

**POLICY DOCUMENT**  
**ON**  
**CODE OF CONDUCT**

**Seshadri Rao Gudlavalleru Engineering College**

**(Autonomous)**



# SESHADRI RAO GUDLAVALLERU ENGINEERING COLLEGE

(An Autonomous Institute with Permanent Affiliation to JNTUK, Kakinada)

Seshadri Rao Knowledge Village, GUDLAVALLERU-521 356, Krishna District, A.P., India

(Approved by AICTE, New Delhi and Permitted by A.P. State Government)

Accredited by NAAC

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## Policy document for Code of Conduct

### Students

- It is desired that boy students attend the college with shirt tucked into pants and with polished leather shoes, fastened with laces.
- It is advised that girl students wear sari or churidar with chunni.
- Student's dress should be nearer the desired/advised dress.
- Students should wear their identity cards always so as to clearly display their identity within the campus and may be required to surrender them on demand by authorities.
- Students should always be punctual to the class and refrain from leaving early unless prior permission has been granted.
- Students should not bring any other devices like stereos, radios, cameras, musical instruments etc., to the campus unless otherwise a written permission has been obtained from the concerned authorities.
- Students shall take responsibility for all their belongings themselves.
- No boy student should attend the college in a dress, which, in the opinion of the college authorities is casual or informal; eg: collarless or pocketless T -shirts/cargos/casual jeans/flashy costumes/indecently short, short sleeved and tight-fitting dress etc. Students should button up their shirts completely. However, the collar may not be buttoned up.
- Lady students should not attend the college in jeans, skirts or any casual wear.
- Students should not attend the college in slippers or canvas shoes.
- Students are banned from bringing Camera Cell phones to the College. They are also prohibited from using ordinary cell phones in the college. Any one violating this rule shall be expelled forthwith from the class and will be penalized as per the college rules.
- Students should develop good manners and etiquette.

- They should show proper respect to teachers and other elders and conduct themselves both inside and outside the college in a way that befits professional students, upholding their, their parents and the honour and dignity of the college.
- Students should respect their teachers by standing up whenever the teacher enters the classroom.
- Students should observe certain decencies and social niceties, eg: offering their seat to their teacher when they find him/her standing in the bus they are travelling in, etc.
- Students should cultivate the habit of greeting each other, also their teachers whenever they meet or come across for the first time in the day.
- Students should not stand in corridors and lobbies in groups blocking the way or loiter about the corridors/lobbies idling away their time.
- Students should park their vehicles in the parking provided for the same. The speed limit for motor vehicles inside the college is 15kmph and more than two persons should not travel on a two-wheeler motor vehicle. Students shall register their motor vehicles with Vice Principal -Administration and only such vehicles are permitted into the campus.
- Students should not deface or damage or cause the same to be done to the college property. Defacing/damaging of college property like library books, laboratory and other college equipment, classroom benches, desks, chairs, electrical fittings, walls of the college building etc. shall be viewed not only as an act of serious indiscipline but also as an act of offence, and in addition to the cost recovery for the same from the students, very serious disciplinary action including suspension or any action the college may deem fit shall be taken against such student. The college shall not hesitate to have recourse to any action that ensures the above.
- Students should not spoil the cleanliness of classrooms.
- Students should not carry books, instruments in plastic carry bags and should minimize the use of plastics.
- Students shall not pluck the leaves and flowers from the plants of the college gardens. They should not even unintentionally uproot any plant in the college.
- Outsiders are prohibited from entering the college or hostels without permission and students should not involve others except their parents /guardians in matters relating to the college.
- Students should not involve in any untoward individual or group activity, including strikes and demonstrations.

- Students should not involve in or form groups or arrange meetings based on caste, religion, region etc. either inside or outside the college
- Students should not make any anonymous or multiple signature representations to the college.
- Students should not indulge in verbal or physical abuse of fellow students or college staff either inside or outside the college. Students should not involve outsiders or cause outsiders to involve in verbal or physical abuse of fellow students or college staff either inside or outside the college. The violation of these rules will attract the most severe punishment, including summary dismissal from the college.
- Students should not involve in ragging (details given under ragging).
- Smoking and consumption of alcoholic drinks are strictly prohibited in the college and hostels. The attention of the students is drawn to the Parliament enactment “The cigarettes and other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act 2003 which came into existence from 01-05-2004”. A copy of the act is placed in the library for students’ reference.
- “Cleanliness is Godliness”. Students should cultivate meticulous cleanliness.
- “Courtesy costs nothing but earns goodwill”. So, be courteous in dealing with others.
- Energy saved is energy generated”. Switch off the lights and fans in the classrooms and labs when not required. Also, do not waste water.
- Students should hand over their original certificates to the college at the time of their admission and the certificates will be returned to them only after the completion of their course of study. They have to keep sufficient number of copies of the certificates with them for subsequent use during their study in the college.

#### **Faculty and Staff:**

- They should be punctual to the college.
- They should stay in the college during the entire working hours.
- They should spend / utilize their time usefully in the college for furthering their knowledge for their own benefit and for imparting better education to students.
- They should be punctual to classes.
- Their attitude and behavior should be such as to inspire confidence among students and create academic environment congenial to learning.

- They should not speak ill of the college among themselves inside or outside of the college.
- Their behavior should be such as to enhance their own prestige and the prestige of the college.
- They should attend the college neatly and decently dressed.
- They should wear identity cards during their entire stay in the campus.
- They should develop a sense of belongingness to the college.
- They should not smoke, gamble, consume alcoholic drinks and indulge in such other activities which lower their standing in society and the prestige of the college.
- They should not nurse any grudge, or illwill, against any student and should be completely objective and unbiased in assessing students.
- They should undertake responsibilities / duties entrusted by the college.
- They should respect authority.
- Every employee should show courtesy in his / her interactions with other employees, students, parents of students and others.
- They should not make joint representations.
- They should not absent themselves to the college without prior permission and should make substitute arrangement for class work before going on leave.
- They should not use mobile phones during conduct of classes and labs.
- Divulging information of confidential nature to others will be treated as a serious breach of conduct and shall be dealt with accordingly.
- Making unauthorized press statements constitute serious breach of conduct and shall be dealt with accordingly.
- They should not entertain any feelings based on caste, community, religion and region and shall be fair and impartial to all students.

### **Administration**

- Administration should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
- Accept and support students / Faculty of all backgrounds / castes / races / gender to help them to fulfill all their academic goals without any discrimination. Ensure that discrimination of any kind is discouraged.
- Give prominence for blending academic learning with self - development as a central part of the college mission. Ensure that events are organized to meet out this objective.
- Encourage research in all academic areas. Promote and encourage these research

activities to support nearby villages. Make every effort for the development of labs and space for research activities.

- Encourage and support collaborative activities within the institution and with other outside institutions of repute.
- Maintain and develop associations with alumni as a life – long relationship for mutual benefits.
- Initiate and develop institute –industry collaborations to help faculty and students understand how knowledge is applied.
- Make all efforts to introduce digital technologies to make administrative activities faster and more efficient.
- Be open to student issues, needs and complains and setup mechanisms to address them.
- Be receptive to Faculty requirements and grievances and have means to address them.
- Facilitate faculty development programs and ensure all faculty members are given enough opportunity for such development

### Governing Body

- Governing body is to be constituted as per the guidelines of the regulating bodies
- Governing body will meet twice a year to take up the college agenda.
- Ensure that administrative head is fully supported in promoting the vision and mission of the college and given the tools and resources to do so.
- Ensure that the college is meeting the needs of society by designing its academic programs so as to stay relevant and so as to train students to address current problems and challenges.
- Ensure that there is academic and research excellence in the campus.
- Administer the preparation of the College annual report.
- Facilitate to promote participative and decentralization in functioning of the college.

PLACE: Gudlavalleru

DATE: 07/10/2021



  
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