



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC  
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

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

**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



PRINCIPAL

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SURAMPALAM-533 437



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## 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.
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2	Principal	1
3	Dean (Administration & Academics)	2
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6	Administrative staff/Non Teaching Staff	4
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## 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.
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## 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 spirit 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.



  
**SECRETARY**  
**(N.K.DEEPAK REDDY)**  
Secretary  
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