

POLICY DOCUMENT
ON
CODE OF ETHICS



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

Piglipur, Abdullahapurmet(m), Hyderabad, R.R. Dist. 501512



College Code : T8
ESTD: 2005

ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

Piglipur, Batasingaram Panchayath, Hayath Nagar Mandal, Hyderabad, R.R. Dist. 501 512.

(Approved by AICTE, Recognized by the GOVT. of T.S., Permanent Affiliation from JNTUH, Hyderabad.)

Accredited by "NAAC" with "A" Grade, Recognized by UGC Under Section 2(f) and 12(B).

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CODE OF ETHICS

Scope:

Engineering is transforming science into useful products for human comfort. Engineering is something that engineers do, and what they do has profound effects on others. Ethics in engineering then is the ability as well as responsibility of an engineer to judge his decisions from the context of the general wellbeing of the society. It is the study of moral issues that confront engineers and engineering organizations when some crucial decisions are taken. Engineering research and practice requires that the task being performed considers all the pros and cons of a certain action and its implementation. Professional engineering bodies like IEI , have evolved comprehensive ethics codes relevant to their respective professions, based on the rich experience of their members.



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Professionalism is the conduct or qualities that characterize or mark a profession or professional; it implies quality of workmanship or service. Professional ethics guide how members of a professional organization should, or should not, affect others in the course of practicing their profession.

TEN GOLDEN RULES:

1. Always strive for excellence This is the first rule to achieving greatness in whatever endeavour you undertake this is the quality that makes you and your work stand-out. Excellence is a quality of service which is unusually good and so surpasses ordinary standards, it should be made a habit for it to make a good impression on your bosses and colleagues.

2. Be trustworthy In today's society trust is an issue and any employee who exhibits trustworthiness is on a fast track to professionalism. Trustworthiness is about fulfilling an assigned task and as an extension- not letting down expectations, it is been dependable, and reliable when called upon to deliver a service. In order to earn the trust of your bosses and colleagues, worth and integrity must be proven over time.

3. Be accountable To be accountable is to stand tall and be counted for what actions you have undertaken, this is the blameworthiness and responsibility for your actions and its consequences- good or bad.

4. Be courteous and respectful Courteousness is being friendly, polite and well-mannered with a gracious consideration towards others. It makes social interactions in the workplace run smoothly, avoid conflicts and earn respect. Respect is a positive feeling of esteem or deference for a person or organization; it is built over time and can be lost with one stupid or inconsiderate action. Continued courteous interactions are required to maintain or increase the original respect gained.



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5. Be honest, open and transparent Honesty is a facet of moral character that connotes positive and virtuous attributes such as truthfulness, straightforwardness of conduct, loyalty, fairness, sincerity, openness in communication and generally operating in a way for others to see what actions are being performed.

6. Be competent and improve continually Competence is the ability of an individual to do a job properly, it is a combination of knowledge, skills and behaviour used to improve performance. Competency grows through experience and to the extent one is willing to learn and adapt. Continuous self-development is a pre-requisite in offering professional service at all times.

7. Always be ethical Ethical behaviour is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to "play by the rules". This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This may cause friction in some organizations but ethical organizations will always stand by the right moral decisions and actions of their employees.

8. Always be honourable and act with integrity Honourable action is behaving in a way that portrays "nobility of soul, magnanimity, and a scorn of meanness" which is derived from virtuous conduct and personal integrity. This is a concept of "wholeness or completeness" of character in line with certain values, believes, and principles with consistency in action and outcome.

9. Be respectful of confidentiality Confidentiality is respecting the set of rules or promise that restricts you from further and unauthorized dissemination of information. Over the course of your career, information will be passed on to you in confidence – either from the organization or from colleagues- and it is important to be true to such confidences.



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10. Set good examples Applying the foregoing rules helps you improve your professionalism within your organization but it is not complete until you impact knowledge on those around and below you. You must show and lead by good example. Being a professional is about living an exemplary life within and without the organization. Professionalism is highly valued by every organization today and professionals are hardly out of work. Apply the ten golden rules of ethics and enjoy a wonderful, professional and prosperous career.



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WORK ETHICS

Work ethics is defined as a set of attitudes concerned with the value of work, which forms the motivational orientation. It is a set of values based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

The work ethics are aimed at ensuring the economy (get job, create wealth, earn salary), productivity (wealth, profit), safety (in workplace), health and hygiene (working conditions), privacy (raise family), security (permanence against contractual, pension, and retirement benefits), cultural and social development (leisure, hobby, and happiness), welfare (social work), environment (anti-pollution activities), and offer opportunities for all, according to their abilities, but without discrimination. Work ethics are not just hard work but also a set of accompanying virtues, whose crucial role is the development and sustaining of high degree of professionalism.



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PROFESSIONAL VALUES

1. Integrity: Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well informed decisions. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.

2. Credibility & Responsibility: The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

3. Loyalty: Loyalty is faithfulness or devotion to a person, country, group, or cause. Loyalty is a trait highly valued in working professionals. Students are taught to be loyal to the institute, the society, and their fellow citizens and to the nation.

4. Commitment: Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.



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5. Attitude: It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day to day life. Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.

6. Valuing Time: Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Time management is the key to increase effectiveness, efficiency or productivity.

7. Passion: Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction.



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CORE VALUES OF THE INSTITUTION

Annamacharya Institute of Technology & sciences (AITS) engages in a process of self and community reflection that would lead us to recognize and heighten awareness of the core values we and our institution have already practiced and articulated, to seek agreement about those values, and to develop an institutional culture that holds itself accountable to those values. What we practice at AITS:

Integrity means AITS will model, both in attitude and in behavior, a strong sense of "doing the right thing for the right reason."

Service means AITS will work to meet the learning demands of the individual student through a quality program and a supportive learning environment.

Commitment

- Support the Mission and Vision of the Institute. Focus on student and stakeholder needs.
- Respond to the changing needs of our communities in a timely manner. Create new programs and services to meet identified needs.
- Continuously evaluate and improve programs, services, systems, and policies. Utilize a shared decision-making process.

Respect

- Include stakeholders in the decisions that affect them.
- Treat people with dignity and encourage feelings of self-worth.
- Promote trust through professional courtesy and fair treatment.



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- Recognize and support employee and student contributions.

Excellence

- Exhibit quality in staffing, facilities, programs, and services.
- Promote continuous improvement.
- Anticipate needs and respond accordingly. Encourage creativity, innovation, and risk -taking.
- Utilize systems that promote student and employee success.
- Exceed student and stakeholder expectations.
- Encourage decision-making at the level of implementation.
- Encourage interdepartmental collaboration.
- View setbacks as learning experiences.

Accountability

- Take responsibility for personal and professional growth and development.
- Continuously evaluate and improve our systems and policies.
- Establish and communicate clearly defined and articulated goals and objectives. Ensure our work adds value to the College and District.
- Demonstrate fiscal and social responsibility.

Diversity

- Ensure fair and equal access for all.
- Recognize, appreciate, and celebrate the strength of diversity.
- Provide educational experiences that promote a greater appreciation for diversity. Implement learning activities that integrate diversity topics in the classroom.
- Seek and consider multiple points of view.



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SERVICE RULES AND CODE OF CONDUCT FOR FACULTY AND STAFF

1. PREAMBLE

- The following rules shall regulate the service conditions of all Teaching and Non-teaching staff of Annamacharya Institute of Technology & sciences, either regular or probationary / adhoc appointed in the vacancy of an approved post.
- The Rules shall come into force with effect from 01-06-2005
- The Managing Body of Annamacharya Institute of Technology & sciences is the final authority relating to the appointments, service conditions, fixing or adoption of pay scales of all employees of the College.
- The Managing Body of Annamacharya Institute of Technology & sciences may exclude wholly or partly, from the operation of these rules to the holder of any post or the holders of any class of posts, and prescribe separate rules for such persons(s).
- The Managing Body of the college may add, amend, alter or change these Service Conditions as and when it deems it necessary.

2. DEFINITIONS

- College / Institution means Annamacharya Institute of Technology & sciences, Piglipur, Abdullahapurmet(m), Hyderabad
- Managing Body means the Governing Body of the College.
- University means the Jawaharlal Nehru Technological University, Hyderabad or any other university to which the college / course is affiliated.
- Principal means Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation.



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- Year means a calendar year, unless qualified otherwise. Month means a Calendar Month.
- Pay means Basic Pay with full allowances excluding House Rent Allowance. Half-pay means Half of Basic pay with full allowances.

Duty: A person is said to be "on duty"

- a) When he is performing the duties of a post to which he is appointed or undergoing the probation or training prescribed for such post, provided that the performance of such duties is followed by confirmation.
 - b) When he is absent from duty on authorized holidays or on leave taken in accordance with instructions regulating such leave issued by the Managing Body having been on duty immediately before and immediately after such absence or
 - c) When he is absent during vacation, or
 - d) When he is attending Conferences of learned societies on deputation by the College, or
 - e) While he is on joining time.
 - f) When he is absent from headquarters or from his routine work attending to other University work not connected with his usual notation to which he has been specifically deputed in his official capacity either by the Principal or by the Managing Body.
 - g) When he is absent from head quarters on routine work in connection with College duties either remunerative or non-remunerative, provided the duties have been assigned by the Principal or by the Managing Body.
- Employee means a person borne on the Teaching or Non-Teaching Staff of Annamacharya Institute of Technology & sciences, Piglipur, Abdullahapurmet(m), , Hyderabad, and wherever the word "he" is used to refer to a male employee. The word "she" is to be read in relation to the female employee, as applicable.



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3. GENERAL CONDITIONS OF SERVICE

- Appointments: The Managing Body of the College shall be the authority competent to appoint any members of teaching and non-teaching staff on the recommendation of the Staff Selection Committees/Principal described under rules 3.4 and 3.5. The order of appointment shall specifically state whether the member of staff has been appointed on Probation or in a Temporary capacity.
- The appointments on probation can be made only to the posts approved by the Managing Body. For this purpose, the Managing Body has the right to fix, add, alter or delete any post or posts at any time depending on the requirements of the colleges.
- All teaching staff appointed in the cadre of lecturer and above shall be filled in by open competition. The selection should be based on the recommendation of a Staff Selection Committee, duly constituted as per the norms prescribed by the Government/University/AICTE.
- Appointments to all other teaching and non-teaching posts, temporary and adhoc shall be made by the Managing Body / Principal.
- All administrative appointments such as Heads of the Departments will be through nomination by the Managing Body/Principal for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance in college, and administrative capabilities.
 - a) The qualifications, experience and pay scales for various teaching posts shall be as decided by the Managing Body from time to time and shall generally be as per the AICTE guidelines.
 - b) The services of Non-Teaching Staff shall be regularized by the Managing Body based on the recommendation of the Principal
- The qualifications, experience and pay scales for various non-teaching posts shall be as decided by the Managing Body of the College from time to time and shall generally be as per the guidelines of State Government.



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- An employee appointed on probation shall be on probation for an uninterrupted period of two years on duty. However an employee whose probation has been declared on a lower post and is subsequently selected and appointed to a higher post, the uninterrupted period of probation shall be one year on duty.
- The Chairman of the Managing Body upon the recommendation of the Managing Body in the case of Teaching Staff and Non-Teaching Staff, by order may terminate the probation of a probationer, and discharge him from service without assigning reasons giving one month's notice or one month's salary in lieu of such a notice.
- The Chairman, upon the recommendation of the Principal may extend the period of probation of an employee by a maximum period of one year each time without assigning any reason.
- Upon the recommendation of the Principal, the Chairman will issue an order / authorizing the Principal to issue order declaring the probationer to have satisfactorily completed his / her probation. On the issue of such order, the probationer shall be declared to have satisfactorily completed his probation on the date of the expiry of the prescribed or extended period of probation.
- Unless the order declaring the satisfactory completion of probation is issued, the employee on probation shall be deemed to be probationer even after the expiry of the prescribed or extended period of probation.
- All uninterrupted service shall count for increments in the time scale applicable to the post. An increment shall be granted by the Principal, based on satisfactory conduct and work performance during the year. The increment of an employee may be withheld by the Principal if his conduct has not been good or if his work performance has not been satisfactory. The increment is withheld may appeal to the Chairman of the Managing Body for redressal.



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- The services of all employees on probation and all temporary appointments are terminable with one month's notice or one month's salary in lieu of such a notice. However, that as a disciplinary measure, the competent authority i.e., the Managing Body may discharge the employee without any notice.
- The employee who has once tendered his resignation is not entitled to withdraw it unless permitted to do so by the Chairman.
- No employee shall undertake any work, remunerative or otherwise, apart from that falling within ambit of his job in the Annamacharya Institute of Technology & sciences, without the prior permission of the Principal under intimation to the Chairman.
- No employee shall apply for appointments elsewhere except through the Principal of the College and the College may forward not more than two applicants in a year.

4. RESIGNATION, TERMINATION & RELIEF

- The services of teaching staff who have satisfactorily completed their period of probation or on probation are liable to be terminated by the College by giving three months notice or three months salary in lieu of such notice.
- The services of teaching staff or non-teaching staff on temporary / adhoc appointments are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.
- Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either TWO months notice or by paying three months salary in lieu of such notice to the College. If their resignation is for the purpose of higher studies the notice period is reduced to 60 days instead of three months. (The timing of resignation should be such that the incumbent will be relieved at the end of the academic year / semester.



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- Teaching staff or non-teaching staff who are on temporary / adhoc basis can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer or till completion of academic work whichever is later.
- In the case of teaching staff who have completed probation and are seeking employment elsewhere, two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year / semester only. In addition all applications for admission to higher studies and for All India Service Examinations (such as IAS, IES etc.,) will also be forwarded. However, the Management has discretion to relax the rule in appropriate case basing on the merits and demerits of the case.
- In the case of teaching staff who are on probation no application seeking employment elsewhere will be forwarded. However, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES, etc) will be forwarded.
- In the case of teaching staff who are appointed on temporary / adhoc basis and are seeking employment elsewhere two applications per year will be forwarded, subject to the condition that they will be relieved at the end of the academic year / semester only. In addition, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES, etc.) will be forwarded.
- In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation two applications per year will be forwarded subject to the condition that they will be relieved at the end of academic year / semester only.
- In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation two applications per year will be forwarded subject to the condition that they will be relieved at the end of academic year / semester only.



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- If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he / she can do so by paying for the remaining part of the notice period.
- If the College issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for the remaining part of the notice period.
- In all the above sub clauses of this article, notice period does not include vacation or earned leave or leave on loss of granted to the employee.

5. DISCIPLINARY ACTION

- All employees are liable for disciplinary action for disobedience or misconduct or dereliction / negligence of duty. However, such disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.
- As part of the disciplinary action, the following penalties / punishments for valid and sufficient reasons may be imposed upon the employees.
- Censure Fine
- Withholding of Increment.
- Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders;
- Suspension;
- Reduction to a lower rank in the seniority or to a lower post or to a lower stage in the time scale;
- Removal from the college service;
- Dismissal from the college service;



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- The discharge of a person appointed on probation, during the period of probation or of a person engaged under contract in accordance with the terms of his contract or a person appointed otherwise than under contract to hold a temporary appointment on the expiry of the period of the appointment, does not amount to removal or dismissal within the meaning of this rule.
- The penalty under 5.1 may be imposed in addition to any other penalty, which may be inflicted in respect of the same negligence or breach of orders.
- The removal of an employee from the college service shall not disqualify him from future employment but the dismissal of a person from the college service shall ordinarily disqualify him from future employment in the college.

Following are the valid reasons for which the penalties / punishment may be imposed on an employee:

- ❖ Irregularity in observing the college timings.
- ❖ Irregularity and/or irresponsibility in attending to duties in the college.
- ❖ Unauthorized absence from work.
- ❖ Insubordination including failure to follow the specific instructions of the superior.
- ❖ Instigation of staff/students against the administration and / or management.
- ❖ Participation in the strike, meetings or rallies directed against the administration and / or management.
- ❖ Misappropriation of college funds.
- ❖ Conviction in the Court of Law.
- ❖ If the employee is suffering from any incurable infectious disease or is declared insane by a panel of doctors approved by the Managing Body.
- ❖ Participation of the employee in any act or movement calculated to bring the college into disrepute.



College Code : T8
ESTD: 2005

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- ❖ If the employee indulges in any public criticism of the College administration or Management amounting to defiance and insubordination or causes or is likely to cause embarrassment to the administration in its relation to the staff or students or in its relation to the Government or the University.
- ❖ The competent authority, which may impose any of the penalties / punishments prescribed in 5.1, shall be the Chairman (on the commendations of the Principal) and Appellate authority shall be the Managing Body.
- ❖ In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether it shall have the effect of postponing future increments. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any interval spent on leave before the period is completed.
- ❖ Procedure: Before any of the penalties specified under 5.1 (vi) to (viii) above are imposed against an employee of the college, it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him. This can best be done by intimating to the person concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed.
- ❖ Enquiry relating to any disciplinary action may be made by a committee of three members appointed by the Chairman and consisting of the Principal and two other members. No teacher (other than the Principal) of the college shall be on the Committee.



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- ❖ No order of dismissal, removal or reduction shall be imposed on any employee of the college (other than an order based on facts which have led to this conviction in a criminal court) unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of allegations in passing order in the case. He shall be required within a reasonable time to put in a written statement of his defence and to state whether he desires an oral enquiry to be heard in person. If he desires an oral enquiry or if the authority concerned so directs, an oral enquiry shall be held. At that enquiry, oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross examine the witnesses and to give evidence in person. If no oral enquiry is held and if he desires to be heard in person, a personal hearing shall be given to him. The proceedings shall contain a sufficient record or evidence and a statement of the finding and the grounds thereof.
- ❖ The requirement of rule 5.5.2 shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him.
- ❖ All or any of the provisions of rule 5.5.2 may, in exceptional cases, and for special and sufficient reason to be recorded in writing, be waived, where there is a difficulty in observing exactly the requirements of the rule and those requirements can be waived without any injustice to the person charged. Where the authority holding the enquiry is not competent to award a penalty, his or its duty ends with the function to make any suggestion regarding the penalty to be awarded or the further disposal of the case.
- ❖ Any member in the college service may be placed under suspension by the competent authority pending enquiry into grave charges, where such suspension is deemed to be necessary in the interests of the college.



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- ❖ During the period of suspension, pending enquiry he may be paid half pay with full allowances during the first six months and not exceeding three-fourths of the pay with full allowances after six months towards subsistence allowance.
- Every employee of the college shall be entitled to one appeal as hereinafter provided, against an order passed by an authority imposing upon him any of the penalties specified in rule 5.1.

In the case of an appeal under rule 5.7. The appellate authority shall consider.

- a) 'Whether the facts on which the order was based have been established'.
 - b) 'Whether the facts established afford sufficient ground for taking action and'
 - c) 'Whether the penalty is excessive, adequate or inadequate, and after such consideration, shall pass such order as it thinks proper.
- Every person preferring an appeal shall do so separately and in his own name to the appellate authority specified in rule 5.3.
 - Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language and be complete in itself. Every such appeal shall be addressed to the authority to whom the appeal is preferred and submitted through the Head of the Department to which the appellant belongs or belonged and through the authority against whose order the appeal is preferred.
 - An appeal may be withheld by an authority not lower than the authority against whose order it is preferred if,
 - i. It is an appeal in a case in which under these rules no appeal lies, or
 - ii. It does not compare with the provisions of rule 5.10.
 - iii. It is not preferred within sixty days after the date of the service of the order appealed against and no reasonable cause is shown for the delay, or



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- iv. It is a repetition of a previous appeal and is made to the same appellate authority by which such an appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or
 - v. it is addressed to an authority to which no appeal lies under the provision of rule 5.3.
- The authority by whom an order imposing a penalty specified in 5.1 may be reversed or altered in cases in which no appeal is preferred, shall be the appellate authority prescribed in rule 5.3.
 - The rules shall apply mutatis mutandis to the Principal, as Managing Body may, from time to time, declare that they shall be applicable.
 - Every appeal which is not withheld under these rules shall be forwarded to the appellate authority by the authority against whose order the appeal is preferred with a reasonable statement.
 - An appellate authority may consider for any appeal admissible under these rules which has been withheld by a subordinate and he may pass such orders thereon as he considers fit.
 - Nothing in these rules shall operate to deprive any employee of any right of appeal, to which he is otherwise entitled in respect of any order passed before they come into force. An appeal pending at the time, these rules came into force or preferred thereafter, shall be deemed to be an appeal under these rules, and rule 5.8 shall apply as if the appeal is against an order appealable under these rules.



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6. CODE OF CONDUCT

- Every employee shall be governed by this code and is liable for consequences in the event of any breach of rules by him/her.
- Every employee shall at all times, maintain integrity, be devoted to his duty and be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit utmost loyalty and shall, always act in the interests of the College.
- An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal in writing through the respective HOD or the Principal directly if the employee happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.
- No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.
- No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College.
- No employee except with the prior permission of the competent authority engages directly or indirectly in any trade or any private tuition or undertakes employment outside his official assignment, whether for any monetary gain or not.
- An employee against whom an Insolvency Proceedings commenced in the Court of law shall forthwith report full facts thereof to the College.



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- An employee against whom Criminal Proceedings are initiated in a Court of law shall immediately inform the competent authority of the College regarding the details thereof. No employee shall, except with prior permission of the competent authority, has recourse to any court of law or to the press for the vindication of any official act of the College which has been the subject matter of adverse criticism or attack of defamatory character.
- Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- No employee who has a living spouse shall contract another marriage without first obtaining the permission of the Governing Council notwithstanding that a subsequent marriage is permissible under personal and religious law for the time being applicable to him/her and violation of this rule will lead to the removal from the service of the college.
- An employee who commits any offense or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Governing Council and the decision of the Governing Council thereon, is final and binding on the employee.
- No employee shall engage in strike or incitement there to or in similar activities such as absence from work or neglect of duties or participate in hunger strike etc., Violation of this rule will amount to misconduct and attract deterrent punishment.
- The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books etc. during working hours is to be avoided.



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- Staff members are strongly encouraged to take up consultancy projects but only with the permission of the Management.
- The staff members are prohibited from accepting valuable gifts in any form from the students/parents/companies having business transactions with the College.
- The staff members shall not interfere in any matter not connected to their job requirement.
- The details of student's feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.
- Every employee shall be governed by these rules and liable for consequences in the event of any breach of the rules by him/her.



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CODE OF CONDUCT FOR **STUDENTS**

DRESS CODE

Workshop / Engineering Physics and Engineering Chemistry Laboratories:

Boys: Neat dress with shirt Tucked in, Blue Apron and Full shoes
Girls: Chudidhars, Blue Apron

Engineering Drawing Laboratories:

Boys: Neat dress with shirt Tucked in, Blue Apron and Full shoes
Girls: Chudidhars, Blue Apron

Mechanical Engineering /Civil Engineering Laboratories:

Boys: Neat dress with shirt Tucked in, Blue Apron and Full shoes
Girls: Chudidhars, Blue Apron

Electronics and Communication Engineering / Electrical and Electronics Engineering Laboratories:

Boys: Neat dress with shirt Tucked in, Light Blue Apron and Full shoes
Girls: Chudidhars, Blue Apron

Computer Engineering Laboratories:

Boys: Neat dress with shirt Tucked in, white apron Full shoes
Girls: Chudidhars, white apron.



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GENERAL DISCIPLINARY RULES

1. To maintain dignity, decency, order, calmness both in the campus and outside the campus.
2. To put Thumb Impression in Biometric machine immediately after entering and before leaving the campus.
3. To be regular and punctual to the classes and to be in the class at least 5 minutes before the commencement of the period. Everyday's cumulative attendance of the student will be sent to their parent's mobile as SMS. So the student should update his/her mobile no. and their parent/guardian mobile number if changed.
4. To obey the instructions of the teacher in the class rooms.
5. To maintain perfect order and strict silence inside the lecture hall / drawing hall / laboratories.
6. To be attentive in the class and to bring calculators, charts and data hand books every day.
7. To note that carrying of the cell Phones are strictly prohibited in the campus
8. To wear identity card inside the campus
9. To inculcate the habit of looking into Notice boards of the college / department every day.
10. To attend all counseling sessions convened by their mentors and should feel free to explain their academic/ personal/ career difficulties and seek their solutions.
11. To note that in all discipline matters the decision taken by the Principal is final and will be binding on all the students involved.
12. To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance every month.



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To furnish, in their own interest, the change in the address of Father/Guardian, if any, to the Office / Department as soon as they return from summer vacation.

1. To maintain silence in the Library
2. To submit to the disciplinary jurisdiction of the authorities and obey the rules and regulations made by the institution from time to time.
3. Not to form any formal and informal groups on the basis of caste, community and religion.
4. Not to be in the Canteen or at any public place during working hours of the college.
5. To note that teasing women and committing nuisance on the campus, on college grounds and at programmes are strictly prohibited.
6. To note that any violence on the campus, destruction of college property, manhandling of teachers or administrative staff or any other person in the college campus or the authorities of the college and misbehavior with girl students will be viewed seriously. Erring persons will be liable for disciplinary action such as expulsion or rustication for specific period etc.
7. To note that ragging in any form, within or outside any educational institution is strictly prohibited (refer Prohibition of Ragging in Educational Institutions Act 26 of 1997). Any student convicted of the offence of ragging will be punished with imprisonment as laid down in the said Act.
8. To note that defacing of the campus buildings and walls by sticking bills posters etc. or by writing is prohibited.
9. To note that all types of malpractices and unfair means in the examination hall including assault on invigilators, misbehaving in the examination hall and impersonation are punishable offences.
10. Class Representatives must attend the meetings convened by the Principal and inform the decisions taken in the CRs meetings to their respective classmates.



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RULES & REGULATIONS FOR STUDENTS IN THE LABORATORY

1. Students should wear prescribed dress & full shoes.
2. Students should maintain observation book (with graph papers), record (as suggested by the staff member) for each lab.
3. Students should bring their own calculators, pencil, eraser, etc for practical classes.
4. Students should note the observations, complete all calculations and get it verified by the staff member. Any incomplete work should be completed and get verified by the staff member well before the next practical class.
5. Students should complete the record work of the experiment and submit it in the next class with out fail only after the staff member verifies the calculations. Students will not be permitted to the laboratory without record.
6. Student should maintain absolute silence in the laboratory.
7. Violation of the above rules may attract disciplinary action.



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RULES & REGULATIONS FOR STUDENTS AT THE COMPUTER CENTER

1. Students have to ensure that when they enter the Computer lab they should be neatly dressed in tune with the prescribed dress code.
2. Each student will be allotted with a system identified by a number label pasted on the monitor/system and the student is not supposed to work on any other system other than allotted to him / her.
3. Students should maintain observation book and record for each lab.
4. Student should complete the record work containing flowchart/ algorithms, tested program code and sample results and submit it in the next class without fail. Student will not be permitted to the laboratory without record.
5. It is the responsibility of the student for any loss of equipment likes mouse, keyboard etc., or physical damage to that system.
6. The damages like deleting software, deleting icons on the desktop, changing the wall paper, will be considered seriously and the student is liable for severe punishment.
7. If there is a physical damage, the department looks after the issue and the student will be penalized accordingly.
8. No student is allowed to access other software available on the hard disk of the system and they are supposed to do their specific work only.
9. Every student is responsible for cleanliness in the lab, they should keep the chairs and systems in a specified order, and they should also switch off the monitors, while leaving the lab.
10. No student is allowed to bring any material (floppies, text books etc.,) other than observation book into the lab.
11. Student should maintain silence in the lab.



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RULES & REGULATIONS REGARDING MIDTERM / END EXAMINATIONS

1. Student should maintain silence in the examination hall.
2. Students should carry identity card for midterm exam and Hall ticket & Identity Card for end examinations.
- 3. There is no grace period for entering into the exam hall after the commencement of exam both for end examinations and the midterm examinations.**
4. Students should fill in all the particulars on the main answer books. Students are required to write their permanent registered number in the space provided on the main answer sheet only and nowhere else
5. Students are strictly prohibited from writing their registered number on the drawing sheet, failing which their answer sheet shall not be valued.
6. Carrying mobile phones during examinations is strictly prohibited. Any mobile phone found in possession of the student will be confiscated and also a malpractice case will be booked.
7. Any malpractice noticed in the exam halls will be viewed seriously. The performance of the students will be cancelled and they will be awarded zero marks in all the subjects. Students are strongly advised not to resort to malpractice in their own interest.
8. Students should not move in the corridors of the examination halls before the commencement and after completion of exam.
9. Students are required to go through the instructions on the Main Answer Book.
10. However, the student will be allowed to enter into the exam hall 15 minutes before the commencement of exam.


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