in the college.
  - In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the college subject to written consent of the Principal.
  - As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the college on scholarship, the said grant shall be revoked.
- 2) College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- 3) All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the college interests and reputation substantially.
- 4) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- 5) Intentionally damaging or destroying Institute property or property of other students and/or faculty/staff members.
- 6) Any disruptive activity in a class room or in an event sponsored by the college.
- 7) Unable to produce the identity card, issued by the college, or refusing to produce it on demand by campus security guards.
- 8) Participating in prohibited activities including
  - a) Organizing meetings and processions without permission from the college.
  - b) Accepting membership of religious or terrorist groups banned by the College/state and central governments.
  - c) Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, contrary to law or policy.
  - d) Unauthorized possession or use of harmful chemicals and banned drugs.
  - e) Smoking on the campus of the Institute.
  - f) Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.

- g) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
  - h) Rash driving on the campus that may cause any inconvenience to others.
  - i) Not disclosing a pre-existing health condition, either physical or psychological, which may cause hindrance to the academic progress.
  - j) Theft or unauthorized access to others resources.
  - k) Misbehaviour at the time of student body elections or during any activity of the college.
  - l) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption in the college.
- 9) Students are expected not to interact, on behalf of the college, with media representatives or invite media persons on to the campus without the permission of the college authorities.
- 10) Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- 11) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- 12) Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the college on the social media or indulging in any such related activities having grave ramifications on the reputation of the college.
- 13) Theft or abuse of the college computer components and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- 14) Damage to, or destruction of, any property of the college or any property of others on the campus.
- 15) Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- 16) Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition there in of.

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## BREACH OF CODE OF CONDUCT

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If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- 1) **WARNING** - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- 2) **RESTRICTIONS** - Reprimanding and restricting access to various facilities on the campus for a specified period of time.
- 3) **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- 4) **EXPULSION** - Expulsion of a student from the college permanently. Indicating prohibition from entering the college premises or participating in any student related activities or campus residences etc.
- 5) **MONETARY PENALTY** - May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- 6) **SUSPENSION** - A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various college facilities unless permission is obtained from the Principal/Competent Authority. Suspension may also follow by possible dismissal, along with the additional penalties.
- 7) **Ineligibility to reapply for admission to the college for a period of three years, and withholding the mark sheets or certificate for the programmes studied or work carried out.**

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## APPEAL

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If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

- 1) Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which commensurate with the gravity of the proved misconduct, Or
- 2) Refer the case back to the committee for reconsideration.

In any case, the Principal/Chairman's decision is final and binding in all the cases where there is a possible misconduct by a student.

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## ACADEMIC INTEGRITY

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College under the brand “ADITYA” values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The college believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the college and its research missions, and hence, violations of academic integrity constitute a serious offence.

### 1. Scope and Purpose

- a) This Policy on academic integrity, which forms an integral part of the Code, applies to all the students of the college and is required to adhere to the said policy. The purpose of the Policy is two-fold:
  - To clarify the principles of academic integrity, and
  - To provide examples of dishonest conduct and violations of academic integrity.
- b) Failure to uphold these principles of academic integrity threatens both the reputation of the college and the value of the degrees awarded to its students. Every member of the college community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
- c) The principles of academic integrity require that a student,
  - Properly acknowledges and cites use of the ideas, results, material or words of others.
  - Properly acknowledges all contributors to a given piece of work.
  - Makes sure that all work submitted as his or her own in a course/programme or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
  - Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
  - Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

### 2. Violations of this policy include, but are not limited to:

- a) Plagiarism means the use of material, ideas, figures, code or data as one’s own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

- Reproducing, in whole or part, text/sentences from a report, book, project, publication or the internet.
- Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or project without proper attribution.
- Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course/programme requirement.
- Paraphrasing or changing an author's words or style without citation.

b) Cheating. Cheating includes, but is not limited to:

- Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- Allowing or facilitating copying, or writing a report or taking examination for someone else.
- Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- Fabricating (making up) or falsifying (manipulating) data and reporting them in project and publications.
- Creating sources, or citations that do not exist.
- Altering previously evaluated and re-submitting the work for re-evaluation.
- Signing another student's name on an assignment, report, research paper, project or attendance sheet.

c) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

d) Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- Use proper methodology for experiments and computational work. Accurately describe and compile data.
- Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
- Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and project.
- Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

**3) Individual and Collective Responsibility:** The responsibility varies with the role one plays.

- a) **Student roles:** Before submitting a project to the department, the student is responsible for checking the project for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the college, has checked the document for plagiarism, and that the project is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- b) **Faculty members’ role:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad

issues relating to academic integrity. Faculty members are expected to inform students about college academic integrity policy within their specific courses, to ensure no/minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

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## ANTI-RAGGING

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The college has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the college and the students are requested kindly to refer,

### 1. Ragging constitutes one or more of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

### 2) Anti-Ragging Committee

The Anti-Ragging Committee, as constituted by the Principal shall examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. The committee shall be include students headed by students' affairs advisors, and can have as its members, the Deans, Student Counselors, Faculty Advisors, head of the concerned Department.

### 3) Anti-Ragging Squad

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling events/functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the college. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee headed by the Principal.

4) **A student found guilty** by the committee will attract one or more of the following punishments as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the college and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the college with the local police authorities.

The Anti-Ragging Committee of the college shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

5) An Appeal against the any of the orders of punishment enumerated herein above shall lie to: In case of an order of an institution, affiliated to or constituent part, of the college, to the Principal of the college.

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**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA**  
**KAKINADA - 533 003, Andhra Pradesh, India**  
 For Constituent Colleges and Affiliated Colleges of JNTUK



# Ragging

**Prohibition of ragging in educational institutions Act 26 of 1997**

## Salient Features

- Ragging within or outside any educational institution is prohibited.
- Ragging means doing an act which causes or is likely to cause Insult or Annoyance of Fear or Apprehension or Threat or Intimidation or outrage of modesty or Injury to a student.

	<b>Imprisonment upto</b>		<b>Fine Upto</b>
Teasing, Embarrassing and Humiliation	 <b>6 Months</b>	+	<b>Rs. 1,000/-</b>
Assaulting or Using Criminal force or Criminal intimidation	 <b>1 Year</b>	+	<b>Rs. 2,000/-</b>
Wrongfully restraining or confining or causing	 <b>2 Years</b>	+	<b>Rs. 5,000/-</b>
Causing grievous hurt, kidnapping or Abducts or rape or committing unnatural offence	 <b>5 Years</b>	+	<b>Rs. 10,000/-</b>
Causing death or abetting suicide	 <b>10 Months</b>	+	<b>Rs. 50,000/-</b>

**In Case of Emergency CALL TOLL FREE NO. : 1800 - 425 - 1288**

**LET US MAKE JNTUK A RAGGING FREE UNIVERSITY**

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**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA**  
KAKINADA-533003, Andhra Pradesh (India)  
For Constituent Colleges and Affiliated Colleges of JNTUK



# Ragging

**ABSOLUTELY  
NO TO RAGGING**

- 1. Ragging is prohibited as per Act 26 of A.P. Legislative Assembly, 1997.**
- 2. Ragging entails heavy fines and/or imprisonment.**
- 3. Ragging invokes suspension and dismissal from the College.**
- 4. Outsiders are prohibited from entering the College and Hostel without permission.**
- 5. Girl students must be in their hostel rooms by 7.00 p.m.**
- 6. All the students must carry their Identity Cards and show them when demanded**
- 7. The Principal and the Wardens may visit the Hostels and inspect the rooms any time.**



**Jawaharlal Nehru Technological University Kakinada**  
For Constituent Colleges and Affiliated Colleges of JNTUK

In Case of Emergency CALL TOLL FREE NO. : 1800 - 425 - 1288

**LET US MAKE JNTUK A RAGGING FREE UNIVERSITY**

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## POLICY AGAINST SEXUAL HARASSMENT

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ACOE recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior. Sexual Harassment is a criminal offence and punishable under relevant laws of the Country.

### **Acts amounting to Sexual Harassment**

- Unwanted physical contact and advance. Standing too close/ogling/suggestive gestures.
- A demand or request for sexual favours / unwelcome comments / sexual epithets.
- Exposing the victim to pornographic material: audio or visual or BOTH or print.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

### **Medium of conducting Sexual Harassment**

A person can be guilty of sexual harassment if any unwelcome sexually determined behavior is committed through any of the following ways:

- Comments
- Remarks
- Jokes
- Letters
- Phone calls
- Emails
- Chats on any electronic medium like WhatsApp, Twitter, Face book, etc.
- Gestures
- Remarks
- Showing of pornography clipping
- Lurid stares
- Physical contact
- Molestation
- Stalking
- Sounds or display of a derogatory nature
- Any other understandable medium

**Sexual Exploitation**

Sexual exploitation is when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or to benefit anyone other than the one being exploited. Examples include non-consensual electronically recording, photographing or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved and voyeurism (spying on others who are in intimate or sexual situations).

**Sexual Intimidation**

Sexual intimidation involves threatening another with a non-consensual sex act such as engaging in indecent exposure. Violence against another person can take many forms. Violence, in the context of this policy, includes domestic violence, dating violence and stalking.

**Domestic Violence**

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

**Dating Violence**

Dating violence is a violent act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Stalking**

Stalking is a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

**ASSISTANCE BY COLLEGE**

In order to foster a fearless environment, the COLLEGE shall take proactive steps in preventing sexual harassment and resolving disputes of the above said nature.

- To provide counseling services to the complainant.
- To undertake workshops and training programmes at regular intervals.
- Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines.
- To pursue the complaint and the safety of the complainant.
- To assure confidentiality of the case.
- To form the Internal Complaints Committee to deal with the cases relating to Sexual Harassment.

- To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place.
- Provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting inquiry.
- Assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be.
- Make available such information to the Internal Committee as the case may be, as it may require.

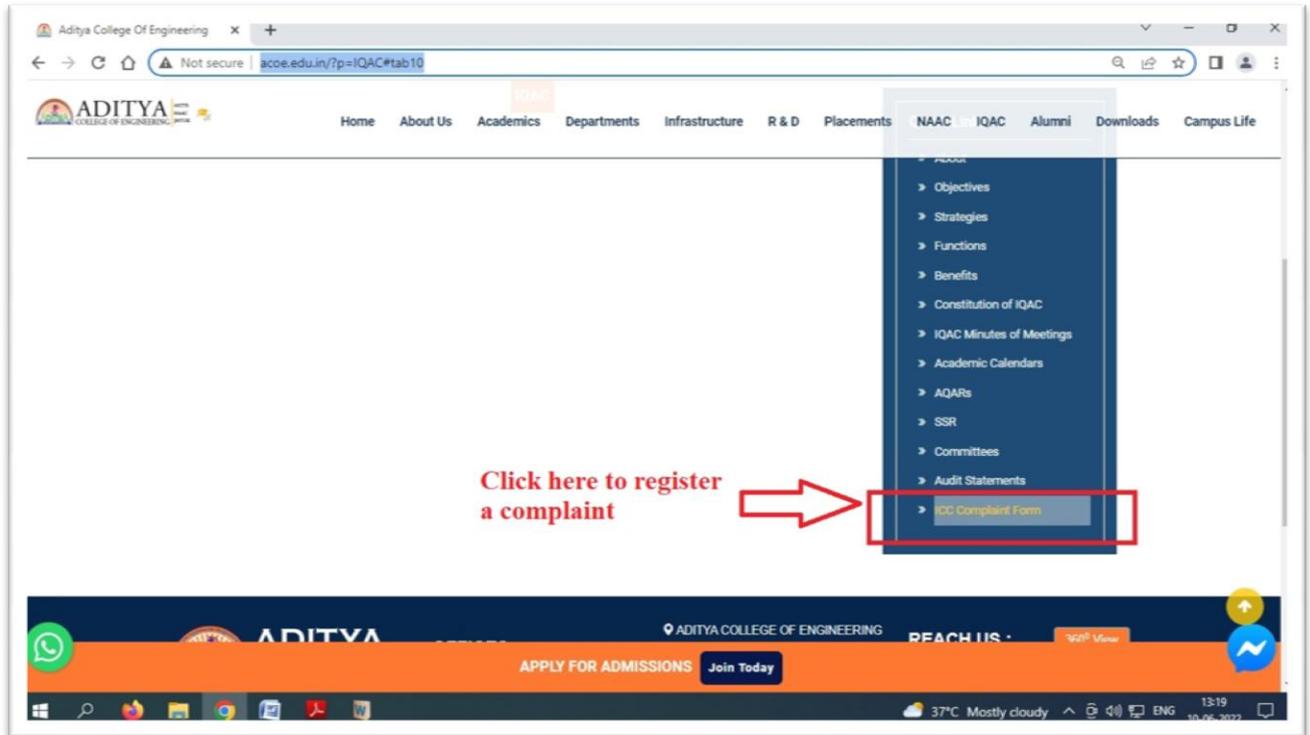
### Redressal Process

- Any employee/student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with her signature within 10 days of occurrence of incident.
- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.
- At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her complaint. Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him to give an explanation, where after, an “Enquiry” shall be conducted.
- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Principal/Management.

A committee is constituted as per the direction of AICTE and functional within the campus. The complaints may be registered through Email ([office@acoe.edu.in](mailto:office@acoe.edu.in)), Phone call to any authority, written complaint or aggrieved person can use complaint form provided in the college web site.

[www.acoe.edu.in](http://www.acoe.edu.in) → IQAC → ICC Complaint Form → Sign in with your office account → Submit

The same is visualized below for better understanding.



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## STUDENTS GRIEVANCES REDRESSAL

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Any student of the college aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized here in above can approach the Student Grievance Redressal cell/College Office/any faculty member/any HoD/Dean of the college.

Further, any student who is aware of any violations must report the same to the authorities. The Cell shall consist of members as appointed/headed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

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## STUDENTS PARTICIPATION IN GOVERNANCE

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Students are the one of the stakeholders of the college; they may have a substantial interest in the governance of the college. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, being encouraged to put forth their views and advice, for an informed decision making.

Students' participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the college and who are going to be enrolled in the college are advised to uphold the policy and inform the college of any violations and assist individually and collectively to improve the quality and effectiveness of this code and appended policies.

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## LIBRARY RULES AND REGULATIONS

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- 1) All the library users are required to enter their names and sign the register provided at the entrance.
- 2) Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the Librarian.
- 3) Students can borrow one book for internal use, subject to the condition that they return the book on the same day of issue.
- 4) Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
- 5) Borrowers shall replace lost or damaged library materials with new versions of the same.
- 6) Renewals of library book and of the educational materials are generally allowed if no reservation has been made for the same.
- 7) Personal items, for example books, folders, files, blazer, jerkins, overcoats, etc. are not allowed in the library.
- 8) Case studies and project reports will not be issued to students and are for library reference purpose only.
- 9) Library users are expected to maintain silence at all times in the library. Cell phones and their use prohibited.
- 10) Library users should present their identity card for the borrowing or renewal of library material. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.
- 11) Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one.
- 12) Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments.
- 13) The membership of the library is not transferable.
- 14) Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.
- 15) All library users are expected to read the notice board or browse the library website for library timings and other services.
- 16) The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
- 17) Students are requested to maintain the dress code of the college while they are in the library.

- 18) Students should return all the borrowed items from the library; clear all fines and return the library ID card before leaving the college.

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## STUDENTS CODE OF CONDUCT FOR LABORATORIES AND WORKSHOPS

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### General

- 1) Students are to report for the required laboratory and workshop sessions on time.
- 2) Students are required to wear laboratory/workshop uniforms as prescribed by the colleges.
- 3) Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
- 4) All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by the students.
- 5) Students must intimate the faculty member/laboratory assistant/workshop assistant of any breakage or malfunctioning of equipment immediately and as and when it is noticed.
- 6) Any damage caused to the equipment/machinery/appliances will be recovered by the college from the concerned student/students.
- 7) Students should adhere to the instructions given by the faculty member/laboratory technician/workshop technician during the laboratory classes.
- 8) Students are required to report to the laboratory/workshop sessions with their observations book/record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behavior such as, unnecessary talking in the laboratory/Workshop is strictly prohibited.
- 9) All materials used in the laboratory/workshop are the property of the college and should not be taken out of the laboratory/workshop except under the guidance of a faculty member-in-charge and with the permission of the Head of the Department/Principal.
- 10) Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department/Principal will be final in this case.
- 11) All the working models/project models/prototypes made/fabricated in the college are to be submitted to the departments concerned after completion of examinations.
- 12) Students should not attempt to access IT servers.
- 13) Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from computers and IT servers located in the Computer lab, or anywhere else on the educational campus machines as well as server.
- 14) The Internet facility at the college is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.

### **Entry/Exit**

- 1) Only students, faculty members and staff of the college are allowed inside the computer labs/other labs.
- 2) Visitors are allowed inside the lab only and with prior permission from the appropriate authorities.
- 3) Students are required to sign in the register at the time of entry and exit from the laboratories.
- 4) Students should be dressed in a formal attire (as per the dress code stipulation of the college) to gain entry into the laboratory during working hours.
- 5) Any kind of footwear inside computer labs is strictly prohibited.
- 6) Students shall not carry any storage device such as CDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course/programme.

### **Inside the Laboratories**

- 1) Students have to maintain silence at all times in the laboratories.
- 2) Students will occupy the computer systems/experiments as identified by the lab-in-charge.
- 3) Students will login with their username and password in case of computer labs.
- 4) Where the students have carried storage devices such as pen drives, CDs the same will be tested for any presence of computer viruses or any other undesirable content.
- 5) Whenever a student has copied any data or Computer program from the Computer system, the same should be shown to the lab-in-charge for verification or approval.
- 6) The lab-in-charges, system administrators inside the Computer lab or the college is not responsible for the loss of any personal property of the students.
- 7) Beverages and food are prohibited inside the laboratories.
- 8) Mobile phones are prohibited in the laboratories. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned of the student only at the end of the course/programme.
- 9) Chatting, talking and creating nuisance is prohibited in all the laboratories of the college.
- 10) Students are prohibited from visiting any sites that do not add learning value or are illegal.
- 11) Students should use the computer laboratory/any other laboratory only for academic learning.
- 12) Activities of the students on campus network tracked using monitoring software for regulation purposes.



**ADITYA COLLEGE OF ENGINEERING-BIRD'S EYE VIEW**

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