7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- Aditya College of Engineering is imparting professional education and a code of conduct to serve as guidelines for all stake holders.
- The institute constitutes an Ethics committee for monitoring the code of conduct in the campus. Aditya College of Engineering maintains trust and confidence of both college community and public. The committee frequently conducts awareness programs on professional ethics and human values for students and staff members.
- The curriculum posses a course named "Professional Ethics and Human Values" in III B.Tech., to inculcate the ethical values among the students. Various events such as induction programs, orientation and awareness programs organized on Human values and ethics both for the students and the staff members.
- Principal of Aditya College of Engineering conducts an awareness program on code of conduct in the institution for the staff and the students twice in a year.

The Code of conduct is displayed on the website	Committee to monitor adherence to the code of conduct	Professional ethics programmes are organized regularly for students, teachers, academic and administrative staff	Annual awareness programmes on the code of conduct are organized
Yes	Yes	Yes	Yes

S.No	Proof of Documents
1	The Code of conduct is displayed on the website
2	Committee to monitor adherence to the code of conduct
3	Professional ethics programmes are organized regularly for students, teachers, academic and administrative staff
4	Annual awareness programmes on the code of conduct are organized

ADITYA COLLEGE OF ENGINEERING • SURAMPALEM •

PRINCIPAL

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK & Accredited by NAAC
Recognized by UGC under section 2(f) of UGC Act 1956
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

HAND BOOK FOR CODE OF CONDUCT

Code of conduct is a part of any profession. Aditya College of Engineering is imparting professional education and a code of conduct to serve as guidelines for forming attitudes, directing conduct and maintaining an environment of personal and institutional integrity. All the members such as Teaching, Non-Teaching, students and other administrative bodies are to abide by this code of conduct in letter and spirit, within and outside the campus.

The objectives of the code of conduct are

- To set up an agreed set of ethical principles.
- To promote and maintain confidence and trust in the stake holders of the Institute.
- To prevent the development or acceptance of unethical practices.
- To promote the highest legal, management and ethical standards in all the activities of the Institute.
- To promote compliance with best governance and management practices in all the activities of the Institute.

S. No.	Stake Holders	Page No.
1	Governing body	1
2	Principal	1
3	Dean (Administration & Academics)	2
4	Heads of the Departments	3
5	Teaching Faculty	4
6	Administrative staff/Non Teaching Staff	4
7	Students	5

Code of Conduct for Governing Body

1. Governing body will not allow management or employees to be involved in outside business interests in conflict with the business of the Institute.
2. Governing body members will avoid giving or receiving gifts, hospitality or benefits.
3. Governing body must be committed to have the institute, compete with other institutions vigorously and energetically with ethics and honesty.
4. The Institute is committed to ensure the accounts accurately, reflecting the operating performance of the Institute.
5. Governing body members are required to respect the confidentiality of sensitive information held by the Institute.
6. The Governing body will comply with detailed tendering and purchasing procedures as well as complying with prescribed levels of authority for sanctioning any expenditure.
7. The Members are required to use their reasonable endeavors to attend all governing body meetings.
8. Governing body will guide and monitor the Institute while fulfilling the objectives.
9. All the Institute activities and recommendations of the Academic Committee are reviewed.
10. Governing body approves new courses/programs /certification programs recommended by the Principal.
11. Recruitment process for Teaching/Non teaching shall be approved by the Governing body with the policies laid down by AICTE/UGC/State Government/University etc.
12. Governing body approves the annual budget of the Institute while considering all the requirements.
13. Policies and regulations are reviewed annually.

Code of Conduct for Principal

The Principal of an Institution should always be honest, fair, objective, supportive, and protective and law abiding. Besides, the following traits are expected from the Principal. He has to

1. Chalk out a policy and plan to execute the vision and mission.
2. Promote industry-institution interaction and inculcate research and development activities.
3. Ensure that the staff and students are aware of rules, policies and procedures lay down by the college and enforce them.
4. Recommend and forward communication to the authorities.

5. Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
6. Execute any other qualitative and quantitative work for the welfare of the institution.
7. Listen to the student(s) idea(s) and set a supportive tone.
8. Be fair in disciplinary actions for all the members of faculty, non- teaching staff and students.
9. Empower the staff and the students to reach their maximum potential.
10. Exhibit outstanding strong leadership skills with the high integrity.

Code of Conduct for Dean (Administration & Academics)

The Dean (Administration & Academics) has a key role to play in all academic matters to tone up the academic performance of all the departments and the overall quality and standards of the students and enriching the skills of the staff members.

1. Assist the Principal in all matters of academic activities.
2. Prepare all reports / documents / write-ups that the institution has to prepare for a specific purpose or help the Principal in all such matters.
3. Responsible in making periodic assessment of Teaching faculty & Staff particularly the new entrants and submit a report with suggestions / remarks to the Principal.
4. Accountable for the academics & the administration of all the departments.
5. Evolves new strategies and action plans, involving the HOD concerned, for the development and the quality improvement of the department.
6. Responsible for computing the manpower requirements as per work load norms of the department along with the HOD and recommend the staff requirement to the Principal on an ongoing basis.
7. Expected to interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance, and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with HODs.
8. Helps the departments in organizing seminars, workshops, symposium, guest lecturers etc.,

9. Monitor the functioning of each department under his control, and act as a strong interface between the Principal and the Head of the department in implementing policies and programs formulated from time to time for improving the quality and effectiveness of teaching – learning process.
10. Any other responsibility given by the authorities from time to time.

Code of conduct for the Head of the Department(HOD)

1. Responsible for the smooth functioning of all the department level activities.
2. Responsible for preparing curriculum and strategic plan pertaining to the department.
3. Shall adhere to the Policies and Procedures governed by the Academic committee and ensures quality practices in their departments.
4. Monitors the academic schedule/attendance/syllabus completion/Internal examinations.
5. Monitors the requirements in laboratories and prepares budget proposals for purchase.
6. Execution of discipline among the students.
7. Recommends leaves of faculty and supports staff.
8. Conducts regular faculty meetings and submits the minutes of the meeting to the Principal.
9. Carries out the responsibilities assigned by the authorities from time to time.

Code of conduct for the Faculty

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students. Besides, the teachers have to

1. Uphold the honor and dignity of the teaching profession.
2. Provide an innovative and quality education to students.
3. Be impartial and non-discriminative.
4. Interact with the students in a friendly manner.

5. Abide by the rules and regulations of the institution.
6. Abide by the procedures to ensure student safety.
7. Collaborate with fellow teachers.
8. Be responsible and interact positively with parents and other stakeholders in educating the students.
9. Be a good counselors and facilitators.
10. Help, guide, encourage and assist students in their learning.

Code of conduct for Non-teaching staff

The following traits are expected from the Non-teaching staff. He / She must

1. Remain on duty during college hours.
2. Adhere strictly to the laws and regulations of the college.
3. Respect and maintain the hierarchy in the Administration.
4. Maintain honesty, integrity, fairness in all activities.
5. Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
6. Not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
7. Not intercept or misappropriate college money.
8. Take the prior official approval for leave.
9. Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
10. Not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
11. Not intercept or misappropriate college money.
12. Take the prior official approval for leave.

Code of conduct for students

1. Every student shall wear clean, neat and prescribed uniform. Casual wear such as T-Shirts, shorts and jeans must be avoided.
2. During class hours a student shall not go out of the classroom without the permission of the teacher concerned.
3. The use of mobile phones is strictly prohibited on the campus. Students who violate this rule will have to face disciplinary action.
4. The college expects decent behavior from the students. Any contrary to this sprit is punished.
5. Students can make use of the library, and internet facility available to browse relevant and useful academic content.
6. Late comers are not allowed to enter the classrooms.
7. Students should handle the furniture and other property with care. Damage to the furniture will lead to punishment.
8. Students should stay away from any anti social activities.
9. Students should wear their identity cards inside the campus daily.
10. Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
11. Students should not involve in any objectionable activity.
12. Students should take care of their belongings. It is their responsibility.

Conclusion

This Code of Conduct lays down norms of behavior for the most important contexts of life in a college. These guidelines, however, are not exhaustive. Any conduct that goes against the letter and spirit of these principles and norms will be considered a violation of this Code. This code invites every individual of Aditya College of Engineering to make timely use of every opportunity and experience the life.

ADITYA COLLEGE OF ENGINEERING • SURAMPALEM •

SECRETARY
(N.K.DEEPAK REDDY)
Secretary
Sarojini Educational Society
Kakinada

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Ref: ACOE/ Ethics committee/2019-20/Convening order of EC Date: 24/06/2019.

ETHICSCOMMITTEE
CONVENING ORDER

The college management has been planned to make a road map for ethics to be followed in the campus and is maintained by the Ethics Committee with well experienced and eminent faculty members. Therefore, the Ethics Committee is constituted with the following members for AY 2019-20.

SL. No.	Name of the Faculty	Designation	Role
1.	Dr A. Ramesh	Principal	Chairman
2	MrY.K.S.Subba Rao	HOD-MECH	Convener
3	MrKManoj Kumar Reddy	HOD-EEE	Member
4	DrPullela.S.V.V.S.Ravi Kumar	HOD-CSE	Member
5	MrG.Rama Krishna	HOD-ECE	Member
6	Dr T. Anil Kumar	HOD-PT	Member
7	MrM.Srinivasu	HOD-HBS	Member
8	Dr Marxim Rahula Bharathi B	ASST PROF, MECH	Member
9	Ms Jumapala Neelima	III year, B.Tech, EEE	Member (Student)

FunctionsandResponsibilities:

- To propose the Code of Ethics for the Institution.
- To organise ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- To report breaches of the Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- To formulate policies for corrective actions.
- To coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

Frequency of Meeting: Once in a year or as and when required.

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

Copy to

1. All members of Ethics Committee.

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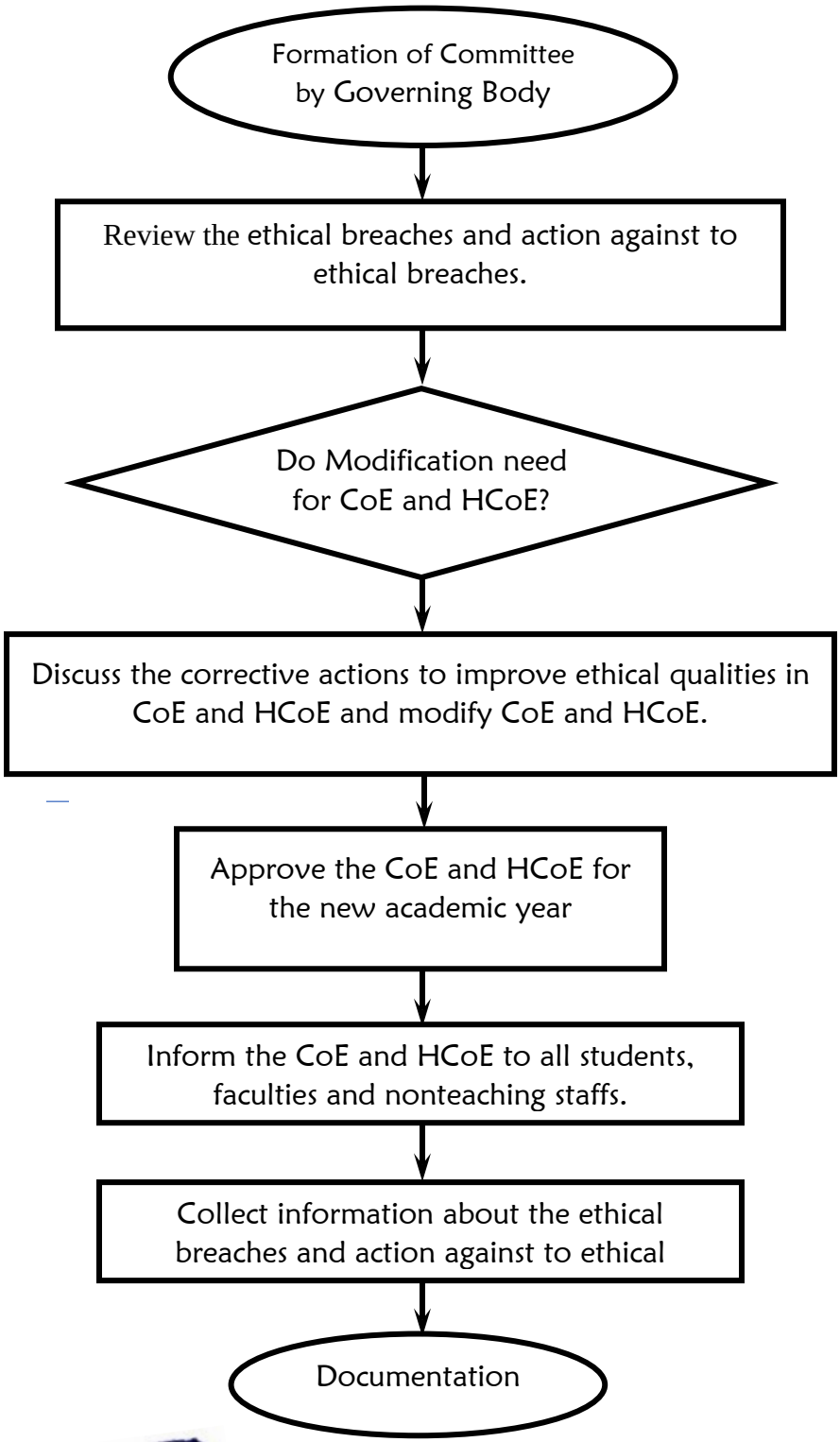
Ref: ACOE/Ethics committee/2019-20/SOP Date: 25/06/2019

ETHICS COMMITTE

STANDARD OPERATING PROCEDURE

1. Convener and Constituting-members for the ethics committee are constructed under the leadership of the Principal by Governing Body.
2. Review the ethical breaches and the counteraction against ethical breaches.
3. Discuss required corrective actions to improve the *Code of Ethics (CoE)* and *Students' Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE).*
4. Propose *Code of Ethics (CoE)* and *Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE)* for the new academic year.
5. Disseminate *Code of Ethics (CoE)* and *Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE)* with the students, faculties and nonteaching staffs.
6. Create awareness on ethics and ethical practices by
    i. Display various national and international icons' ethical and motivational quotations inside the classrooms, labs and college premises.
    ii. Display Anti Ragging boards in various parts in College.
7. Study and analyze the department wise information regarding the ethical breach of students, faculties, and nonteaching staffs and enhance code of ethics to counteract the same.

Flow chart for Standard Operating Procedure (SOP)



Convener

Principal

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SURAMPALEM-533 437

Ref: ACOE/Ethics committee/2019-20/Code of Ethics for Staff

CODE OF ETHICS FOR STAFF

RESPONSIBILITIES OF ETHICS COMMITTEE

- Propose the Code of Ethics for the Institution.
- Organise ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- Report breaches of Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- Formulate policies for corrective actions.
- Coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

ETHICS POLICY PURPOSE

Ethics policy of our college warrants the ability to distinguish good from evil, right from wrong, and the commitment to do what is right, good and proper for each individual within the College.

ACADEMIC ETHICS

- To create an environment within the College Campus, where ethical behaviour is the norm.
- To enhance the worth, dignity, potential, and uniqueness of each individual within the institution.
- To commit to contributing to the comprehensive education of students, protecting human rights, advancing knowledge of student growth and development.
- To promote the effectiveness of institutional programs, services, and organisational units.
- To emphasise commitments to safety and environmental protection.

Ethical Conduct for Faculty and Non-Teaching Staffs toward Students and Parents

The faculty accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. Ethics Committee (EC) strongly affirm parents as the primary moral educators of their children. Nevertheless, EC believes all faculty are obligated to help adopt civic qualities such as integrity, diligence, responsibility, cooperation, loyalty, commitment, and respect for the law.

- The faculty, he or she is accepting of public trust, measures success not only by the progress of each student toward realisation of his or her potential but also as a citizen of the greater community
- The faculty deals selflessly and fairly with each student and seeks to resolve problems, including discipline.

- The faculty and non-teaching staff do not reveal confidential information concerning students unless required by law.
- The faculty and non-teaching staff make a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
- The faculty and non-teaching staff should present facts without distortion, bias, or personal prejudice.
- The faculty and non-teaching staff make concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
- The faculty and non-teaching staff activities to understand and respect the values and traditions of the diverse cultures represented in the community.
- The faculty and non-teaching staff establish a positive and active role in college/community relations.

PERSONAL ETHICS

- Actions and beliefs of all individuals consistent with the Six Pillars of Character - Trustworthiness, respect, responsibility, fairness, caring & citizenship
- Assure ethical behaviour by self-regulation and promotion of tolerance
- Treat fairly all persons regardless of such factors like caste, skin color, religion, regional, gender, disability, or nationality.
- Do to others as you would expect others do to you.

RESEARCH ETHICS

- Uphold the reputation of the College as a centre for adequately conducted, high-quality scientific research in thrust areas.
- Promote honesty, carefulness, responsible publication, and respect for Ethics of Intellectual Property.
- The ethical approval from an impartial committee helps the College to ensure that the research conducted is of high moral standard, sound integrity, and following good research governance and legal requirements.

Convener

Principal

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Aditya College of Engineering
SURAMPALEM-533 437

Ref: ACOE/Ethics committee/2019-20/Handbook on Code of Ethics

HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES FOR STUDENTS

1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Aditya College of Engineering (hereinafter referred to as the 'College') for all students enrolling with the College for pursuing varied courses. All students must know that it is mandatory 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. That the College's endeavour utilizing enforcing this Code is to pioneer and administer a student discipline process that is equal, conscientious, efficient and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

2. JURISDICTION

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

2.2 The College may also exercise jurisdiction over conduct which occurs off-campus or on-campus violating the ideal student conduct and discipline.

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

The College, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the College shall consider the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. Ethics and Conduct

3.1 This Code shall apply to all kinds of conduct of students that occur on the college premises, including in University-sponsored activities, functions hosted by other recognised student organisations, and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.

3.2 Once the students completed the admission; the student has accepted this Code and also accepting

- ❖ 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 the written consent of the Principal.
- ❖ As a result of such relieving, the student shall be required to clear all pending dues including hostel/mess dues.

3.3 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.

3.4 All students must deter from indulging in any forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of misconduct include:

3.5 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.

3.6 Intentionally damaging or destroying College property or property of other students and/or faculty members.

3.7 Any disruptive activity in a classroom or an event sponsored by the College

3.8 Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards.

3.9 Participating in activities including

- ❖ Accepting membership of religious or terrorist groups banned by the College/Government of India
- ❖ The unauthorised possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or Policy.
- ❖ The unauthorised possession or use of harmful chemicals and banned drugs.
- ❖ Smoking on the campus of the College.
- ❖ Possessing, consuming, distributing, selling of alcohol in the College and/or throwing empty bottles on the campus of the College.
- ❖ Students are not allowed to drive any vehicle inside the College without proper permission.
- ❖ Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- ❖ Theft or unauthorised access to other resources
- ❖ Misbehaviour during any activity of the College.
- ❖ 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 at the College.

3.10 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.

3.11 Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.

3.12 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.13 Students are expected to use 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.

3.14 Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorised entry, use, tamper, etc. of College 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.

3.15 Damage to, or destruction of, any property of the College, or any property of others on the College premises.

3.16 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.

3.17 Indulging in any form of Harassment which is defined as conduct that is severe and objectively, conduct that is motivated based on 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,

4. 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 who 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 the misconduct.

4.1 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.

4.2 RESTRICTIONS - Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

4.3 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.

4.4 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.

4.5 MONETARY PENALTY - May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 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 Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

4.7 Ineligibility to reapply for admission to the College for three years.

4.8 Withholding the exam results (Mid Exams) or certificate for the courses studied or work carried out.

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

5.1 accept the recommendation of the committee and impose the punishment as suggested by the committee or modify and impose any of the punishments an as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

5.2 Refer the case back to the committee for reconsideration. In any case, the Principal's decision is final and binding in all the cases where there is possible misconduct by a student.

Convener

Principal

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

CIRCULAR

Date: 25/06/2019

All the members of the ethics committee are hereby informed that the meeting of the ethics committee will be held on 28th June 2019 at 2:30 PMin the Conference room, Ramanujan Bhavan. 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 Ethics and Conduct along with Standard Procedures (HCoE).
3. To review and approve the modifications in CoE and HCoE.
4. To plan distribution methods for CoE and HCoE.
5. To collect all information about ethical breaches and counteraction against it.

Convener

Principal

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Copy to

1. All members of Ethics Committee.

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

28/06/2019

ETHICS COMMITTEE

MINUTES OF THE MEETING

Date of meeting	Venue	Duration	Reference
28/06/2019	Conference room, Ramanujan Bhavan	2.30 PM to 4 PM	ACOE/Ethics committee/2019-20/ Circular dated 25/06/2019.

Minutes of the meeting of the ethics committee held at Aditya college of engineering on 28/06/2019.

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 (HCoE).
3. To review and approve the modifications in CoE and HCoE.
4. To plan distribution methods for CoE and HCoE.
5. 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 HCoE will be continued for the new academic year.
3. It is resolved to circulate CoE and HCoE 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 analyzed 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.

Convener

Principal

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Copy to

1. The Principal
2. All HODs

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Ref: ACOE/ Ethics committee/2019-20/Perspective Plan

Date: 28/06/2019

ETHICS COMMITTEE

PERSPECTIVE PLAN

S.No	Month	Plan	Description	Strategy	Budget
1.	June, 2019	Convening of Ethics Committee	The faculty members and students from each department along with Principal as chairman	Issuing circular for conducting committee meeting	Nil
2.	June, 2019	Committee meeting	Collect and review ethicalbreachesin the college premises and update code of ethics.	Coordinating the events and activities	Nil
3.	July, 2019	One day workshop on Ethical Practices	Organize one day workshop for improving the ethics of students.	Coordinating events and activities.	Rs- 5,000/-

Convener

Principal

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Copy to

1. All members of Ethics Committee.

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Date: 28/06/2019

ETHICS COMMITTE

ACTION TAKEN REPORT

S.No	Month	Plan	Description	Strategy	Budget	Remarks
1.	June, 2019	Convening of Ethics Committee	• The faculty members and students from each department along with Principal as chairman	Issuing circular for conducting committee meeting	Nil	Plan Implemented successfully
2.	June, 2019	Committee meeting	• Collect and review ethicalbreachesi n the college premises and update code of ethics.	Coordinating the events and activities	Nil	Plan Implemented successfully
3.	July, 2019	One day workshop on Ethical Practices	• Organize one day workshop for improving the ethics of students.	Coordinating events and activities.	Rs- 5,000/-	Evidence

Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

Copy to

1. All members of Ethics Committee.

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK & Accredited by NAAC
Recognized by UGC under Section 2(f) of UGC Act, 1956
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Surampalem,
1/07/2019.

To
The Principal,
Aditya College of Engineering,
Surampalem.

Sub: Request for permission to conduct One day workshop on "Ethical Practices"-Reg

Sir,

As discussed in Ethics Committee meeting on 30th June 2019, to create awareness and improve our college ethical practices all the committee members suggested to conduct One day workshop on **"Ethical Practices"** on 16th July 2019 in Seminar hall, Ramanujan Bhavan. So, we need your permission for conducting this Course.

Yours sincerely,

Convener
(Ethics Committee)

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Surampalem,

02/07/2019.

To
Convener,
Ethics Committee
Aditya College of Engineering,
Surampalem.

Sub: Acceptance for conducting One day workshop on "Ethical Practices" - Reg

Sir,

As per your request for conducting **One day workshop on "Ethical Practices"** for B.Tech and M.Tech students on 16th July2019 in Seminar Room - Ramanujan Bhavan is granted.

PRINCIPAL

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Surampalem,
03/07/2019.

All B.Tech and M. Tech Students are hereby informed that One day workshop on **"Ethical Practice"** will be conducted on 16th July 2019. So, all the interested students can enroll their names on or before 12th July 2019.

Resource Person: Dr A. Ramesh
Venue: Seminar hall, Ramanujan Bhavan

Yours sincerely,

Convener
(Ethics Committee)

Copy to:
All the Staff Members

ADITYA COLLEGE OF ENGINEERING

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REPORT

Title: One day workshop on **"Ethical Practice"**
Speaker: Dr A. Ramesh

Designation: Principal.

Objective: To create awareness and improve our college ethical practices.

Venue: Seminar hall, Ramanujan Bhavan

Date: 16-07-2019

Aditya College of Engineering organized a One-day workshop on **"Ethical Practice"** by Dr A. Ramesh, Principal. During the session, the speaker explained about Code of Ethics (CoE) and Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE). He explained the purpose of ethics policies and the importance of academic ethics for the students. He also explained about Six Pillars of Character - Trustworthiness, respect, responsibility, fairness, caring & citizenship.

He also explained about research ethics, it should be followed during B.Tech and M.Tech project works.

PRINCIPAL

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

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Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops.

*** This information is confidential and will only be read by the Office of Research Services ***

PARTICIPANT INFORMATION

Name (Optional): _____

Workshop(s): One day workshop on "Ethical Practice"

Date: 16-07-2019

Presenter(s): Dr A. Ramesh, Principal

EVALUATION

SCALE: 1- STRONGLY AGREE; 2 – AGREE; 3 – NEUTRAL; 4 –DISAGREE; 5 – STRONGLY DISAGREE

	1	2	3	4	5	Comments
1. The pre-workshop administration was appropriate and informative.		✓				
2. The workshop was scheduled at a suitable time.		✓				
3. The workshop facilities and location were appropriate and satisfactory.	✓					
4. The workshop material was presented in a clear and organized manner.	✓					
5. The presenter responded to questions an informative, appropriate and satisfactory manner.	✓					
6. Handouts (if provided) were clear and useful.	✓					
7. Overall, the session was informative and valuable.	✓					

8. In what ways could this workshop have been improved to better suit your needs?

9. Would you recommend this session to a colleague? Yes ✓ No

10. Other comments.

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Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops.

*** This information is confidential and will only be read by the Office of Research Services ***

PARTICIPANT INFORMATION

Name (Optional): _____

Workshop(s): One day workshop on "Ethical Practice"

Date: 16-07-2019

Presenter(s): Dr A. Ramesh, Principal

EVALUATION

SCALE: 1- STRONGLY AGREE; 2 – AGREE; 3 – NEUTRAL; 4 –DISAGREE; 5 – STRONGLY DISAGREE

	1	2	3	4	5	Comments
1. The pre-workshop administration was appropriate and informative.	✓					
2. The workshop was scheduled at a suitable time.	✓					
3. The workshop facilities and location were appropriate and satisfactory.	✓					
4. The workshop material was presented in a clear and organized manner.		✓				
5. The presenter responded to questions an informative, appropriate and satisfactory manner.		✓				
6. Handouts (if provided) were clear and useful.		✓				
7. Overall, the session was informative and valuable.		✓				
8. In what ways could this workshop have been improved to better suit your needs?						
9. Would you recommend this session to a colleague?	Yes ✓				No	
10. Other comments.						

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Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops.

*** This information is confidential and will only be read by the Office of Research Services ***

PARTICIPANT INFORMATION

Name (Optional): _____

Workshop(s): One day workshop on "Ethical Practice"

Date: 16-07-2019

Presenter(s): Dr A. Ramesh, Principal

EVALUATION

SCALE: 1- STRONGLY AGREE; 2 – AGREE; 3 – NEUTRAL; 4 –DISAGREE; 5 – STRONGLY DISAGREE

	1	2	3	4	5	Comments
1. The pre-workshop administration was appropriate and informative.	✓					
2. The workshop was scheduled at a suitable time.		✓				
3. The workshop facilities and location were appropriate and satisfactory.		✓				
4. The workshop material was presented in a clear and organized manner.		✓				
5. The presenter responded to questions an informative, appropriate and satisfactory manner.		✓				
6. Handouts (if provided) were clear and useful.		✓				
7. Overall, the session was informative and valuable.		✓				
8. In what ways could this workshop have been improved to better suit your needs?						
9. Would you recommend this session to a colleague?	Yes ✓			No		
10. Other comments.						

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Ref: ACOE/ Ethics committee/2018-19/ Convening order of EC Date: 23/06/2018

ETHICS COMMITTEE
CONVENING ORDER

The college management has been planned to make a road map for ethics to be followed in the campus and is maintained by the Ethics Committee with well experienced and eminent faculty members. Therefore, the Ethics Committee is constituted with the following members for AY 2018-19.

SL. No.	Name of the Faculty	Designation	Role
1.	Dr T. K. Ramakrishna Rao	Principal	Chairman
2	Mr Y.K.S.Subba Rao	HOD-MECH	Convener
3	Mr K Manoj Kumar Reddy	HOD-EEE	Member
4	Dr Pullela.S.V.V.S.Ravi Kumar	HOD-CSE	Member
5	Mr G.Rama Krishna	HOD-ECE	Member
6	Dr T. Anil Kumar	HOD-PT	Member
7	Mr M.Srinivasu	HOD-HBS	Member
8	Ms Komara Lakshmi Harika	I year, B.Tech H&BS,	Member (Student)
9	Ms Jumapala Neelima	II year, B.Tech, EEE	Member (Student)

Functions and Responsibilities:

- To propose the Code of Ethics for the Institution.
- To organise ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- To report breaches of the Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- To formulate policies for corrective actions.
- To coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

Frequency of Meeting: Once in a year or as and when required.

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

Copy to

1. All members of Ethics Committee.

ADITYA COLLEGE OF ENGINEERING

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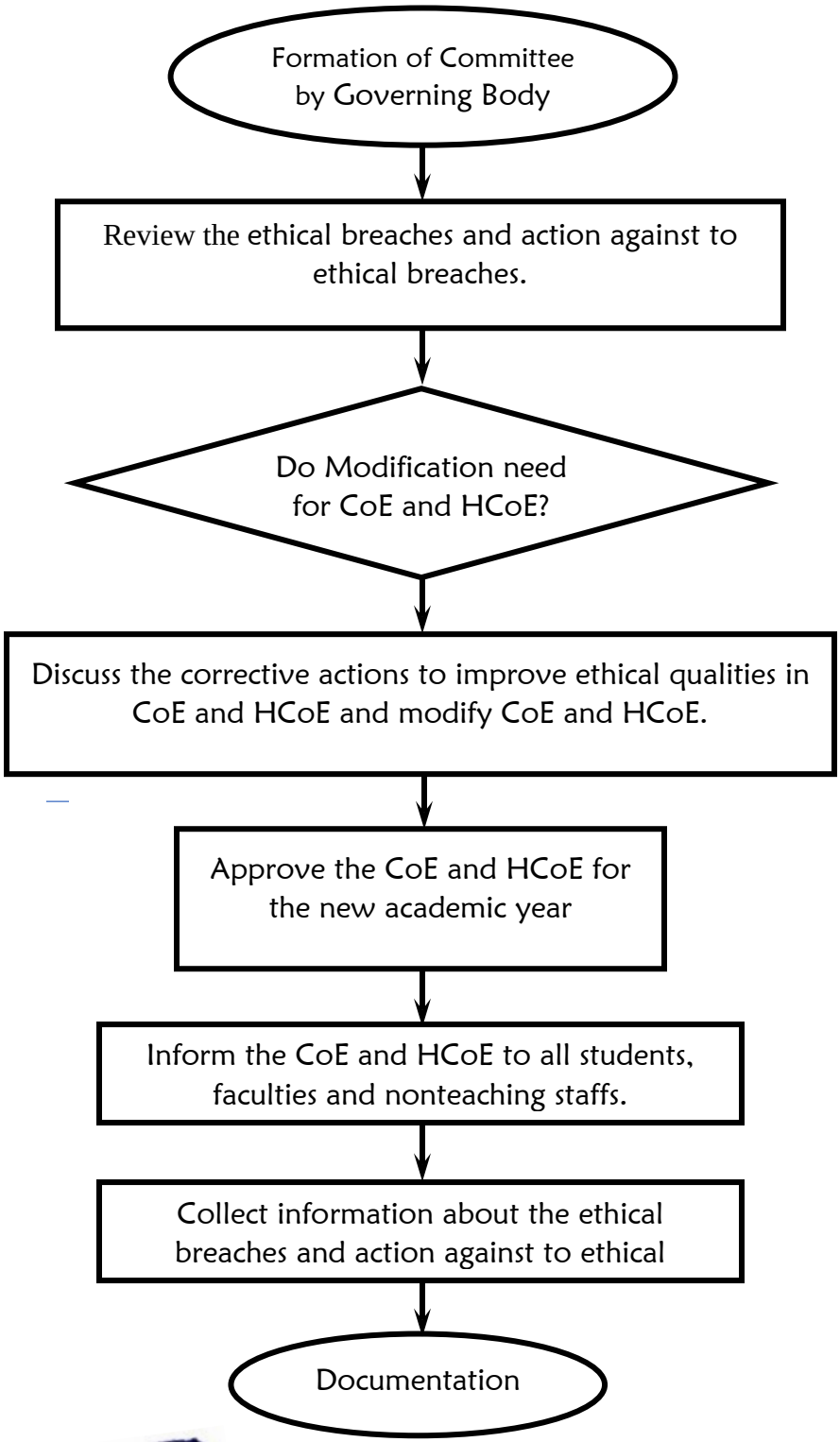
Ref: ACOE/Ethics committee/2018-19/SOP Date: 29/06/2018

ETHICS COMMITTE

STANDARD OPERATING PROCEDURE

1. Convener and Constituting-members for the ethics committee are constructed under the leadership of the Principal by Governing Body.
2. Review the ethical breaches and the counteraction against ethical breaches.
3. Discuss required corrective actions to improve the *Code of Ethics (CoE)* and *Students' Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE).*
4. Propose *Code of Ethics (CoE)* and *Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE)* for the new academic year.
5. Disseminate *Code of Ethics (CoE)* and *Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE)* with the students, faculties and nonteaching staffs.
6. Create awareness on ethics and ethical practices by
    i. Display various national and international icons' ethical and motivational quotations inside the classrooms, labs and college premises.
    ii. Display Anti Ragging boards in various parts in College.
7. Study and analyze the department wise information regarding the ethical breach of students, faculties, and nonteaching staffs and enhance code of ethics to counteract the same.

Flow chart for Standard Operating Procedure (SOP)



Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

Ref: ACOE/ Ethics committee/2018-19/Code of Ethics for Staff

CODE OF ETHICS FOR STAFF

RESPONSIBILITIES OF ETHICS COMMITTEE

- Propose the Code of Ethics for the Institution.
- Organise ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- Report breaches of Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- Formulate policies for corrective actions.
- Coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

ETHICS POLICY PURPOSE

Ethics policy of our college warrants the ability to distinguish good from evil, right from wrong, and the commitment to do what is right, good and proper for each individual within the College.

ACADEMIC ETHICS

- To create an environment within the College Campus, where ethical behaviour is the norm.
- To enhance the worth, dignity, potential, and uniqueness of each individual within the institution.
- To commit to contributing to the comprehensive education of students, protecting human rights, advancing knowledge of student growth and development.
- To promote the effectiveness of institutional programs, services, and organisational units.
- To emphasise commitments to safety and environmental protection.

Ethical Conduct for Faculty and Non-Teaching Staffs toward Students and Parents

The faculty accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. Ethics Committee (EC) strongly affirm parents as the primary moral educators of their children. Nevertheless, EC believes all faculty are obligated to help adopt civic qualities such as integrity, diligence, responsibility, cooperation, loyalty, commitment, and respect for the law.

- The faculty, he or she is accepting of public trust, measures success not only by the progress of each student toward realisation of his or her potential but also as a citizen of the greater community
- The faculty deals selflessly and fairly with each student and seeks to resolve problems, including discipline.

- The faculty and non-teaching staff do not reveal confidential information concerning students unless required by law.
- The faculty and non-teaching staff make a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
- The faculty and non-teaching staff should present facts without distortion, bias, or personal prejudice.
- The faculty and non-teaching staff make concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
- The faculty and non-teaching staff activities to understand and respect the values and traditions of the diverse cultures represented in the community.
- The faculty and non-teaching staff establish a positive and active role in college/community relations.

PERSONAL ETHICS

- Actions and beliefs of all individuals consistent with the Six Pillars of Character -Trustworthiness, respect, responsibility, fairness, caring & citizenship
- Assure ethical behaviour by self-regulation and promotion of tolerance
- Treat fairly all persons regardless of such factors like caste, skin color, religion, regional, gender, disability, or nationality.
- Do to others as you would expect others do to you.

RESEARCH ETHICS

- Uphold the reputation of the College as a centre for adequately conducted, high-quality scientific research in thrust areas.
- Promote honesty, carefulness, responsible publication, and respect for Ethics of Intellectual Property.
- The ethical approval from an impartial committee helps the College to ensure that the research conducted is of high moral standard, sound integrity, and following good research governance and legal requirements.

Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

Ref: ACOE/ Ethics committee/2018-19/Handbook on Code of Ethics

HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES FOR STUDENTS

1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Aditya College of Engineering (hereinafter referred to as the 'College') for all students enrolling with the College for pursuing varied courses. All students must know that it is mandatory 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. That the College's endeavour utilizing enforcing this Code is to pioneer and administer a student discipline process that is equal, conscientious, efficient and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

2. JURISDICTION

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

2.2 The College may also exercise jurisdiction over conduct which occurs off-campus or on-campus violating the ideal student conduct and discipline.

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

The College, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the College shall consider the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. Ethics and Conduct

3.1 This Code shall apply to all kinds of conduct of students that occur on the college premises, including in University-sponsored activities, functions hosted by other recognised student organisations, and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.

3.2 Once the students completed the admission; the student has accepted this Code and also accepting

- ❖ 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 the written consent of the Principal.
- ❖ As a result of such relieving, the student shall be required to clear all pending dues including hostel/mess dues.

3.3 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.

3.4 All students must deter from indulging in any forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of misconduct include:

3.5 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.

3.6 Intentionally damaging or destroying College property or property of other students and/or faculty members.

3.7 Any disruptive activity in a classroom or an event sponsored by the College

3.8 Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards.

3.9 Participating in activities including

- ❖ Accepting membership of religious or terrorist groups banned by the College/Government of India
- ❖ The unauthorised possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or Policy.
- ❖ The unauthorised possession or use of harmful chemicals and banned drugs.
- ❖ Smoking on the campus of the College.
- ❖ Possessing, consuming, distributing, selling of alcohol in the College and/or throwing empty bottles on the campus of the College.
- ❖ Students are not allowed to drive any vehicle inside the College without proper permission.
- ❖ Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- ❖ Theft or unauthorised access to other resources
- ❖ Misbehaviour during any activity of the College.
- ❖ 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 at the College.

3.10 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.

3.11 Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.

3.12 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.13 Students are expected to use 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.

3.14 Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorised entry, use, tamper, etc. of College 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.

3.15 Damage to, or destruction of, any property of the College, or any property of others on the College premises.

3.16 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.

3.17 Indulging in any form of Harassment which is defined as conduct that is severe and objectively, conduct that is motivated based on 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,

4. 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 who 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 the misconduct.

4.1 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.

4.2 RESTRICTIONS - Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

4.3 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.

4.4 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.

4.5 MONETARY PENALTY - May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 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 Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

4.7 Ineligibility to reapply for admission to the College for three years.

4.8 Withholding the exam results (Mid Exams) or certificate for the courses studied or work carried out.

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

5.1 accept the recommendation of the committee and impose the punishment as suggested by the committee or modify and impose any of the punishments an as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

5.2 Refer the case back to the committee for reconsideration. In any case, the Principal's decision is final and binding in all the cases where there is possible misconduct by a student.

Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

ADITYA COLLEGE OF ENGINEERING

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Ref: ACOE/ Ethics committee/2018-19Circular

CIRCULAR

Date: 25/06/2018

All the members of the ethics committee are hereby informed that the meeting of the ethics committee will be held on 29th June 2018 at 2:30 PM in the Conference room, Ramanujan Bhavan. 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 Ethics and Conduct along with Standard Procedures (HCoE).
3. To review and approve the modifications in CoE and HCoE.
4. To plan distribution methods for CoE and HCoE.
5. To collect all information about ethical breaches and counteraction against it.

Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

Copy to

1. All members of Ethics Committee.

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Ref: ACOE/ Ethics committee/2018-2019/Minutes

29/06/2018

ETHICS COMMITTEE

MINUTES OF THE MEETING

Date of meeting	Venue	Duration	Reference
29/06/2018	Conference room, Ramanujan Bhavan	2.30 PM to 4 PM	ACOE/Ethics committee/2018-19/ Circular dated 25/06/2018.

Minutes of the meeting of the ethics committee held at Aditya college of engineering on 29/06/2018.

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 (HCoE).
3. To review and approve the modifications in CoE and HCoE.
4. To plan distribution methods for CoE and HCoE.
5. 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 HCoE will be continued for the new academic year.
3. It is resolved to circulate CoE and HCoE 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 analyzed 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.

Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

Copy to

1. The Principal
2. All HODs

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Ref: ACOE/ Ethics committee/2018-19/ Perspective Plan

Date: 29/06/2018

ETHICS COMMITTEE

PERSPECTIVE PLAN

S.No	Month	Plan	Description	Strategy	Budget
1.	June, 2018	Convening of Ethics Committee	The faculty members and students from each department along with Principal as chairman	Issuing circular for conducting committee meeting	Nil
2.	June, 2018	Committee meeting	Collect and review ethical breaches in the college premises and update code of ethics.	Coordinating the events and activities	Nil
3.	July, 2018	One day workshop on Ethical Practices	Organize one day workshop for improving the ethics of students.	Coordinating events and activities.	Rs- 5,000/-

Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

Copy to

1. All members of Ethics Committee.

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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Date: 29/06/2018

ETHICS COMMITTE

ACTION TAKEN REPORT

S.No	Month	Plan	Description	Strategy	Budget	Remarks
1.	June, 2018	Convening of Ethics Committee	• The faculty members and students from each department along with Principal as chairman	Issuing circular for conducting committee meeting	Nil	Plan Implemented successfully
2.	June, 2018	Committee meeting	• Collect and review ethical breaches in the college premises and update code of ethics.	Coordinating the events and activities	Nil	Plan Implemented successfully
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Convener

Principal

Copy to

1. All members of Ethics Committee.

PRINCIPAL
Aditya College of Engineering
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Surampalem,
30/06/2018.

To
The Principal,
Aditya College of Engineering,
Surampalem.

Sub: Request for permission to conduct One day workshop on "Ethical Practices"-Reg

Sir,

As discussed in Ethics Committee meeting on 30th June 2017, to create awareness and improve our college ethical practices all the committee members suggested to conduct One day workshop on **"Ethical Practices"** on 12th July 2017 in Seminar hall, Ramanujan Bhavan. So, we need your permission for conducting this Course.

Yours sincerely,

Convener
(Ethics Committee)

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(f) of UGC Act, 1956
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Surampalem,

02/07/2018.

To
Convener,
Ethics Committee
Aditya College of Engineering,
Surampalem.

Sub: Acceptance for conducting One day workshop on "Ethical Practices" - Reg

Sir,

As per your request for conducting **One day workshop on "Ethical Practices"** for B.Tech and M.Tech students on 16th July 2018 in Seminar Room - Ramanujan Bhavan is granted.

PRINCIPAL

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Surampalem,
03/07/2018.

All B.Tech and M. Tech Students are hereby informed that One day workshop on **"Ethical Practice"** will be conducted on 16th July 2018. So, all the interested students can enroll their names on or before 12th July 2018.

Resource Person: Dr T. K. Ramakrishna Rao
Venue: Seminar hall, Ramanujan Bhavan

Yours sincerely,

Convener
(Ethics Committee)

Copy to:
All the Staff Members

ADITYA COLLEGE OF ENGINEERING

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REPORT

Title: One day workshop on **"Ethical Practice"**
Speaker: Dr T. K. Ramakrishna Rao

Designation: Principal.

Objective: To create awareness and improve our college ethical practices.

Venue: Seminar hall, Ramanujan Bhavan

Date: 16-07-2018

Aditya College of Engineering organized a One day workshop on **"Ethical Practice"** by Dr.P.S.V.V.S.R.Kumar, Principal. During the session, the speaker explained about Code of Ethics (CoE) and Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE). He explained the purpose of ethics policies and the importance of academic ethics for the students. He also explained about Six Pillars of Character - Trustworthiness, respect, responsibility, fairness, caring & citizenship.

He also explained about research ethics, it should be followed during B.Tech and M.Tech project works.

PRINCIPAL

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

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Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops.

*** This information is <u>confidential</u> and will only be read by the Office of Research Services ***

PARTICIPANT INFORMATION

Name (Optional): _____

Workshop(s): One day workshop on "Ethical Practice"

Date: 16-07-2018

Presenter(s): Dr T. K. Ramakrishna Rao, Principal

EVALUATION

SCALE: 1- STRONGLY AGREE; 2 – AGREE; 3 – NEUTRAL; 4 –DISAGREE; 5 – STRONGLY DISAGREE

	1	2	3	4	5	Comments
1. The pre-workshop administration was appropriate and informative.	☐	☑	☐	☐	☐	
2. The workshop was scheduled at a suitable time.	☐	☑	☐	☐	☐	
3. The workshop facilities and location were appropriate and satisfactory.	☐	☑	☐	☐	☐	
4. The workshop material was presented in a clear and organized manner.	☐	☑	☐	☐	☐	
5. The presenter responded to questions an informative, appropriate and satisfactory manner.	☐	☑	☐	☐	☐	
6. Handouts (if provided) were clear and useful.	☑	☐	☐	☐	☐	
7. Overall, the session was informative and valuable.	☑	☐	☐	☐	☐	
8. In what ways could this workshop have been improved to better suit your needs?						
9. Would you recommend this session to a colleague?	Yes ☑		No ☐			
10. Other comments.						

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Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops.

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PARTICIPANT INFORMATION

Name (Optional): _____

Workshop(s): One day workshop on "Ethical Practice"

Date: 16-07-2018

Presenter(s): Dr T. K. Ramakrishna Rao, Principal

EVALUATION

SCALE: 1- STRONGLY AGREE; 2 – AGREE; 3 – NEUTRAL; 4 –DISAGREE; 5 – STRONGLY DISAGREE

	1	2	3	4	5	Comments
1. The pre-workshop administration was appropriate and informative.		✓				
2. The workshop was scheduled at a suitable time.		✓				
3. The workshop facilities and location were appropriate and satisfactory.	✓					
4. The workshop material was presented in a clear and organized manner.	✓					
5. The presenter responded to questions an informative, appropriate and satisfactory manner.	✓					
6. Handouts (if provided) were clear and useful.	✓					
7. Overall, the session was informative and valuable.	✓					
8. In what ways could this workshop have been improved to better suit your needs?						
9. Would you recommend this session to a colleague?	Yes ✓				No	

10. Other comments.

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Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops.

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PARTICIPANT INFORMATION

Name (Optional): _____

Workshop(s): One day workshop on "Ethical Practice"

Date: 16-07-2018

Presenter(s): Dr T. K. Ramakrishna Rao, Principal

EVALUATION

SCALE: 1- STRONGLY AGREE; 2 – AGREE; 3 – NEUTRAL; 4 –DISAGREE; 5 – STRONGLY DISAGREE

	1	2	3	4	5	Comments
1. The pre-workshop administration was appropriate and informative.	☐	☑	☐	☐	☐	
2. The workshop was scheduled at a suitable time.	☐	☑	☐	☐	☐	
3. The workshop facilities and location were appropriate and satisfactory.	☐	☑	☐	☐	☐	
4. The workshop material was presented in a clear and organized manner.	☐	☑	☐	☐	☐	
5. The presenter responded to questions an informative, appropriate and satisfactory manner.	☐	☑	☐	☐	☐	
6. Handouts (if provided) were clear and useful.	☑	☐	☐	☐	☐	
7. Overall, the session was informative and valuable.	☑	☐	☐	☐	☐	
8. In what ways could this workshop have been improved to better suit your needs?						
9. Would you recommend this session to a colleague?	Yes ☑		No ☐			
10. Other comments.						

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Ref: ACOE/ Ethics committee/2017-18/ Convening order of EC Date: 26/06/2017

ETHICS COMMITTEE
CONVENING ORDER

The college management has been planned to make a road map for ethics to be followed in the campus and is maintained by the Ethics Committee with well experienced and eminent faculty members. Therefore, the Ethics Committee is constituted with the following members for AY 2017-18.

SL. No.	Name of the Faculty	Designation	Role
1.	Dr T. K. Ramakrishna Rao	Principal	Chairman
2	Mr Y.K.S.Subba Rao	HOD-MECH	Convener
3	Mr K Manoj Kumar Reddy	HOD-EEE	Member
4	Dr Pullela.S.V.V.S.Ravi Kumar	HOD-CSE	Member
5	Mr G.Rama Krishna	HOD-ECE	Member
6	Dr T. Anil Kumar	HOD-PT	Member
7	Mr M.Srinivasu	HOD-HBS	Member
8	Mr P.Manikanta	Alumni	Member
9	Ms A.S.S. Sowmya	III year, B.Tech, CE	Member (Student)

Functions and Responsibilities:

- To propose the Code of Ethics for the Institution.
- To organise ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- To report breaches of the Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- To formulate policies for corrective actions.
- To coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

Frequency of Meeting: Once in a year or as and when required

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

Copy to

1. All members of Ethics Committee.

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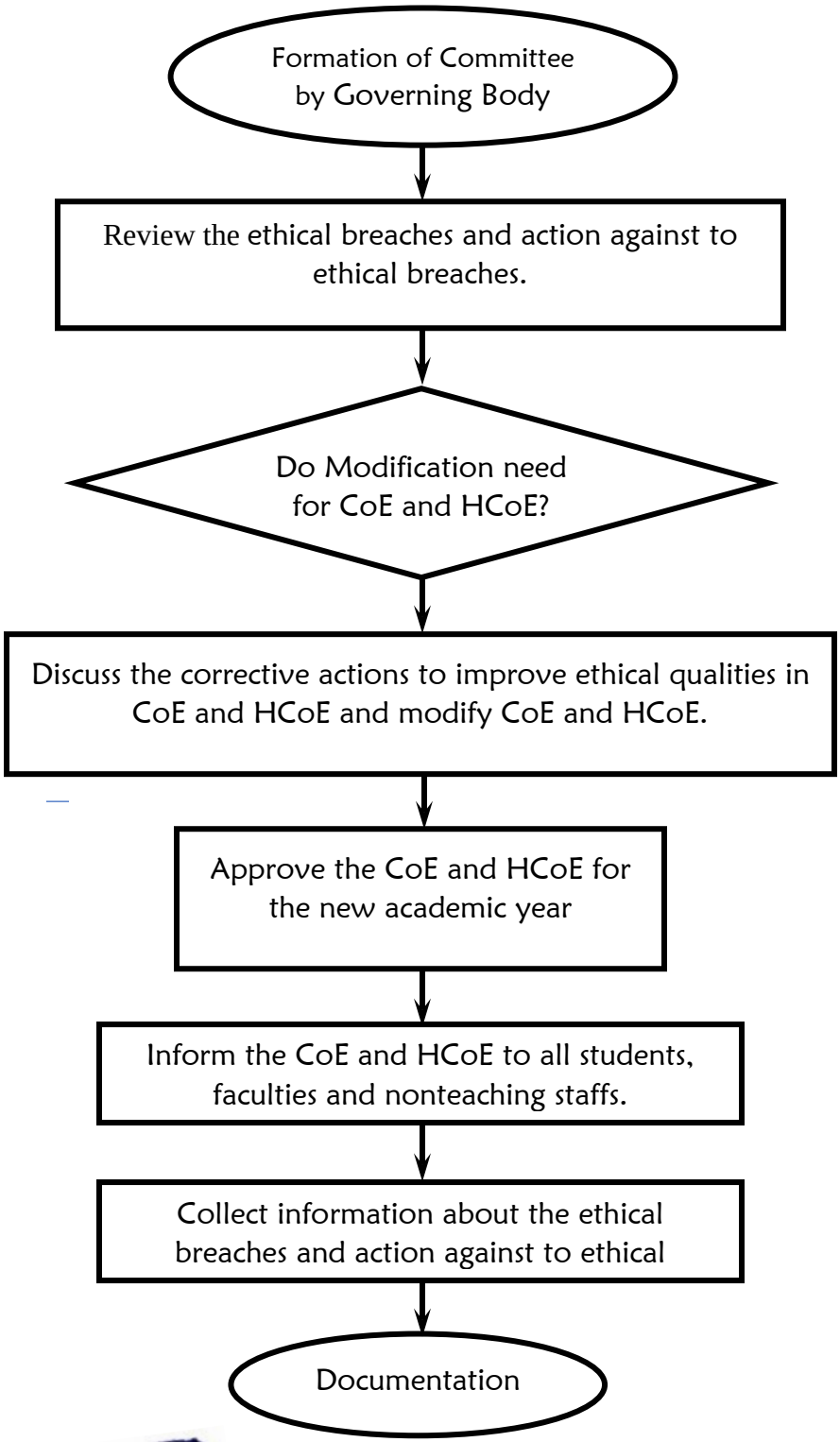
Ref: ACOE/Ethics committee/2017-18/SOP Date: 30/06/2017

ETHICS COMMITTE

STANDARD OPERATING PROCEDURE

1. Convener and Constituting-members for the ethics committee are constructed under the leadership of the Principal by Governing Body.
2. Review the ethical breaches and the counteraction against ethical breaches.
3. Discuss required corrective actions to improve the *Code of Ethics (CoE)* and *Students' Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE).*
4. Propose *Code of Ethics (CoE)* and *Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE)* for the new academic year.
5. Disseminate *Code of Ethics (CoE)* and *Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE)* with the students, faculties and nonteaching staffs.
6. Create awareness on ethics and ethical practices by
    i. Display various national and international icons' ethical and motivational quotations inside the classrooms, labs and college premises.
    ii. Display Anti Ragging boards in various parts in College.
7. Study and analyze the department wise information regarding the ethical breach of students, faculties, and nonteaching staffs and enhance code of ethics to counteract the same.

Flow chart for Standard Operating Procedure (SOP)



Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

Ref: ACOE/ Ethics committee/2017-18/ Code of Ethics for Staff

CODE OF ETHICS FOR STAFF

RESPONSIBILITIES OF ETHICS COMMITTEE

- Propose the Code of Ethics for the Institution.
- Organise ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- Report breaches of Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- Formulate policies for corrective actions.
- Coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

ETHICS POLICY PURPOSE

Ethics policy of our college warrants the ability to distinguish good from evil, right from wrong, and the commitment to do what is right, good and proper for each individual within the College.

ACADEMIC ETHICS

- To create an environment within the College Campus, where ethical behaviour is the norm.
- To enhance the worth, dignity, potential, and uniqueness of each individual within the institution.
- To commit to contributing to the comprehensive education of students, protecting human rights, advancing knowledge of student growth and development.
- To promote the effectiveness of institutional programs, services, and organisational units.
- To emphasise commitments to safety and environmental protection.

Ethical Conduct for Faculty and Non-Teaching Staffs toward Students and Parents

The faculty accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. Ethics Committee (EC) strongly affirm parents as the primary moral educators of their children. Nevertheless, EC believes all faculty are obligated to help adopt civic qualities such as integrity, diligence, responsibility, cooperation, loyalty, commitment, and respect for the law.

- The faculty, he or she is accepting of public trust, measures success not only by the progress of each student toward realisation of his or her potential but also as a citizen of the greater community
- The faculty deals selflessly and fairly with each student and seeks to resolve problems, including discipline.
- The faculty and non-teaching staff do not reveal confidential information concerning students unless required by law.

- The faculty and non-teaching staff make a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
- The faculty and non-teaching staff should present facts without distortion, bias, or personal prejudice.
- The faculty and non-teaching staff make concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
- The faculty and non-teaching staff activities to understand and respect the values and traditions of the diverse cultures represented in the community.
- The faculty and non-teaching staff establish a positive and active role in college/community relations.

PERSONAL ETHICS

- Actions and beliefs of all individuals consistent with the Six Pillars of Character -Trustworthiness, respect, responsibility, fairness, caring & citizenship
- Assure ethical behaviour by self-regulation and promotion of tolerance
- Treat fairly all persons regardless of such factors like caste, skin color, religion, regional, gender, disability, or nationality.
- Do to others as you would expect others do to you.

RESEARCH ETHICS

- Uphold the reputation of the College as a centre for adequately conducted, high-quality scientific research in thrust areas.
- Promote honesty, carefulness, responsible publication, and respect for Ethics of Intellectual Property.
- The ethical approval from an impartial committee helps the College to ensure that the research conducted is of high moral standard, sound integrity, and following good research governance and legal requirements.

Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

Ref: ACOE/ Ethics committee/2017-18/Handbook on Code of Ethics

HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES FOR STUDENTS

1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Aditya College of Engineering (hereinafter referred to as the 'College') for all students enrolling with the College for pursuing varied courses. All students must know that it is mandatory 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. That the College's endeavour utilizing enforcing this Code is to pioneer and administer a student discipline process that is equal, conscientious, efficient and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

2. JURISDICTION

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

2.2 The College may also exercise jurisdiction over conduct which occurs off-campus or on-campus violating the ideal student conduct and discipline.

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

The College, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the College shall consider the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. Ethics and Conduct

3.1 This Code shall apply to all kinds of conduct of students that occur on the college premises, including in University-sponsored activities, functions hosted by other recognised student organisations, and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.

3.2 Once the students completed the admission; the student has accepted this Code and also accepting

- ❖ 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 the written consent of the Principal.
- ❖ As a result of such relieving, the student shall be required to clear all pending dues including hostel/mess dues.

3.3 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.

3.4 All students must deter from indulging in any forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of misconduct include:

3.5 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.

3.6 Intentionally damaging or destroying College property or property of other students and/or faculty members.

3.7 Any disruptive activity in a classroom or an event sponsored by the College

3.8 Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards.

3.9 Participating in activities including

- ❖ Accepting membership of religious or terrorist groups banned by the College/Government of India
- ❖ The unauthorised possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or Policy.
- ❖ The unauthorised possession or use of harmful chemicals and banned drugs.
- ❖ Smoking on the campus of the College.
- ❖ Possessing, consuming, distributing, selling of alcohol in the College and/or throwing empty bottles on the campus of the College.
- ❖ Students are not allowed to drive any vehicle inside the College without proper permission.
- ❖ Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- ❖ Theft or unauthorised access to other resources
- ❖ Misbehaviour during any activity of the College.
- ❖ 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 at the College.

3.10 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.

3.11 Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.

3.12 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.13 Students are expected to use 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.

3.14 Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorised entry, use, tamper, etc. of College 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.

3.15 Damage to, or destruction of, any property of the College, or any property of others on the College premises.

3.16 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.

3.17 Indulging in any form of Harassment which is defined as conduct that is severe and objectively, conduct that is motivated based on 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,

4. 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 who 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 the misconduct.

4.1 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.

4.2 RESTRICTIONS - Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

4.3 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.

4.4 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.

4.5 MONETARY PENALTY - May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 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 Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

4.7 Ineligibility to reapply for admission to the College for three years.

4.8 Withholding the exam results (Mid Exams) or certificate for the courses studied or work carried out.

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

5.1 accept the recommendation of the committee and impose the punishment as suggested by the committee or modify and impose any of the punishments an as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

5.2 Refer the case back to the committee for reconsideration. In any case, the Principal's decision is final and binding in all the cases where there is possible misconduct by a student.

Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

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Ref: ACOE/Ethics committee/2017-18/Circular

CIRCULAR

Date: 27/06/2017

All the members of the ethics committee are hereby informed that the meeting of the ethics committee will be held on 30th June 2017 at 2:30 PM in the Conference room, Ramanujan Bhavan. 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 Ethics and Conduct along with Standard Procedures (HCoE).
3. To review and approve the modifications in CoE and HCoE.
4. To plan distribution methods for CoE and HCoE.
5. To collect all information about ethical breaches and counteraction against it.

Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

Copy to

1. All members of Ethics Committee.

ADITYA COLLEGE OF ENGINEERING

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Ref: ACOE/ Ethics committee/2017-2018/Minutes

30/06/2017

ETHICS COMMITTEE

MINUTES OF THE MEETING

Date of meeting	Venue	Duration	Reference
30/06/2017	Conference room, Ramanujan Bhavan	2.30 PM to 4 PM	ACOE/Ethics committee/2017-18/ Circular dated 27/06/2017.

Minutes of the meeting of the ethics committee held at Aditya College of Engineering on 30/06/2017.

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 (HCoE).
3. To review and approve the modifications in CoE and HCoE.
4. To plan distribution methods for CoE and HCoE.
5. 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 HCoE will be continued for the new academic year.
3. It is resolved to circulate CoE and HCoE 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 analyzed 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.

Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

Copy to

1. The Principal.
2. All HODs.

ADITYA COLLEGE OF ENGINEERING

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Ref: ACOE/ Ethics committee/2017-18/ Perspective Plan

Date: 30/06/2017

ETHICS COMMITTEE

PERSPECTIVE PLAN

S.No	Month	Plan	Description	Strategy	Budget
1.	June, 2017	Convening of Ethics Committee	The faculty members and students from each department along with Principal as chairman	Issuing circular for conducting committee meeting	Nil
2.	June, 2017	Committee meeting	Collect and review ethical breaches in the college premises and update code of ethics.	Coordinating the events and activities	Nil
3.	July, 2017	One day workshop on Ethical Practices	Organize one day workshop for improving the ethics of students.	Coordinating events and activities.	Rs- 5,000/-

Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

Copy to

1. All members of Ethics Committee.

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Date: 30/06/2017

ETHICS COMMITTE

ACTIVITY DIARY

S.No	Month	Plan	Description	Strategy	Budget	Remarks
1.	June, 2017	Convening of Ethics Committee	• The faculty members and students from each department along with Principal as chairman	Issuing circular for conducting committee meeting	Nil	Plan Implemented successfully
2.	June, 2017	Committee meeting	• Collect and review ethical breaches in the college premises and update code of ethics.	Coordinating the events and activities	Nil	Plan Implemented successfully
3.	July, 2017	One day workshop on Ethical Practices	• Organize one day workshop for improving the ethics of students.	Coordinating events and activities.	Rs- 5,000/-	Evidence

Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

Copy to

1. All members of Ethics Committee.

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Surampalem,
03/07/2017.

To
The Principal,
Aditya College of Engineering,
Surampalem.

Sub: Request for permission to conduct One day workshop on "Ethical Practices"-Reg

Sir,

As discussed in Ethics Committee meeting on 30th June 2017, to create awareness and improve our college ethical practices all the committee members suggested to conduct One day workshop on **"Ethical Practices"** on 12th July 2017 in Seminar hall, Ramanujan Bhavan. So, we need your permission for conducting this Course.

Yours sincerely,

Convener
(Ethics Committee)

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(f) of UGC Act, 1956
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Surampalem,

04/07/2017.

To
Convener,
Ethics Committee
Aditya College of Engineering,
Surampalem.

Sub: Acceptance for conducting One day workshop on "Ethical Practices" - Reg

Sir,

As per your request for conducting **One day workshop on "Ethical Practices"** for B.Tech and M.Tech students on 12th July 2017 in Seminar Room - Ramanujan Bhavan is granted.

PRINCIPAL

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

ADITYA COLLEGE OF ENGINEERING

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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Surampalem,
05/07/2017.

All B.Tech and M. Tech Students are hereby informed that One day workshop on **"Ethical Practice"** will be conducted on 12th July 2017. So, all the interested students can enroll their names on or before 7th July 2017.

Resource Person: Dr T. K. Ramakrishna Rao
Venue: Seminar hall, Ramanujan Bhavan

Yours sincerely,

Convener
(Ethics Committee)

Copy to:
All the Staff Members

ADITYA COLLEGE OF ENGINEERING

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REPORT

Title: One day workshop on **"Ethical Practice"**
Speaker: Dr T. K. Ramakrishna Rao

Designation: Principal.

Objective: To create awareness and improve our college ethical practices.

Venue: Seminar hall, Ramanujan Bhavan

Date: 12-07-2017

Aditya College of Engineering organized a One day workshop on **"Ethical Practice"** by Dr.P.S.V.V.S.R.Kumar, Principal. During the session, the speaker explained about Code of Ethics (CoE) and Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE). He explained the purpose of ethics policies and the importance of academic ethics for the students. He also explained about Six Pillars of Character - Trustworthiness, respect, responsibility, fairness, caring & citizenship.

He also explained about research ethics, it should be followed during B.Tech and M.Tech project works.

PRINCIPAL

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Aditya College of Engineering
SURAMPALEM-533 437

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Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops.

*** This information is <u>confidential</u> and will only be read by the Office of Research Services ***

PARTICIPANT INFORMATION

Name (Optional): _____

Workshop(s): One day workshop on "Ethical Practice"

Date: 12-07-2017

Presenter(s): Dr T. K. Ramakrishna Rao, Principal

EVALUATION

SCALE: 1- STRONGLY AGREE; 2 – AGREE; 3 – NEUTRAL; 4 –DISAGREE; 5 – STRONGLY DISAGREE

	1	2	3	4	5	Comments
1. The pre-workshop administration was appropriate and informative.	✓					
2. The workshop was scheduled at a suitable time.			✓			
3. The workshop facilities and location were appropriate and satisfactory.		✓				
4. The workshop material was presented in a clear and organized manner.		✓				
5. The presenter responded to questions an informative, appropriate and satisfactory manner.		✓				
6. Handouts (if provided) were clear and useful.	✓					
7. Overall, the session was informative and valuable.		✓				
8. In what ways could this workshop have been improved to better suit your needs?						
9. Would you recommend this session to a colleague?	Yes ✓			No		
10. Other comments.						

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PARTICIPANT INFORMATION

Name (Optional): _____

Workshop(s): One day workshop on "Ethical Practice"

Date: 12-07-2017

Presenter(s): Dr T. K. Ramakrishna Rao, Principal

EVALUATION

SCALE: 1- STRONGLY AGREE; 2 – AGREE; 3 – NEUTRAL; 4 –DISAGREE; 5 – STRONGLY DISAGREE

	1	2	3	4	5	Comments
1. The pre-workshop administration was appropriate and informative.	☐	☑	☐	☐	☐	
2. The workshop was scheduled at a suitable time.	☐	☑	☐	☐	☐	
3. The workshop facilities and location were appropriate and satisfactory.	☐	☑	☐	☐	☐	
4. The workshop material was presented in a clear and organized manner.	☐	☑	☐	☐	☐	
5. The presenter responded to questions an informative, appropriate and satisfactory manner.	☐	☑	☐	☐	☐	
6. Handouts (if provided) were clear and useful.	☐	☑	☐	☐	☐	
7. Overall, the session was informative and valuable.	☐	☑	☐	☐	☐	
8. In what ways could this workshop have been improved to better suit your needs?						
9. Would you recommend this session to a colleague?	Yes ☑		No ☐			
10. Other comments.						

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Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops.

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PARTICIPANT INFORMATION

Name (Optional): _____

Workshop(s): One day workshop on "Ethical Practice"

Date: 12-07-2017

Presenter(s): Dr T. K. Ramakrishna Rao, Principal

EVALUATION

SCALE: 1- STRONGLY AGREE; 2 – AGREE; 3 – NEUTRAL; 4 –DISAGREE; 5 – STRONGLY DISAGREE

	1	2	3	4	5	Comments
1. The pre-workshop administration was appropriate and informative.	✓					
2. The workshop was scheduled at a suitable time.	✓					
3. The workshop facilities and location were appropriate and satisfactory.	✓					
4. The workshop material was presented in a clear and organized manner.	✓					
5. The presenter responded to questions an informative, appropriate and satisfactory manner.	✓					
6. Handouts (if provided) were clear and useful.	✓					
7. Overall, the session was informative and valuable.		✓				
8. In what ways could this workshop have been improved to better suit your needs?						

9. Would you recommend this session to a colleague? Yes ✓ No ☐

10. Other comments.

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Ref: ACOE/ Ethics committee/2016-17/ Convening order of EC Date: 18/06/2016

ETHICS COMMITTEE
CONVENING ORDER

The college management has been planned to make a road map for ethics to be followed in the campus and is maintained by the Ethics Committee with well experienced and eminent faculty members. Therefore, the Ethics Committee is constituted with the following members for AY 2016-17.

SL. No.	Name of the Faculty	Designation	Role
1.	Dr T. K. Ramakrishna Rao	Principal	Chairman
2	Mr Y.K.S.Subba Rao	HOD-MECH	Convener
3	Mr. T. Veerraju	HOD-CSE	Member
4	Dr K V S Ramachandra Murthy	Prof, EEE	Member
5	Mr M VENKATESWARULU	Assoc. Professor, ECE	Member
6	Mr. A. Ramesh	Prof, EEE	Member
7	Mr M. Sarat Chandra Prasad	Asst. Prof, Mech	Member
8	Mr U. Abhishek Kumar	Asst. Prof, H&BS	Member
9	Ms K.Sandhya rani	III year, B.Tech, Mech	Member (Student)

Functions and Responsibilities:

- To propose the Code of Ethics for the Institution.
- To organise ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- To report breaches of the Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- To formulate policies for corrective actions.
- To coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

Frequency of Meeting: Once in a year or as and when required

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALAM-533 437

Copy to

1. All members of Ethics Committee.

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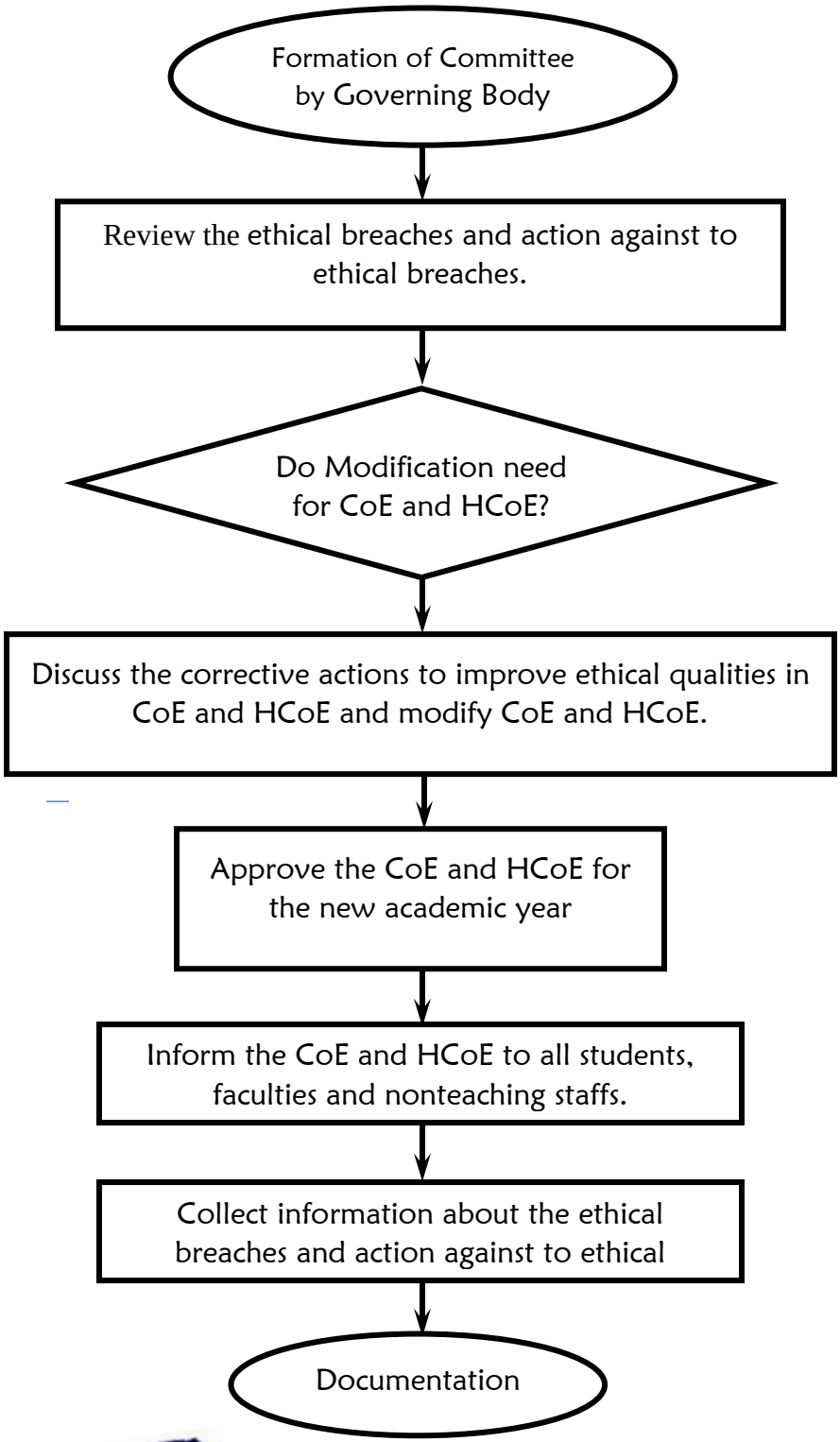
Ref: ACOE/Ethics committee/2016-17/SOP Date: 24/06/2016

ETHICS COMMITTE

STANDARD OPERATING PROCEDURE

1. Convener and Constituting-members for the ethics committee are constructed under the leadership of the Principal by Governing Body.
2. Review the ethical breaches and the counteraction against ethical breaches.
3. Discuss required corrective actions to improve the *Code of Ethics (CoE)* and *Students' Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE).*
4. Propose *Code of Ethics (CoE)* and *Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE)* for the new academic year.
5. Disseminate *Code of Ethics (CoE)* and *Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE)* with the students, faculties and nonteaching staffs.
6. Create awareness on ethics and ethical practices by
    i. Display various national and international icons' ethical and motivational quotations inside the classrooms, labs and college premises.
    ii. Display Anti Ragging boards in various parts in College.
7. Study and analyze the department wise information regarding the ethical breach of students, faculties, and nonteaching staffs and enhance code of ethics to counteract the same.

Flow chart for Standard Operating Procedure (SOP)



Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALAM-533 437

Ref: ACOE/ Ethics committee/2016-17/Code of Ethics for Staff

CODE OF ETHICS FOR STAFF

RESPONSIBILITIES OF ETHICS COMMITTEE

- Propose the Code of Ethics for the Institution.
- Organise ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- Report breaches of Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- Formulate policies for corrective actions.
- Coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

ETHICS POLICY PURPOSE

Ethics policy of our college warrants the ability to distinguish good from evil, right from wrong, and the commitment to do what is right, good and proper for each individual within the College.

ACADEMIC ETHICS

- To create an environment within the College Campus, where ethical behaviour is the norm.
- To enhance the worth, dignity, potential, and uniqueness of each individual within the institution.
- To commit to contributing to the comprehensive education of students, protecting human rights, advancing knowledge of student growth and development.
- To promote the effectiveness of institutional programs, services, and organisational units.
- To emphasise commitments to safety and environmental protection.

Ethical Conduct for Faculty and Non-Teaching Staffs toward Students and Parents

The faculty accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. Ethics Committee (EC) strongly affirm parents as the primary moral educators of their children. Nevertheless, EC believes all faculty are obligated to help adopt civic qualities such as integrity, diligence, responsibility, cooperation, loyalty, commitment, and respect for the law.

- The faculty, he or she is accepting of public trust, measures success not only by the progress of each student toward realisation of his or her potential but also as a citizen of the greater community
- The faculty deals selflessly and fairly with each student and seeks to resolve problems, including discipline.
- The faculty and non-teaching staff do not reveal confidential information concerning students unless required by law.

- The faculty and non-teaching staff make a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
- The faculty and non-teaching staff should present facts without distortion, bias, or personal prejudice.
- The faculty and non-teaching staff make concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
- The faculty and non-teaching staff activities to understand and respect the values and traditions of the diverse cultures represented in the community.
- The faculty and non-teaching staff establish a positive and active role in college/community relations.

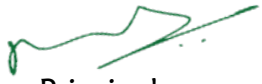
PERSONAL ETHICS

- Actions and beliefs of all individuals consistent with the Six Pillars of Character -Trustworthiness, respect, responsibility, fairness, caring & citizenship
- Assure ethical behaviour by self-regulation and promotion of tolerance
- Treat fairly all persons regardless of such factors like caste, skin color, religion, regional, gender, disability, or nationality.
- Do to others as you would expect others do to you.

RESEARCH ETHICS

- Uphold the reputation of the College as a centre for adequately conducted, high-quality scientific research in thrust areas.
- Promote honesty, carefulness, responsible publication, and respect for Ethics of Intellectual Property.
- The ethical approval from an impartial committee helps the College to ensure that the research conducted is of high moral standard, sound integrity, and following good research governance and legal requirements.

Convener



Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALAM-533 437

Ref: ACOE/ Ethics committee/2016-17/Handbook on Code of Ethics

HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES FOR STUDENTS

1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Aditya College of Engineering (hereinafter referred to as the 'College') for all students enrolling with the College for pursuing varied courses. All students must know that it is mandatory 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. That the College's endeavour utilizing enforcing this Code is to pioneer and administer a student discipline process that is equal, conscientious, efficient and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

2. JURISDICTION

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

2.2 The College may also exercise jurisdiction over conduct which occurs off-campus or on-campus violating the ideal student conduct and discipline.

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

The College, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the College shall consider the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. Ethics and Conduct

3.1 This Code shall apply to all kinds of conduct of students that occur on the college premises, including in University-sponsored activities, functions hosted by other recognised student organisations, and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.

3.2 Once the students completed the admission; the student has accepted this Code and also accepting

- ❖ 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 the written consent of the Principal.
- ❖ As a result of such relieving, the student shall be required to clear all pending dues including hostel/mess dues.

3.3 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.

3.4 All students must deter from indulging in any forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of misconduct include:

3.5 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.

3.6 Intentionally damaging or destroying College property or property of other students and/or faculty members.

3.7 Any disruptive activity in a classroom or an event sponsored by the College

3.8 Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards.

3.9 Participating in activities including

- ❖ Accepting membership of religious or terrorist groups banned by the College/Government of India
- ❖ The unauthorised possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or Policy.
- ❖ The unauthorised possession or use of harmful chemicals and banned drugs.
- ❖ Smoking on the campus of the College.
- ❖ Possessing, consuming, distributing, selling of alcohol in the College and/or throwing empty bottles on the campus of the College.
- ❖ Students are not allowed to drive any vehicle inside the College without proper permission.
- ❖ Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- ❖ Theft or unauthorised access to other resources
- ❖ Misbehaviour during any activity of the College.
- ❖ 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 at the College.

3.10 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.

3.11 Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.

3.12 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.13 Students are expected to use 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.

3.14 Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorised entry, use, tamper, etc. of College 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.

3.15 Damage to, or destruction of, any property of the College, or any property of others on the College premises.

3.16 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.

3.17 Indulging in any form of Harassment which is defined as conduct that is severe and objectively, conduct that is motivated based on 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,

4. 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 who 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 the misconduct.

4.1 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.

4.2 RESTRICTIONS - Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

4.3 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.

4.4 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.

4.5 MONETARY PENALTY - May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 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 Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

4.7 Ineligibility to reapply for admission to the College for three years.

4.8 Withholding the exam results (Mid Exams) or certificate for the courses studied or work carried out.

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

5.1 accept the recommendation of the committee and impose the punishment as suggested by the committee or modify and impose any of the punishments an as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

5.2 Refer the case back to the committee for reconsideration. In any case, the Principal's decision is final and binding in all the cases where there is possible misconduct by a student.

Convener

Principal

PRINCIPAL
Aditya College of Engineering
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Ref: ACOE/Ethics committee/2016-17/Circular

CIRCULAR

Date: 20/06/2016

All the members of the ethics committee are hereby informed that the meeting of the ethics committee will be held on 24th June 2016 at 2:30 PM in the Conference room, Ramanujan Bhavan. 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 Ethics and Conduct along with Standard Procedures (HCoE).
3. To review and approve the modifications in CoE and HCoE.
4. To plan distribution methods for CoE and HCoE.
5. To collect all information about ethical breaches and counteraction against it.

Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALAM-533 437

Copy to

1. All members of Ethics Committee – for kind information.

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Ref: ACOE/ Ethics committee/2016-2017/Minutes

24/06/2016

ETHICS COMMITTEE

MINUTES OF THE MEETING

Date of meeting	Venue	Duration	Reference
24/06/2016	Conference room, Ramanujan Bhavan	2.30 PM to 4 PM	ACOE/Ethics committee/2016-17/ Circular dated 20/06/2016.

Minutes of the meeting of the ethics committee held at Aditya College of Engineering on 24/06/2016.

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 (HCoE).
3. To review and approve the modifications in CoE and HCoE.
4. To plan distribution methods for CoE and HCoE.
5. 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 HCoE will be continued for the new academic year.
3. It is resolved to circulate CoE and HCoE 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 analyzed 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.

Convener

Principal

PRINCIPAL
Aditya College of Engineering
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Copy to

1. The Principal
2. All HODs

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Ref: ACOE/ Ethics committee/2016-17/Perspective Plan

Date: 24/06/2016

ETHICS COMMITTEE

PERSPECTIVE PLAN

S.No	Month	Plan	Description	Strategy	Budget
1.	June, 2016	Convening of Ethics Committee	The faculty members and students from each department along with Principal as chairman	Issuing circular for conducting committee meeting	Nil
2.	June, 2016	Committee meeting	Collect and review ethical breaches in the college premises and update code of ethics.	Coordinating the events and activities	Nil
3.	July, 2016	One day workshop on Ethical Practices	Organize one day workshop for improving the ethics of students.	Coordinating events and activities.	Rs- 5,000/-

Convener

Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALAM-533 437

Copy to

1. All members of Ethics Committee.

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Date: 24/06/2016

ETHICS COMMITTE

ACTION TAKEN REPORT

S.No	Month	Plan	Description	Strategy	Budget	Remarks
1.	June, 2016	Convening of Ethics Committee	• The faculty members and students from each department along with Principal as chairman	Issuing circular for conducting committee meeting	Nil	Plan Implemented successfully
2.	June, 2016	Committee meeting	• Collect and review ethical breaches in the college premises and update code of ethics.	Coordinating the events and activities	Nil	Plan Implemented successfully
3.	July, 2016	One day workshop on Ethical Practices	• Organize one day workshop for improving the ethics of students.	Coordinating events and activities.	Rs- 5,000/-	Evidence

Convener

Principal

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1. All members of Ethics Committee.

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Surampalem,
25/06/2016.

To
The Principal,
Aditya College of Engineering,
Surampalem.

Sub: Request for permission to conduct One day workshop on "Ethical Practices"-Reg

Sir,

As discussed in Ethics Committee meeting on 24th June 2016, to create awareness and improve our college ethical practices all the committee members suggested to conduct One day workshop on **"Ethical Practices"** on 11th July 2016 in Seminar hall, Ramanujan Bhavan. So, we need your permission for conducting this Course.

Yours sincerely,

Convener
(Ethics Committee)

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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Surampalem,

27/06/2016.

To
Convener,
Ethics Committee
Aditya College of Engineering,
Surampalem.

Sub: Acceptance for conducting One day workshop on "Ethical Practices" - Reg

Sir,

As per your request for conducting **One day workshop on "Ethical Practices"** for B.Tech and M.Tech students on 11th July 2016 in Seminar Room - Ramanujan Bhavan is granted.

PRINCIPAL

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

ADITYA COLLEGE OF ENGINEERING

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Surampalem,
28/06/2016.

All B.Tech and M. Tech Students are hereby informed that One day workshop on **"Ethical Practice"** will be conducted on 11th July 2016. So, all the interested students can enroll their names on or before 7th July 2016.

Resource Person: Dr T. K. Ramakrishna Rao
Venue: Seminar hall, Ramanujan Bhavan

Yours sincerely,

Convener
(Ethics Committee)

Copy to:
All the Staff Members

ADITYA COLLEGE OF ENGINEERING

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REPORT

Title: One day workshop on **"Ethical Practice"**
Speaker: Dr T. K. Ramakrishna Rao

Designation: Principal.

Objective: To create awareness and improve our college ethical practices.

Venue: Seminar hall, Ramanujan Bhavan

Date: 11-07-2016

Aditya College of Engineering organized a One day workshop on **"Ethical Practice"** by Dr.P.S.V.V.S.R.Kumar, Principal. During the session, the speaker explained about Code of Ethics (CoE) and Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE). He explained the purpose of ethics policies and the importance of academic ethics for the students. He also explained about Six Pillars of Character - Trustworthiness, respect, responsibility, fairness, caring & citizenship.

He also explained about research ethics, it should be followed during B.Tech and M.Tech project works.

PRINCIPAL

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Aditya College of Engineering
SURAMPALEM-533 437

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Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops.

*** This information is <u>confidential</u> and will only be read by the Office of Research Services ***

PARTICIPANT INFORMATION

Name (Optional): _____

Workshop(s): One day workshop on "Ethical Practice"

Date: 11-07-2016

Presenter(s): Dr T. K. Ramakrishna Rao, Principal

EVALUATION

SCALE: 1- STRONGLY AGREE; 2 – AGREE; 3 – NEUTRAL; 4 –DISAGREE; 5 – STRONGLY DISAGREE

	1	2	3	4	5	Comments
1. The pre-workshop administration was appropriate and informative.	☑	☐	☐	☐	☐	
2. The workshop was scheduled at a suitable time.	☑	☐	☐	☐	☐	
3. The workshop facilities and location were appropriate and satisfactory.	☐	☑	☐	☐	☐	
4. The workshop material was presented in a clear and organized manner.	☐	☑	☐	☐	☐	
5. The presenter responded to questions an informative, appropriate and satisfactory manner.	☐	☑	☐	☐	☐	
6. Handouts (if provided) were clear and useful.	☐	☑	☐	☐	☐	
7. Overall, the session was informative and valuable.	☐	☑	☐	☐	☐	
8. In what ways could this workshop have been improved to better suit your needs?						
9. Would you recommend this session to a colleague?	Yes ☑		No ☐			
10. Other comments.						

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PARTICIPANT INFORMATION

Name (Optional): _____

Workshop(s): One day workshop on "Ethical Practice"

Date: 11-07-2016

Presenter(s): Dr T. K. Ramakrishna Rao, Principal

EVALUATION

SCALE: 1- STRONGLY AGREE; 2 – AGREE; 3 – NEUTRAL; 4 –DISAGREE; 5 – STRONGLY DISAGREE

	1	2	3	4	5	Comments
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3. The workshop facilities and location were appropriate and satisfactory.	☐	☑	☐	☐	☐	
4. The workshop material was presented in a clear and organized manner.	☐	☑	☐	☐	☐	
5. The presenter responded to questions an informative, appropriate and satisfactory manner.	☐	☑	☐	☐	☐	
6. Handouts (if provided) were clear and useful.	☐	☑	☐	☐	☐	
7. Overall, the session was informative and valuable.	☐	☑	☐	☐	☐	
8. In what ways could this workshop have been improved to better suit your needs?						
9. Would you recommend this session to a colleague?	Yes ☑		No ☐			
10. Other comments.						

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PARTICIPANT INFORMATION

Name (Optional): _____

Workshop(s): One day workshop on "Ethical Practice"

Date: 11-07-2016

Presenter(s): Dr T. K. Ramakrishna Rao, Principal

EVALUATION

SCALE: 1- STRONGLY AGREE; 2 – AGREE; 3 – NEUTRAL; 4 –DISAGREE; 5 – STRONGLY DISAGREE

	1	2	3	4	5	Comments
1. The pre-workshop administration was appropriate and informative.		✓				
2. The workshop was scheduled at a suitable time.	✓					
3. The workshop facilities and location were appropriate and satisfactory.	✓					
4. The workshop material was presented in a clear and organized manner.		✓				
5. The presenter responded to questions an informative, appropriate and satisfactory manner.		✓				
6. Handouts (if provided) were clear and useful.		✓				
7. Overall, the session was informative and valuable.	✓					
8. In what ways could this workshop have been improved to better suit your needs?						
9. Would you recommend this session to a colleague?	Yes ✓				No	
10. Other comments.						

SRI ADITYA ENGINEERING COLLEGE
(Approved by AICTE and Affiliated to JNTU KAKINADA)
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dt.,
Ph: 08852-200002, 9963176662.

Ref: ACOE/ Ethics committee/2015-16/ Convening order of EC Date: 20/06/2015

ETHICS COMMITTEE
CONVENING ORDER

The college management has been planned to make a road map for ethics to be followed in the campus and is maintained by the Ethics Committee with well experienced and eminent faculty members. Therefore, the Ethics Committee is constituted with the following members for AY 2015-16.

SL. No.	Name of the Faculty	Designation	Role
1.	Dr.P.S.V.V.S.R.Kumar	Principal	Chairman
2	Mr Y.K.S.Subba Rao	HOD-MECH	Convener
3	Mr V. Chandra Sekhar Rao	HOD-CSE	Member
4	Dr K V S Ramachandra Murthy	Prof, EEE	Member
5	Mr M VENKATESWARULU	Assoc. Professor, ECE	Member
6	Mr. A. Ramesh	Prof, EEE	Member
7	Mr Syed Nizamuddin Khadri	Asst. Prof, CE	Member
8	Mr T.Satish	III year, B.Tech, Mech	Member (Student)
9	Ms Y.Saraja	III year, B.Tech, CSE	Member (Student)

Functions and Responsibilities:

- To propose the Code of Ethics for the Institution.
- To organise ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- To report breaches of the Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- To formulate policies for corrective actions.
- To coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

Frequency of Meeting: Once in a year or as and when required

Principal

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

Copy to

All members of Ethics Committee.

SRI ADITYA ENGINEERING COLLEGE
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Ph: 08852-200002, 9963176662.

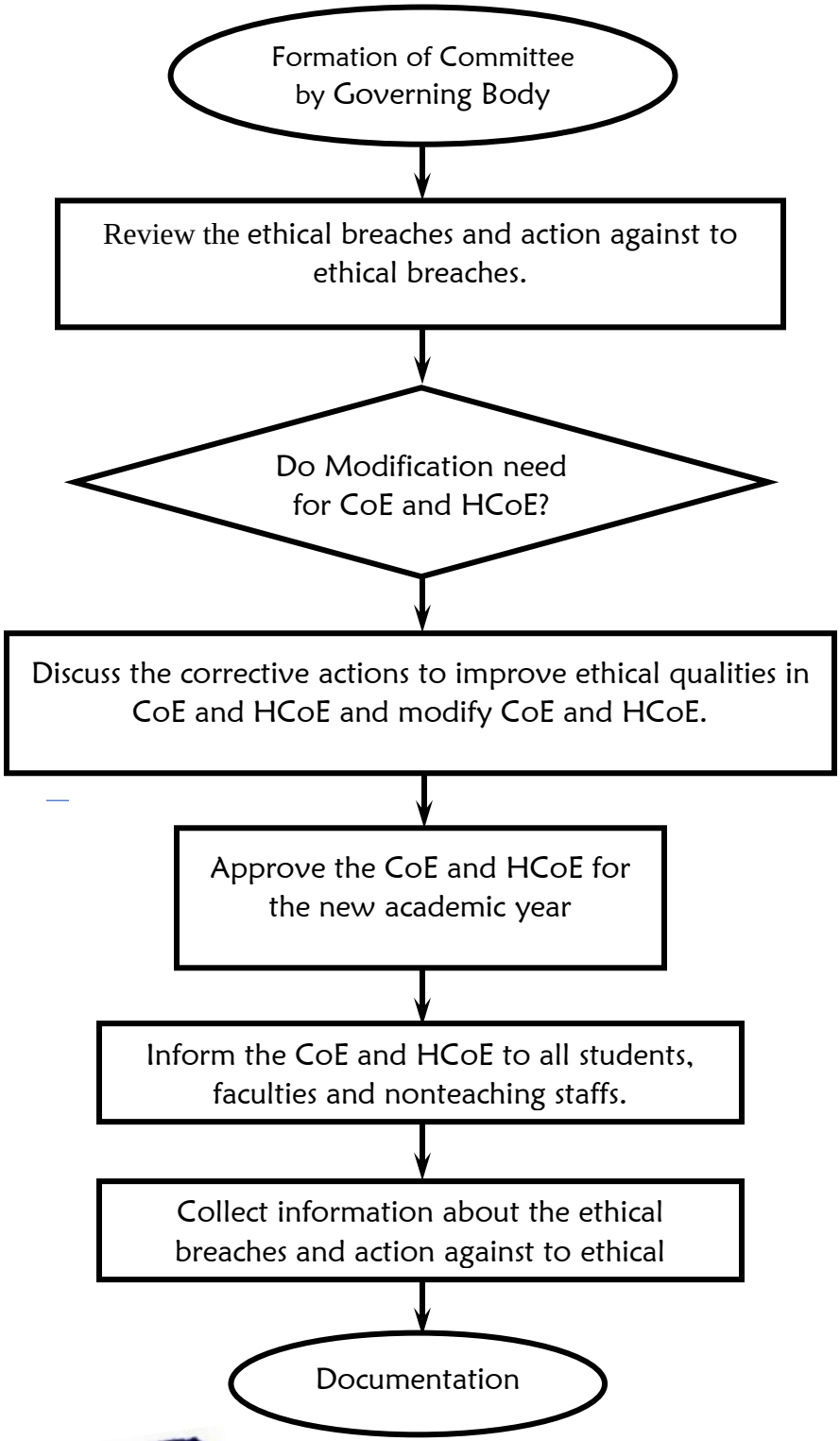
Ref: ACOE/Ethics committee/2015-16/SOP Date: 26/06/2015

ETHICS COMMITTE

STANDARD OPERATING PROCEDURE

1. Convener and Constituting-members for the ethics committee are constructed under the leadership of the principal by Governing Body.
2. Review the ethical breaches and the counteraction against ethical breaches.
3. Discuss required corrective actions to improve the *Code of Ethics (CoE)* and *Students' Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE).*
4. Propose *Code of Ethics (CoE)* and *Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE)* for the new academic year.
5. Disseminate *Code of Ethics (CoE)* and *Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE)* with the students, faculties and nonteaching staffs.
6. Create awareness on ethics and ethical practices by
    i. Display various national and international icons' ethical and motivational quotations inside the classrooms, labs and college premises.
    ii. Display Anti Ragging boards in various parts in College.
7. Study and analyze the department wise information regarding the ethical breach of students, faculties, and nonteaching staffs and enhance code of ethics to counteract the same.

Flow chart for Standard Operating Procedure (SOP)



Convener

Principal

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

SRI ADITYA ENGINEERING COLLEGE
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Ph: 08852-200002, 9963176662.

Ref: ACOE/ Ethics committee/2015-16/Code of Ethics for Staff

CODE OF ETHICS FOR STAFF

RESPONSIBILITIES OF ETHICS COMMITTEE

- Propose the Code of Ethics for the Institution.
- Organise ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- Report breaches of Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- Formulate policies for corrective actions.
- Coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

ETHICS POLICY PURPOSE

Ethics policy of our college warrants the ability to distinguish good from evil, right from wrong, and the commitment to do what is right, good and proper for each individual within the College.

ACADEMIC ETHICS

- To create an environment within the College Campus, where ethical behaviour is the norm.
- To enhance the worth, dignity, potential, and uniqueness of each individual within the institution.
- To commit to contributing to the comprehensive education of students, protecting human rights, advancing knowledge of student growth and development.
- To promote the effectiveness of institutional programs, services, and organisational units.
- To emphasise commitments to safety and environmental protection.

Ethical Conduct for Faculty and Non-Teaching Staffs toward Students and Parents

The faculty accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. Ethics Committee (EC) strongly affirm parents as the primary moral educators of their children. Nevertheless, EC believes all faculty are obligated to help adopt civic qualities such as integrity, diligence, responsibility, cooperation, loyalty, commitment, and respect for the law.

- The faculty, he or she is accepting of public trust, measures success not only by the progress of each student toward realisation of his or her potential but also as a citizen of the greater community
- The faculty deals selflessly and fairly with each student and seeks to resolve problems, including discipline.
- The faculty and non-teaching staff do not reveal confidential information concerning students unless required by law.

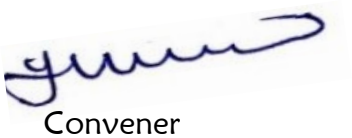
- The faculty and non-teaching staff make a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
- The faculty and non-teaching staff should present facts without distortion, bias, or personal prejudice.
- The faculty and non-teaching staff make concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
- The faculty and non-teaching staff activities to understand and respect the values and traditions of the diverse cultures represented in the community.
- The faculty and non-teaching staff establish a positive and active role in college/community relations.

PERSONAL ETHICS

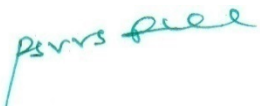
- Actions and beliefs of all individuals consistent with the Six Pillars of Character -Trustworthiness, respect, responsibility, fairness, caring & citizenship
- Assure ethical behaviour by self-regulation and promotion of tolerance
- Treat fairly all persons regardless of such factors like caste, skin color, religion, regional, gender, disability, or nationality.
- Do to others as you would expect others do to you.

RESEARCH ETHICS

- Uphold the reputation of the College as a centre for adequately conducted, high-quality scientific research in thrust areas.
- Promote honesty, carefulness, responsible publication, and respect for Ethics of Intellectual Property.
- The ethical approval from an impartial committee helps the College to ensure that the research conducted is of high moral standard, sound integrity, and following good research governance and legal requirements.



Convener



Principal

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Ref: ACOE/ Ethics committee/2015-16/Handbook on Code of Ethics for students

HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES FOR STUDENTS

1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Sri Aditya Engineering College (hereinafter referred to as the 'College') for all students enrolling with the College for pursuing varied courses. All students must know that it is mandatory 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. That the College's endeavour utilizing enforcing this Code is to pioneer and administer a student discipline process that is equal, conscientious, efficient and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

2. JURISDICTION

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

2.2 The College may also exercise jurisdiction over conduct which occurs off-campus or on-campus violating the ideal student conduct and discipline.

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

The College, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the College shall consider the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. Ethics and Conduct

3.1 This Code shall apply to all kinds of conduct of students that occur on the college premises, including in University-sponsored activities, functions hosted by other recognised student organisations, and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.

3.2 Once the students completed the admission; the student has accepted this Code and also accepting

- ❖ 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 the written consent of the Principal.
- ❖ As a result of such relieving, the student shall be required to clear all pending dues including hostel/mess dues.

3.3 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.

3.4 All students must deter from indulging in any forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of misconduct include:

3.5 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.

3.6 Intentionally damaging or destroying College property or property of other students and/or faculty members.

3.7 Any disruptive activity in a classroom or an event sponsored by the College

3.8 Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards.

3.9 Participating in activities including

- ❖ Accepting membership of religious or terrorist groups banned by the College/Government of India
- ❖ The unauthorised possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or Policy.
- ❖ The unauthorised possession or use of harmful chemicals and banned drugs.
- ❖ Smoking on the campus of the College.
- ❖ Possessing, consuming, distributing, selling of alcohol in the College and/or throwing empty bottles on the campus of the College.
- ❖ Students are not allowed to drive any vehicle inside the College without proper permission.
- ❖ Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- ❖ Theft or unauthorised access to other resources
- ❖ Misbehaviour during any activity of the College.
- ❖ 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 at the College.

3.10 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.

3.11 Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.

3.12 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.13 Students are expected to use 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.

3.14 Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorised entry, use, tamper, etc. of College 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.

3.15 Damage to, or destruction of, any property of the College, or any property of others on the College premises.

3.16 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.

3.17 Indulging in any form of Harassment which is defined as conduct that is severe and objectively, conduct that is motivated based on 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,

4. 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 who 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 the misconduct.

4.1 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.

4.2 RESTRICTIONS - Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

4.3 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.

4.4 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.

4.5 MONETARY PENALTY - May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 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 Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

4.7 Ineligibility to reapply for admission to the College for three years.

4.8 Withholding the exam results (Mid Exams) or certificate for the courses studied or work carried out.

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

5.1 accept the recommendation of the committee and impose the punishment as suggested by the committee or modify and impose any of the punishments an as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

5.2 Refer the case back to the committee for reconsideration. In any case, the Principal's decision is final and binding in all the cases where there is possible misconduct by a student.

Convener

Principal

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

SRI ADITYA ENGINEERING COLLEGE

(Approved by AICTE and Affiliated to JNTU KAKINADA)

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dt.,
Ph: 08852-200002, 9963176662.

Ref: ACOE/Ethics committee/2015-16/Circular

CIRCULAR

Date: 22/06/2015

All the members of the ethics committee are hereby informed that the meeting of the ethics committee will be held on 26th June 2015 at 2:30 PM in the Conference room, Ramanujan Bhavan. 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 Ethics and Conduct along with Standard Procedures (HCoE).
3. To review and approve the modifications in CoE and HCoE.
4. To plan distribution methods for CoE and HCoE.
5. To collect all information about ethical breaches and counteraction against it.

Convener

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

Principal

SRI ADITYA ENGINEERING COLLEGE
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Ref: ACOE/ Ethics committee/2015-2016/Minutes

26/06/2015

ETHICS COMMITTEE

MINUTES OF THE MEETING

Date of meeting	Venue	Duration	Reference
26/06/2015	Conference room, Ramanujan Bhavan	2.30 PM to 4 PM	ACOE/Ethics committee/2015-16/ Circular dated 22/06/201.

Minutes of the meeting of the ethics committee held at Sri Aditya Engineering College on 26/06/2015.

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 (HCoE).
3. To review and approve the modifications in CoE and HCoE.
4. To plan distribution methods for CoE and HCoE.
5. 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 HCoE will be continued for the new academic year.

3. It is resolved to circulate CoE and HCoE 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 analyzed 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.

Convener

Principal

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

Copy to

1. The Principal
2. All HODs

SRI ADITYA ENGINEERING COLLEGE
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Ph: 08852-200002, 9963176662.

Ref: ACOE/ Ethics committee/2015-16/Perspective Plan Date: 26/06/2015

ETHICS COMMITTEE

PERSPECTIVE PLAN

S.No	Month	Plan	Description	Strategy	Budget
1.	June, 2015	Convening of Ethics Committee	The faculty members and students from each department along with Principal as chairman	Issuing circular for conducting committee meeting	Nil
2.	June, 2015	Committee meeting	Collect and review ethical breaches in the college premises and update code of ethics.	Coordinating the events and activities	Nil
3.	July, 2015	One day workshop on Ethical Practices	Organize one day workshop for improving the ethics of students.	Coordinating events and activities.	Rs- 5,000/-

Convener

Principal

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

Copy to

1. All members of Ethics Committee.

SRI ADITYA ENGINEERING COLLEGE
(Approved by AICTE and Affiliated to JNTU KAKINADA)
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dt.,
Ph: 08852-200002, 9963176662.

Date: 26/06/2015

ETHICS COMMITTE

ACTION TAKEN REPORT

S.No	Month	Plan	Description	Strategy	Budget	Remarks
1.	June, 2015	Convening of Ethics Committee	• The faculty members and students from each department along with Principal as chairman	Issuing circular for conducting committee meeting	Nil	Plan Implemented successfully
2.	June, 2015	Committee meeting	• Collect and review ethical breaches in the college premises and update code of ethics.	Coordinating the events and activities	Nil	Plan Implemented successfully
3.	July, 2015	One day workshop on Ethical Practices	• Organize one day workshop for improving the ethics of students.	Coordinating events and activities.	Rs- 5,000/-	Evidence

Convener

Principal

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

Copy to

1. All members of Ethics Committee.

SRI ADITYA ENGINEERING COLLEGE
(Approved by AICTE and Affiliated to JNTU KAKINADA)
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dt.,
Ph: 08852-200002, 9963176662.

Ref: ACOE/ Ethics committee/2014-15/ Convening order of EC Date: 21/06/2014

ETHICS COMMITTEE
CONVENING ORDER

The college management has been planned to make a road map for ethics to be followed in the campus and is maintained by the Ethics Committee with well experienced and eminent faculty members. Therefore, the Ethics Committee is constituted with the following members for AY 2014-15.

SL. No.	Name of the Faculty	Designation	Role
1.	Dr.P.S.V.V.S.R.Kumar	Principal	Chairman
2	Mr Y.K.S.Subba Rao	HOD-MECH	Convener
3	Mr V. Chandra Sekhar Rao	HOD-CSE	Member
4	Dr K V S Ramachandra Murthy	Prof, EEE	Member
5	Mr M VENKATESWARULU	Assoc. Professor, ECE	Member
6	Mr. A. Ramesh	Prof, EEE	Member
7	Mr Syed Nizamuddin Khadri	Asst. Prof, CE	Member
8	Ms M.Sravanthi	III year, B.Tech, EEE	Member (Student)
9	Ms S.S. Devi	III year, B.Tech, CE	Member (Student)

Functions and Responsibilities:

- To propose the Code of Ethics for the Institution.
- To organise ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- To report breaches of the Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- To formulate policies for corrective actions.
- To coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

Frequency of Meeting: Once in a year or as and when required

Principal

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

Copy to

1. All members of Ethics Committee.

SRI ADITYA ENGINEERING COLLEGE
(Approved by AICTE and Affiliated to JNTU KAKINADA)
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dt.,
Ph: 08852-200002, 9963176662.

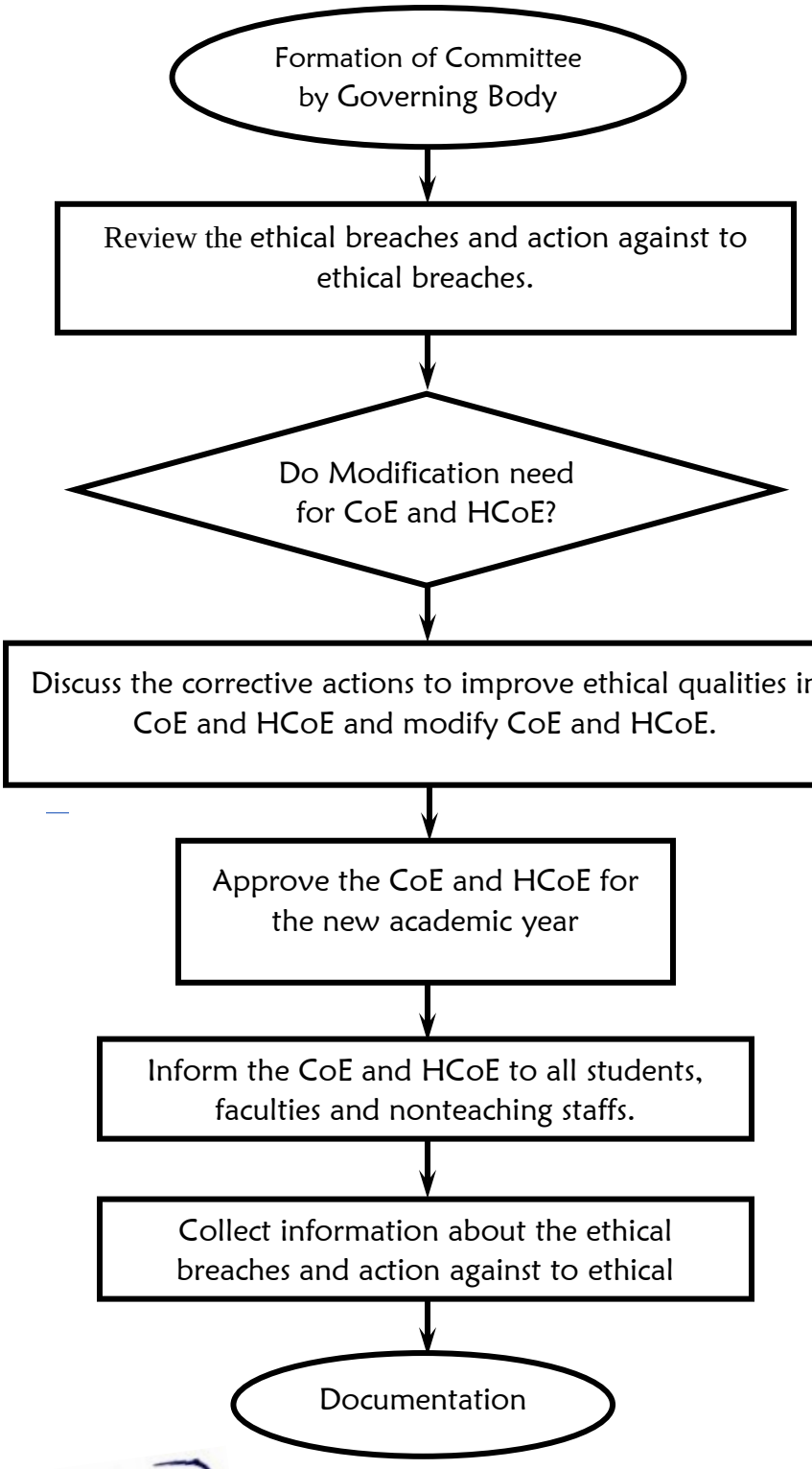
Ref: ACOE/Ethics committee/2014-15/SOP Date: 27/06/2014

ETHICS COMMITTE

STANDARD OPERATING PROCEDURE

1. Convener and Constituting-members for the ethics committee are constructed under the leadership of the Principal by Governing Body.
2. Review the ethical breaches and the counteraction against ethical breaches.
3. Discuss required corrective actions to improve the *Code of Ethics (CoE)* and *Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE).*
4. Propose *Code of Ethics (CoE)* and *Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE)* for the new academic year.
5. Disseminate *Code of Ethics (CoE)* and *Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE)* with the students, faculties and nonteaching staffs.
6. Create awareness on ethics and ethical practices by
   i. Display various national and international icons' ethical and motivational quotations inside the classrooms, labs and college premises.
   ii. Display Anti Ragging boards in various parts in College.
7. Study and analyze the department wise information regarding the ethical breach of students, faculties, and nonteaching staffs and enhance code of ethics to counteract the same.

Flow chart for Standard Operating Procedure (SOP)



Convener

Principal

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

SRI ADITYA ENGINEERING COLLEGE
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Ph: 08852-200002, 9963176662.

Ref: ACOE/ Ethics committee/2014-15/Code of Ethics for Staff

CODE OF ETHICS FOR STAFF

RESPONSIBILITIES OF ETHICS COMMITTEE

- Propose the Code of Ethics for the Institution.
- Organise ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- Report breaches of Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- Formulate policies for corrective actions.
- Coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

ETHICS POLICY PURPOSE

Ethics policy of our college warrants the ability to distinguish good from evil, right from wrong, and the commitment to do what is right, good and proper for each individual within the College.

ACADEMIC ETHICS

- To create an environment within the College Campus, where ethical behaviour is the norm.
- To enhance the worth, dignity, potential, and uniqueness of each individual within the institution.
- To commit to contributing to the comprehensive education of students, protecting human rights, advancing knowledge of student growth and development.
- To promote the effectiveness of institutional programs, services, and organisational units.
- To emphasise commitments to safety and environmental protection.

Ethical Conduct for Faculty and Non-Teaching Staffs toward Students and Parents

The faculty accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. Ethics Committee (EC) strongly affirm parents as the primary moral educators of their children. Nevertheless, EC believes all faculty are obligated to help adopt civic qualities such as integrity, diligence, responsibility, cooperation, loyalty, commitment, and respect for the law.

- The faculty, he or she is accepting of public trust, measures success not only by the progress of each student toward realisation of his or her potential but also as a citizen of the greater community
- The faculty deals selflessly and fairly with each student and seeks to resolve problems, including discipline.
- The faculty and non-teaching staff do not reveal confidential information concerning students unless required by law.

- The faculty and non-teaching staff make a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
- The faculty and non-teaching staff should present facts without distortion, bias, or personal prejudice.
- The faculty and non-teaching staff make concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
- The faculty and non-teaching staff activities to understand and respect the values and traditions of the diverse cultures represented in the community.
- The faculty and non-teaching staff establish a positive and active role in college/community relations.

PERSONAL ETHICS

- Actions and beliefs of all individuals consistent with the Six Pillars of Character - Trustworthiness, respect, responsibility, fairness, caring & citizenship
- Assure ethical behaviour by self-regulation and promotion of tolerance
- Treat fairly all persons regardless of such factors like caste, skin color, religion, regional, gender, disability, or nationality.
- Do to others as you would expect others do to you.

RESEARCH ETHICS

- Uphold the reputation of the College as a centre for adequately conducted, high-quality scientific research in thrust areas.
- Promote honesty, carefulness, responsible publication, and respect for Ethics of Intellectual Property.
- The ethical approval from an impartial committee helps the College to ensure that the research conducted is of high moral standard, sound integrity, and following good research governance and legal requirements.

Convener

Principal

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dt.,
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Ref: ACOE/ Ethics committee/2014-15/Handbook on Code of Ethics

HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES FOR STUDENTS

1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Sri Aditya Engineering College (hereinafter referred to as the 'College') for all students enrolling with the College for pursuing varied courses. All students must know that it is mandatory 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. That the College's endeavour utilizing enforcing this Code is to pioneer and administer a student discipline process that is equal, conscientious, efficient and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

2. JURISDICTION

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

2.2 The College may also exercise jurisdiction over conduct which occurs off-campus or on-campus violating the ideal student conduct and discipline.

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

The College, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the College shall consider the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. Ethics and Conduct

3.1 This Code shall apply to all kinds of conduct of students that occur on the college premises, including in University-sponsored activities, functions hosted by other recognised student organisations, and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.

3.2 Once the students completed the admission; the student has accepted this Code and also accepting

- ❖ 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 the written consent of the Principal.
- ❖ As a result of such relieving, the student shall be required to clear all pending dues including hostel/mess dues.

3.3 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.

3.4 All students must deter from indulging in any forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of misconduct include:

3.5 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.

3.6 Intentionally damaging or destroying College property or property of other students and/or faculty members.

3.7 Any disruptive activity in a classroom or an event sponsored by the College

3.8 Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards.

3.9 Participating in activities including

- ❖ Accepting membership of religious or terrorist groups banned by the College/Government of India
- ❖ The unauthorised possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or Policy.
- ❖ The unauthorised possession or use of harmful chemicals and banned drugs.
- ❖ Smoking on the campus of the College.
- ❖ Possessing, consuming, distributing, selling of alcohol in the College and/or throwing empty bottles on the campus of the College.
- ❖ Students are not allowed to drive any vehicle inside the College without proper permission.
- ❖ Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- ❖ Theft or unauthorised access to other resources
- ❖ Misbehaviour during any activity of the College.
- ❖ 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 at the College.

3.10 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.

3.11 Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.

3.12 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.13 Students are expected to use 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.

3.14 Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorised entry, use, tamper, etc. of College 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.

3.15 Damage to, or destruction of, any property of the College, or any property of others on the College premises.

3.16 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.

3.17 Indulging in any form of Harassment which is defined as conduct that is severe and objectively, conduct that is motivated based on 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,

4. 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 who 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 the misconduct.

4.1 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.

4.2 RESTRICTIONS - Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

4.3 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.

4.4 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.

4.5 MONETARY PENALTY - May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 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 Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

4.7 Ineligibility to reapply for admission to the College for three years.

4.8 Withholding the exam results (Mid Exams) or certificate for the courses studied or work carried out.

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

5.1 accept the recommendation of the committee and impose the punishment as suggested by the committee or modify and impose any of the punishments an as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

5.2 Refer the case back to the committee for reconsideration. In any case, the Principal's decision is final and binding in all the cases where there is possible misconduct by a student.

Convener

Principal

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

SRI ADITYA ENGINEERING COLLEGE

(Approved by AICTE and Affiliated to JNTU KAKINADA)

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dt.,
Ph: 08852-200002, 9963176662.

Ref: ACOE/Ethics committee/2014-15/Circular

CIRCULAR

Date: 23/06/2014

All the members of the ethics committee are hereby informed that the meeting of the Ethics Committee will be held on 27th June 2014 at 2:30 PM in the Conference room, Ramanujan Bhavan. 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 Ethics and Conduct along with Standard Procedures (HCoE).
3. To review and approve the modifications in CoE and HCoE.
4. To plan distribution methods for CoE and HCoE.
5. To collect all information about ethical breaches and counteraction against it.

Convener

Principal

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

Copy to

1. All members of Ethics Committee.

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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dt.,
Ph: 08852-200002, 9963176662.

Ref: ACOE/ Ethics committee/2014-2015/Minutes

27/06/2014

ETHICS COMMITTEE

MINUTES OF THE MEETING

Date of meeting	Venue	Duration	Reference
27/06/2014	Conference room, Ramanujan Bhavan	2.30 PM to 4 PM	ACOE/Ethics committee/2014-15/ Circular dated 23/06/2014

Minutes of the meeting of the ethics committee held at Sri Aditya Engineering College on 27/06/2014.

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 (HCoE).
3. To review and approve the modifications in CoE and HCoE.
4. To plan distribution methods for CoE and HCoE.
5. 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 HCoE will be continued for the new academic year.
3. It is resolved to circulate CoE and HCoE 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 analyzed 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.

Convener

Principal

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

Copy to

1. The Principal.
2. All HODs

SRI ADITYA ENGINEERING COLLEGE

(Approved by AICTE and Affiliated to JNTU KAKINADA)

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dt.,
Ph: 08852-200002, 9963176662.

Ref: ACOE/ Ethics committee/2014-15/Perspective Plan Date:27/06/2014

ETHICS COMMITTEE

PERSPECTIVE PLAN

S.No	Month	Plan	Description	Strategy	Budget
1.	June, 2014	Convening of Ethics Committee	The faculty members and students from each department along with Principal as chairman	Issuing circular for conducting committee meeting	Nil
2.	June, 2014	Committee meeting	Collect and review ethical breaches in the college premises and update code of ethics.	Coordinating the events and activities	Nil
3.	July, 2014	One day workshop on Ethical Practices	Organize one day workshop for improving the ethics of students.	Coordinating events and activities.	Rs- 5,000/-

Convener

Principal

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

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1. All members of Ethics Committee.

SRI ADITYA ENGINEERING COLLEGE
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Ph: 08852-200002, 9963176662.

Date: 27/06/2014

ETHICS COMMITTE

ACTION TAKEN REPORT

S.No	Month	Plan	Description	Strategy	Budget	Remarks
1.	June, 2014	Convening of MC	• The faculty members and students from each department along with Principal as chairman	Issuing circular for conducting committee meeting	Nil	Plan Implemented successfully
2.	June, 2014	Committee meeting	• Collect and review ethical breaches in the college premises and update code of ethics.	Coordinating the events and activities	Nil	Plan Implemented successfully
3.	July, 2014	One day workshop on Ethical Practices	• Organize one day workshop for improving the ethics of students.	Coordinating events and activities.	Rs- 5,000/-	Evidence

Convener

Principal

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

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1. All members of Ethics Committee.

SRI ADITYA ENGINEERING COLLEGE

(Approved by AICTE and Affiliated to JNTU KAKINADA)

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dt.,
Ph: 08852-200002, 9963176662.

Surampalem,
01/07/2014.

To
The Principal,
Sri Aditya Engineering College,
Surampalem.

Sub: Request for permission to conduct One day workshop on "Ethical Practices"-Reg

Sir,

As discussed in Ethics Committee meeting on 27th June 2014, to create awareness and improve our college ethical practices all the committee members suggested to conduct One day workshop on **"Ethical Practices"** on 14th July 2014 in Seminar hall, Ramanujan Bhavan. So, we need your permission for conducting this Course.

Yours sincerely,

Convener
(Ethics Committee)

SRI ADITYA ENGINEERING COLLEGE

(Approved by AICTE and Affiliated to JNTU KAKINADA)

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dt.,
Ph: 08852-200002, 9963176662.

Surampalem,
03/07/2014.

To
Convener,
Ethics Committee
Sri Aditya Engineering College,
Surampalem.

Sub: Acceptance for conducting One day workshop on "Ethical Practices" - Reg

Sir,

As per your request for conducting **One day workshop on "Ethical Practices"** for B.Tech and M.Tech students on 14th July in Seminar Room - Ramanujan Bhavan is granted.

PRINCIPAL

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

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Ph: 08852-200002, 9963176662.

Surampalem,
04/07/2014.

All B.Tech and M. Tech Students are hereby informed that One day workshop on **"Ethical Practice"** will be conducted on 14th July 2014. So, all the interested students can enroll their names on or before 10th July 2014.

Resource Person: Dr.P.S.V.V.S.R.Kumar
Venue: Seminar hall, Ramanujan Bhavan

Yours sincerely,

Convener
(Ethics Committee)

Copy to:
All the Staff Members

SRI ADITYA ENGINEERING COLLEGE
(Approved by AICTE and Affiliated to JNTU KAKINADA)
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dt.,
Ph: 08852-200002, 9963176662.

REPORT

Title: One day workshop on **"Ethical Practice"**
Speaker: Dr.P.S.V.V.S.R.Kumar

Designation: Principal.

Objective: To create awareness and improve our college ethical practices.

Venue: Seminar hall, Ramanujan Bhavan

Date: 14-07-2014

Sri Aditya Engineering College Organized a One day workshop on **"Ethical Practice"** by Dr.P.S.V.V.S.R.Kumar, Principal. During the session, the speaker explained about Code of Ethics (CoE) and Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE). He explained the purpose of ethics policies and the importance of academic ethics for the students. He also explained about Six Pillars of Character - Trustworthiness, respect, responsibility, fairness, caring & citizenship.

He also explained about research ethics, it should be followed during B.Tech and M.Tech project works.

PRINCIPAL

PRINCIPAL
Sri Aditya Engineering College
SURAMPALEM-533 437

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Workshop Feedback Form

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops.

*** This information is confidential and will only be read by the Office of Research Services ***

PARTICIPANT INFORMATION

Name (Optional): 14-07-201

Workshop(s): One day workshop on "Ethical Practice"

Presenter(s): Dr.P.S.V.V.S.R.Kumar, Principal

EVALUATIO

SCALE 1- STRONGLY AGREE; 2 – AGREE; 3 – NEUTRAL; 4 – DISAGREE; 5 – STRONGLY DISAGREE

	1	2	3	4	5	Comment
1. The pre-workshop administration appropriate and informative.	☐	☑	☐	☐	☐	
2. The workshop was scheduled at a suitable time.	☐	☑	☐	☐	☐	
3. The workshop facilities and location were appropriate and satisfactory.	☐	☑	☐	☐	☐	
4. The workshop material was presented in a clear and organized manner.	☑	☐	☐	☐	☐	
5. The presenter responded to questions an informative, appropriate and satisfactory manner.	☑	☐	☐	☐	☐	
6. Handouts (if provided) were clear and useful.	☑	☐	☐	☐	☐	
7. Overall, the session was informative and valuable.	☑	☐	☐	☐	☐	
8. In what ways could this workshop have been improved to better suit your needs?						
9. Would you recommend this session to a colleague?	Yes ☑				No ☐	
10. Other comments.						

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PARTICIPANT INFORMATION

Name (Optional): 14-07-201

Workshop(s): One day workshop on "Ethical Practice"

Presenter(s): Dr.P.S.V.V.S.R.Kumar, Principal

EVALUATIO

SCALE 1- STRONGLY AGREE; 2 – AGREE; 3 – NEUTRAL; 4 – DISAGREE; 5 – STRONGLY DISAGREE

	1	2	3	4	5	Comment
1. The pre-workshop administration appropriate and informative.	✓					
2. The workshop was scheduled at a suitable time.	✓					
3. The workshop facilities and location were appropriate and satisfactory.	✓					
4. The workshop material was presented in a clear and organized manner.	✓					
5. The presenter responded to questions an informative, appropriate and satisfactory manner.	✓					
6. Handouts (if provided) were clear and useful.	✓					
7. Overall, the session was informative and valuable.	✓					
8. In what ways could this workshop have been improved to better suit your needs?						
9. Would you recommend this session to a colleague?	Yes ✓				No	
10. Other comments.						

SRI ADITYA ENGINEERING COLLEGE

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Workshop Feedback Form

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops.

*** This information is confidential and will only be read by the Office of Research Services ***

PARTICIPANT INFORMATION

Name (Optional): 14-07-201

Workshop(s): One day workshop on "Ethical Practice"

Presenter(s): Dr.P.S.V.V.S.R.Kumar, Principal

EVALUATIO

SCALE 1- STRONGLY AGREE; 2 – AGREE; 3 – NEUTRAL; 4 – DISAGREE; 5 – STRONGLY DISAGREE

	1	2	3	4	5	Comment
1. The pre-workshop administration appropriate and informative.		✓				
2. The workshop was scheduled at a suitable time.		✓				
3. The workshop facilities and location were appropriate and satisfactory.		✓				
4. The workshop material was presented in a clear and organized manner.		✓				
5. The presenter responded to questions an informative, appropriate and satisfactory manner.		✓				
6. Handouts (if provided) were clear and useful.	✓					
7. Overall, the session was informative and valuable.	✓					
8. In what ways could this workshop have been improved to better suit your needs?						
9. Would you recommend this session to a colleague?	Yes ✓			No		
10. Other comments.						

Institution organizes awareness programmes on code of conduct and professional ethics programmes for students, teachers, administrators and other staff.

- Review the ethical breaches and actions against the ethical breaches of the previous academic year and if required, revise the policies for corrective actions.
- Propose and approve the Code of Ethics (CoE) and Students' Handbook on Code of Ethics and Conduct, along with Standard Procedures (SHCoE).
- Instruct all Head of the Departments (HoDs) to circulate CoE and SHCoE with the students, faculties and nonteaching staffs.
- Also, circulate CoE and SHCoE to the students, faculties, and nonteaching staffs by using social media such as WhatsApp.
- Display various national and international icons' ethical and motivational quotations on the college premises.
- Display Anti Ragging information boards in various parts in College.
- Identify the damaged quotation images and replace with new.
- Collect the information from all the departments regarding the ethical breaches amongst students, faculties and staffs. Moreover, collect the counteraction against ethical breaches of the new academic year.

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Institute organized programmes on professional ethics and human values for the students and staff members.

Human values and Professional ethics provide an exposure and conductive environment to the students and staff aiming at personal transformation and to ensure values among the various stakeholders in the college as well as society. As student and staff of institute carrying responsibilities towards the larger society requires ability to make decisions in the light of right understanding. Harmony at all level of our living resolve conflicts and promotes an ethical climate in working environment. Engineers are made to follow the code of ethics so as to enable them to discharge their duties ethically.

The curriculum posses a course named professional values and ethics in III B.Tech to inculcate the habit of ethical values. Some of the events also organized on Human values and ethics for students and staff members.

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Report of the Event

Guest Lecture on Ethics in Information Technology

Date : **05-12-2019**

Venue : **Seminar Hall, Aditya College of Engineering**

Chief Guest : **Dr. P. S. Ranjit**

Number of Participants: Students: 140 Faculty: 5

Description of Activity: Aditya College of Engineering organised a guest lecture on ethics in Information Technology for the students and staff members on 05-12-2019. Dr. A. Ramesh, Principal welcomed guest and requested to start the session. The objective of this guest lecture was to create awareness on the ethical values to follow the people to work in IT industries and utilize the original versions of the software's. Principal Dr. A. Ramesh, express his sincere gratitude to Mr. P. S. Ranjit from TCS for sharing his insights and experience with students.

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Report

Awareness Program on Code of conduct

Objective

Purpose of the Student awareness Program is to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self exploration.

Activities

The following major activities had been conducted under the induction programme

- Mentoring & Universal Human Values
- Follows code of conduct by every student
- Creative Arts and Culture
- Physical Activity
- Familiarization with College, Dept./Branch
- Lectures by Eminent People
- Visits in Local Area
- Feedback and Report on the Program

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An awareness program on "Ethics and Code of conduct"

The inaugural speech was given by Principal Dr. **A. Ramesh** and Heads of various departments along with **Mr. Srinivasu**, The Head, Department of Humanity and Basic Science. Principal addressed the students to follow the ethics and code of conduct of the institution. He explained the reason and importance programme. After the speech the introductory session of student induction program was taken by **Mr. Balamohan Raju**, Faculty, and Department of English. Different aspects of Universal human values have been discussed. Finally the session was ended with an activity performed by students on identification of personal character.

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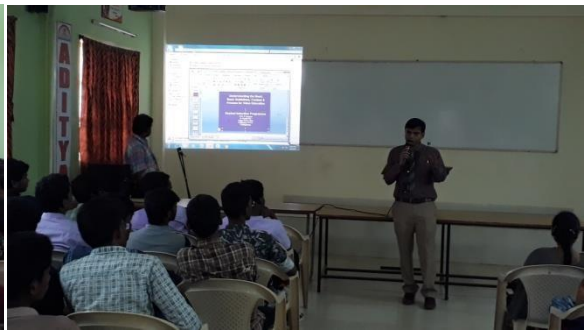
The first session was led by **Mr. Abhishek Kumar**, Faculty Department of Environmental Science. He discussed about different levels of harmony and their importance for the continuous happiness and prosperity in life. All students were taken for a short campus visit to know about facilities available, lab and entrepreneurship programs carried out in the different department of institute.

Campus visit



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An awareness program on "Ethics and Code of conduct"

The session started with the speech given by Mr. Balasankar, Faculty and Department of Computer Science. Understanding human being as a co-existence of the sentient 'I' and the material 'Body'.

Right here right now video discussion

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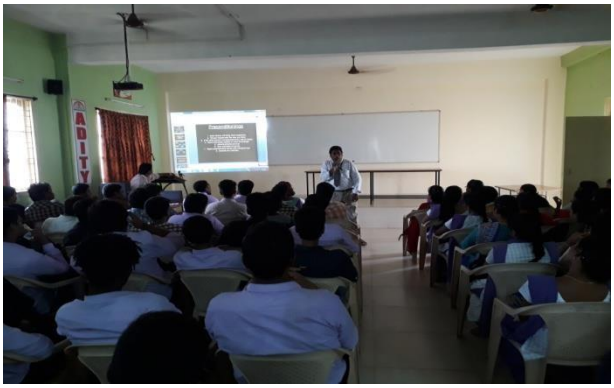
An awareness program on "Ethics and Code of conduct"

Video discussion by all groups

Speech by V. Balasankar



Speech by expert from mechanical department on Career counseling

An awareness program on “Ethics and Code of conduct”

First part of session was led by Dr. Packiaraj, Faculty, and Department of Physics.

Yoga session

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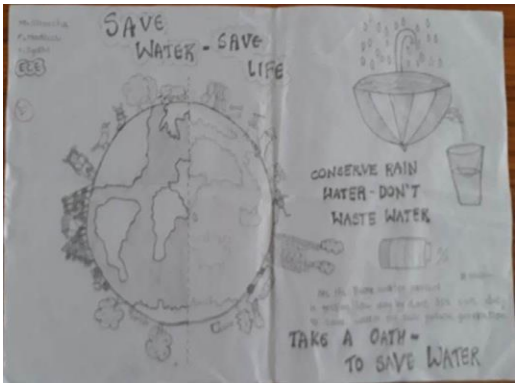
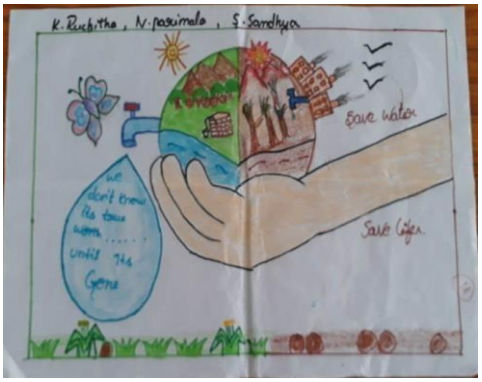
Speech by Abhishek sir

Drawing competition





An awareness program on "Ethics and Code of conduct"

Speech by Mr. P. chandrudu

Paper activity

Speech by HOD, M.Srinivasu

Video discussion

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Speech by **Mr. Balamohan Raju**

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Speech by Mr. Abhishek

Speech by Principal, Dr. A.Ramesh

Prize distribution

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Date: 03-12-2020

CIRCULAR

All the staff members are here by informed that, a staff meeting will be conducted today by i.e. 06-12-2020 at 2:00 PM in our college. All the staff should attend the meeting without fail.

Venue: Ground Floor Seminar Hall, Ramanujan Bhavan

Agenda:

1. Workload distribution and the academic time table is finalized for Academic Year 2020-21.
2. Faculty members to report any discrepancy/overlapping in the academic workload for necessary corrections.
3. The staff to strictly follow the code of conduct and any deviation from code of conduct will lead to disciplinary action.
4. Faculty will prepare lecture notes, PPTs and collection of videos for LMS implementation.
5. Prepare and give the schedule for conduction of Seminars/Workshops.
6. The staff to ensure proper discipline among students.
7. The staff to motivate the students towards discipline and every on abide for code of conduct.

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Date: 06-12-2020

Minutes of Meeting

1. Principal informed the faculty members that teaching workload distribution is completed and the academic time table is finalized for Academic Year 2020-21.
2. Principal asked the faculty members to report any discrepancy/overlapping in the academic workload for necessary corrections.
3. Principal informed the staff to strictly follow the code of conduct. He also informed that any deviation from code of conduct will lead to disciplinary action.
4. Principal also informed faculty to prepare lecture notes, PPTs and collection of videos for LMS implementation.
5. He asked the staff to prepare schedule for conduction of Seminars/Workshops.
6. All the staff members are informed the academic calendar for the academic Year. Further the staff members are informed to adhere to the academic calendar and ensure proper planning in terms of Syllabus progress for II, III, IV B.Tech I Semester students.
7. Principal also informed the staff to ensure proper discipline among students.
8. Principal also instructed the staff to motivate the students towards discipline.

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