

CODE OF CONDUCT

CODE OF CONDUCT FOR TEACHERS

- The Teacher shall perform his/her duties efficiently as per the institutional norms
- Every teacher shall update his/her skills and knowledge professionally.
- The teacher shall maintain the decorum while dealing with the students, teaching and nonteaching staff every time.
- The teacher should strive for excellence in academic and research and evolve as a role model for the students.
- The teacher shall always encourage the students to participate students in curricular and cocurricular activities.
- The teacher shall organize various technical events for the benefit of **student's** community and also for the benefit of the society.
- The teacher shall not discriminate any student based on the caste, creed, language, and place of origin, social and cultural background.
- The teacher shall not be absent from the duties assigned at any time without prior permission.
- The teacher shall not engage in any unlawful activities. The teacher shall not violate the norms of decency or morality in the behavior, inside and outside the campus.
- The teachers are expected to be impartial in the assessment/evaluation of students' performance.
- The teacher shall not accept any assignments given by an external agency without the permission of the management.
- The teacher shall not associate in any organizational activities which are against the ethics of teaching profession.
- It is the collective responsibility of the entire teaching faculty to work together in order to achieve the institutional core values and targets set by the leaders from time to time.

CODE OF CONDUCT FOR NON TEACHING STAFF

- All the supporting staff shall perform his/her duties efficiently, as per the Institutional norms.
- It is the collective responsibility of all the members of the supporting staff to work together in order to achieve the institutional core values and targets set by the leaders from time to time.
- The supporting staff shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the Institution.
- The supporting staff shall extend a full support to the department for the development of the labs and also in the maintenance of instruments /equipments.
- The supporting staff shall not discriminate any student based on the caste, creed, language, and place of origin, social and cultural background.
- The supporting staff shall extend their full fledged support for their colleagues and other faculty of the institution in all the activities related to the academic and administrative matters.
- The supporting staff shall strive hard to improve their technical and non technical skills related to their job.
- The supporting staff shall take efforts to pursue higher education.
- The supporting staff shall discharge all the professional activities through proper channel.
- The supporting staff should not be absent from the duties without the prior permission of the authorities.
- The staff shall not involve either directly or indirectly in any form of business /external assignments during their service.
- The staff shall not involve in any unethical activities that cause hindrance to the harmony of the Institution.
- The staff shall not cause any damage to the properties of the Institution and shall maintain the morality of the individual both inside and outside the campus.

CODE OF CONDUCT FOR ADMINISTRATORS

The Administrators are expected to

- Ensure that all the students, academic employees and supporting staff are dealt with courtesy and respect and uphold the values of the organization.
- Be fully conservant with the Policies, rules and regulations of the Institution and shall be prepared to implement them.
- Ensure that the duties assigned to the team members are appropriate to the qualification, experience and skills of the employee.
- Ensure that the goals of the Institution are well disseminated across the stakeholders and the activities planned in the institution are towards achieving the targets.
- Support the team members with the training needed, to upgrade the skills and also to successfully discharge the responsibilities assigned.
- Ensure a cordial relationship with the administrative and other non administrative staff for the smooth conduct of the Institution.
- It becomes the responsibility of the divisional head to provide the necessary infrastructure and a conducive & fair ambience to all the team members impartially in order to achieve the desired goals.
- Be very precise and clear in communicating all the information to the concerned teaching and non teaching members.
- Ensure all the expenditures are within the budget approved by the Institute and also ensure that a fair practice is followed in budget allocation.
- Exercise caution to avoid favourism and shall not involve or encourage in any kind of activities that cause any disrupt between the team members.
- Demonstrate professionalism in resolving any conflict by respecting all parties involved and ensuring that the complaints are well received, studied and all the solutions are well documented.
- Ensure that they shall not misuse their authoritative powers which shall affect the reputation of the Institution.
- Ensure that the information submitted to the external agencies and other stake holders about the institution is unambiguous and correct.

CODE OF CONDUCT FOR STUDENTS

- The students shall nurture and ensure a dynamic academic, cultural and social atmosphere which are in accordance with the core values of the institution
- The students shall treat all other students, faculty members, staff, visitors and any other members of the public with respect, dignity, impartiality, courtesy and sensitivity.
- The Student shall be conversant with the rules and regulations of the Institution
- All students shall practice a decent and formal dress code as instructed by the Institution.
- All students shall maintain discipline in the class and maintain the decorum while dealing with the fellow students, teaching, non teaching staff.
- All students must display their identity cards when available within the campus and also whenever asked for by any security personnel of the Institute.
- The students shall act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations, informal tests and lab exams.
- The students shall strive hard to discharge the duties and targets assigned to them.
- The students shall not become involved in any form of ragging within or outside the Campus.
- The students shall not possess/consume any narcotics or alcohol within the campus.
- Smoking in the campus is strictly prohibited
- The students shall not indulge in any act of indiscipline as defined in rules and regulations of the Crescent Institute of Science & Technology.
- Students shall not damage or destruct any Institute properties
- Student shall not discriminate any other fellow student based on the caste, creed, language, and place of origin, social and cultural background.

REPORT ON THE STUDENT ATTRIBUTES FACILITATED BY THE INSTITUTION.

The Institute facilitates the following for the welfare of the student.

- The Institute aims that the students should definitely follow professional ethics. Hence the courses on the engineering ethics are also introduced in their curriculum for the benefits of the students.

To Improvement of the Cognitive Skills

To ACT in Morally Desirable Ways

Moral

Values

Integrity

Follow Institution Policies

Service Learning

A Service-Learning Program Provides Educational Experiences

Service-Learning Benefits

UGC REGULATION

HR Manual

1 CONDITIONS OF SERVICE

Contract of Employment Working
hours
Duty Station
Confidentiality

2 RECRUITMENT AND SELECTION POLICY

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Objectives
Recruitment Authorization Procedure
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3 PERFORMANCE MANAGEMENT POLICY

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Performance Planning
Monitoring Performance
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Responsibilities

4 TRAINING AND DEVELOPMENT POLICY

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5 LEAVE POLICY

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Leave year and applicability

6 DISCIPLINARY CODE

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Offences related to dishonesty

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Severe Warning

Final Warning

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Demotion Transfer

Alternative Penalty to Dismissal

Dismissal Procedure Disciplinary Appeal Procedure

Disciplinary Appeal Procedure

7 GRIEVANCE POLICY

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8 TERMINATION OF EMPLOYMENT POLICY

Introduction Termination

by Notice Retirement

Death of Staff Member

Certificate of Service

Discharge From

9 HEALTH AND SAFETY POLICY

Security

First Aid

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Emergencies

Office Services

10 SUCCESSION PLAN POLICY

Introduction

Objectives

Procedure



SRI VENKATESWARA COLLEGE OF ENGINEERING

(Autonomous)

Approved by AICTE, Accredited by NAAC with "A" Grade
Accredited by NBA(EEE,ECE,CSE,IT,ME,CE) & Affiliated to JNTUA
Karakambadi Road, TIRUPATI – 517507, Andhra Pradesh

29-11-2022

ANTI RAGGING COMMITTEE

Grievance Redress Committee (Anti Ragging Committee) has been constituted for the academic year 2022-23 with the following members to monitor, discuss with ragging issues and ragging preventive measures.

1. Dr. N Sudhakar Reddy Principal Convener
2. Prof.T.Chandra Sekhar Rao Vice Principal Co-Convener

All the HODs are default members of the committee.

Anti-Ragging Committee / Squad - 2022-23				
Faculty Details				
S.No	Dept	Name of the faculty	Designation	Mobile No
1	EEE	Dr.J.A.BASKAR	Professor	9966719215
2	EEE	P VINOD KUMAR	Senior Assistant Professor	8328649119
3	EEE	N M GIRISH KUMAR	Senior Assistant Professor	8886664472
4	ME	B. ESWARAI AH	Assistant Professor	6302099491
5	ME	M. GOPALA KRISHNA	Assistant Professor	9030341325
6	IT	G.TAGORE SAI PRASAD	Assistant Professor	9502013685
7	IT	P.LEELA	Assistant Professor	8142201925
8	CE	K MUNISWAMY	Asst. Professor	8297041611
9	CE	C M PRAKASH	Asst. Professor	9885648658
10	CSA	G.RAJESWARAPPA	Assistant Professor	9704268116
11	CSE	R.VENKATARAMANA	Assistant Professor	9885776211
12	CSA	A.GANESH	Assistant Professor	9160250264
13	CSE	P.SURESH	Assistant Professor	7569709206
14	ECE	A KRISHNA MOHAN	Assistant Professor	9949983365
15	ECE	K MAHESH BABU	Assistant Professor	8179762414
16	Mathe matics	N MALLIKARJUNA REDDY	Asst Professor	949233688
17	Mathe matics	Dr. S.SUDHAKAR REDDY	Professor	7799701888
18	Mathe matics	Dr. K. ANANTH KUMAR	Asst Professor	9000028875
19	Mathe matics	Dr. P. SREENIVASULU	Professor	9182723940
20	S&H	Dr.P.BABU	Professor	9440775460
21	S&H	Dr. T CHANDRAIAH	Assoc Professor	9964228969
22	S&H	Dr. A MUNIKRISHNAIAH	Assoc.Professor	939336465

23	S&H	T.YUGANDHAR	Asst Professor	7799604073
24	S&H	Dr. M KALAYAN KUMAR	Assoc. Professor	957314579
25	MBA	DR. S.GAUTAMI	Associate Professor	9985506543
26	MBA	Dr. D.Harikishan Reddy	Professor	9885379038
27	MBA	Dr. Shaik Kalesha Masthan Valli	Associate Professor	8978686923
28	MCA	S.Narasimhulu	Asst Professor	9550891430
29	MCA	P. Lokesh Kumar Reddy	Asst Professor	8008592385
30	MCA	K.Bhuvaneshwari	Asst Professor	9550193592

Anti Ragging Committee - Students					
S.No	Dept	Name Of The Student	Year	Roll No	Mobile No.
1	EEE	T Jyothika	II	21BF1A0256	9652544961
2	EEE	P Dilli Prasad	II	21BF1A0271	9963562720
3	EEE	A DHRONIKA REDDY	III	20BF1A0204	7989600525
4	EEE	BABU PAVAN RAHUL	III	20BF1A0263	8317559668
5	EEE	P.JEEVAN KUMAR REDDY	IV	19BF1A02B1	6301736714
6	EEE	S MANSOOR BASHA	IV	20BF5A0215	6302303978
7	ME	BANDI VISHAL REDDY	II	21BF1A0308	9032243995
8	ME	NALLAM GURU GOVINDA KUMAR	II	22BF5A0329	9701589470
9	ME	KOLLAGUNTA MOHITH	III	20BF1A0342	6309523936
10	ME	NELLOORE HEMANTH	III	20BF1A0393	8885374169
11	ME	KANCHEM RAMPRASAD	IV	19BF1A0326	7093580960
12	ME	VANAM CHENCHU KESAVARDHAN	IV	19BF1A0389	9912534719
13	IT	MUNDLA LIKITHA	II	21BF1A1234	8247432966
14	IT	A CHARAN TEZA	II	21BF1A1202	7671936478
15	IT	N. DRUVA SADVIK KUMAR	III	20BF1A1238	8008830581
16	IT	S.USHA SRI GAJAL	III	20BF1A1250	9390986960
17	IT	S.V.GURU PRANAV	IV	19BF1A1256	9949471269
18	IT	CH.TEJASWANI	IV	19BF1A1209	8519953813
19	CSE	CHEMBETI MANOJ KUMAR	II	21BF1A0534	8978091912
20	CSE	SURAPARAJU KEERTHI NEHA	II	21BF1A05G1	8125635212
21	CSE	DUGGINABOINA BHASKAR	III	20BF1A0535	8500125824
22	CSE	YENDURU VENKATESH GUPTA	III	20BF1A05J3	9985708930
23	CSE	POLAMREDDY MADHUMITHA	IV	19BF1A05D9	9701661245
24	CSE	K V HARSHAVARDHAN REDDY	IV	19BF1A0561	9390521116
25	CE	S.BHARAT SHANKAR	II	21BF1A0134	9861168292
26	CE	B.MAHESH CHANDU	II	22BF5A0101	9390550594
27	CE	K KARUNAKAR GOUD	III	20BF1A0126	9032315670
28	CE	P VENKAT	III	20BF1A0147	9493633539
29	CE	M RENUKARJUNA REDDY	IV	19BF1A0139	9346185830
30	CE	N ARUNKUMAR	IV	19BF1A0143	7032005044
31	ECE	BADDILA NIKITH ROY	II	21BF1A0415	6309121407
32	ECE	KEERTHI	II	21BF1A04D3	8790831159
33	ECE	G THOSHNA TARUN REDDY	III	20BF1A0455	9391677940
34	ECE	P KAVYA NANDINI	III	20BF1A04G2	9963902423
35	ECE	Y ASWATHARA	IV	19BF1A04P0	8186836888
36	ECE	D THARUN KUMAR	IV	19BF1A0462	8688543970

37	MBA	JAVERI POTHIWAL SAI VISWAJEETH SINGH	II	21BF1E0019	9346086812
38	MBA	PANDIKUNTA BHARGAVI	II	21BF1E0038	9398386253
39	MBA	KALATHURU HEMA KUMAR	II	21BF1E0085	9533632727
40	MBA	NOCHILI VASAVI	II	21BF1E00A6	6309774657
41	MBA	SHAIK CHAN BASHA	II	21BF1E00G8	9701391578
42	MBA	BHUPALCHANDRAN BHARGAVI	II	21BF1E00C6	8125451303
43	MBA	GANDI VENKATA JAWAHAR YADAV	II	21BF1E00J4	8686267618
44	MBA	KALATHURU NEERAJA	II	21BF1E00K0	9398473233
45	MCA	A.Thejaswini	II	21BF1F0004	9100301070
46	MCA	A.Jaswanth	II	21BF1F0006	9441525219
47	MCA	D.Kartheek Kumar Reddy	II	21BF1F0023	9885947914
48	MCA	M.Hemanth Kumar	II	21BF1F0079	6302907331
49	MCA	G.Sireesha	II	21BF1F00B3	9121693067
50	MCA	P.Thulasi Ram	II	21BF1F0096	9666086043

Mr. Vinod Kumar, SI of Police, Alipiri Police Station will also act as a member of the committee.

Committee members will guide the students on anti-ragging and meet as and when required. Help Line Numbers: **8886644985, 8886644955, 8886644950**

PRINCIPAL

- Copy to :
1. All the HODs for circulation
 2. All the above committee members for information and NA
 3. Director, Administration for information
 4. AO for information
 5. Notice Boards
 6. PS to Principal to file