

CODE OF CONDUCT

HANDBOOK

(Staff, Administration & Students)



2018

RVR & JC COLLEGE OF ENGINEERING (Autonomous)

Approved by AICTE: Affiliated to Acharya Nagarjuna University

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FOREWORD

This handbook on ‘Code of Conduct for Students, Faculty and Administration’ has been compiled to provide all the stakeholders of RVR & JC College of Engineering, Guntur, a broad view of the institutional policies and guidelines to be complied with, for the smooth and meaningful conduct of academic and co-curricular activities, along with the fulfilment of social responsibilities at designated levels. The established code of conduct fulfils our goals of protection of freedom to learn, teach and promise equal educational opportunity for all.

In cognizance of the magnitude of the responsibility inherently involved in education system, all the concerned stakeholders including governing body, staff and students, need to accept and adhere to the highest ethical standards in the teaching/learning process.

Teachers and students are obliged to adopt the institutional code for personal, social and academic conduct and thereby ensure realization of the set goals and principles of professional growth. The institutional committees (Anti Ragging Committee, Disciplinary Committee etc.) constituted with specific responsibilities will facilitate the sprucing up of the activities of the concerned members.

The benefits of ‘right’ education will percolate deep into the society for generations and therefore honest compliance with the code is mandatory for all the concerned. Our institutional code of conduct recognizes diligently the possible deviations and addresses all such violations with stern, scientific and robust procedures for their deterrence without any fear or favor. This system of ‘Corrective measures’ in place will help the administration to identify any kind of breach of code of conduct and immediately adopt necessary corrective steps for restoring the desired professional ethics and human values.

1.CORE VALUES

ETHICS

RVRJCCE, provides a learning environment that develops responsible, moral and integrated behavior, respecting the dignity of the members of society. The academic activities are solely governed through the prescribed norms and guidelines of statutory authority. The technical papers presented and published are referred through plagiarism software.

INTEGRITY

The institute conducts holistic activities and adopts fair and honest practices towards students, staff and stakeholders.

SERVICE

The institute strives for the genuine wellbeing of students by harnessing the faculty abilities to deliver the curriculum and other essential services and to respond to inquiries and requests from the stakeholders in appropriate and timely manner.

QUALITY

The institute provides quality education by utilizing intellectual, social, physical and ethical abilities. Acquisition of knowledge and skills for career advancement, personal enrichment, leadership and service to the society are at the prima facie.

2. CODE OF CONDUCT FOR STUDENTS

2.1 PREAMBLE

This Handbook indicates the standard procedures and practices of RVR&JCCE for all students enrolling with the Institute for pursuing various courses. All students must understand and abide by this Code of Conduct. Failure to fulfil these responsibilities may result in the withdrawal of privileges or the imposition of disciplinary actions.

2.2 PRINCIPLES

Considering the diverse student backgrounds and expectations, the college is committed to treating students, both academically and personally, in a fair and transparent manner. All students must comply with the requirements laid down in the Code of Conduct. The college reaffirms its commitment to:

- a. high academic standards, intellectual rigor and a high quality education
- b. intellectual freedom and social responsibility
- c. recognition of the importance of ideas and the pursuit of critical, and open inquiry
- d. tolerance, honesty and respect
- e. high standards of ethical behaviour

2.3 PERSONAL CONDUCT

All students must:

- a. treat all employees, public and other students with respect, dignity, impartiality, courtesy and sensitivity
- b. maintain a cooperative and collaborative approach to inter-personal relationships
- c. act honestly and ethically in dealing with college employees and other students
- d. respect the privacy of employees and other students
- e. desist adversely affecting the ability of employees and other students to carry out their study, research or work at the college
- f. refrain from getting involved in or encouraging any sort of discrimination, harassment or bullying of employees and other students
- g. any other act of gross indiscipline as decided by the college from time to time

2.4 ACADEMIC CONDUCT

All students must:

- a. follow current information in the college website, notice board, signage board, circular, academic calendar etc., and observe key dates and deadlines
- b. read all official correspondence from the college
- c. act ethically and honestly in the preparation, submission and publication of academic work, and during all forms of behaviour, including final examinations
- d. avoid any activity or behaviour that would unfairly give advantage or disadvantage to another student academically
- e. use college resources, including information and communication technology resources, in a lawful and ethical manner and for academic purposes alone

2.5 PROHIBITED CONDUCT

Prohibited conduct under the Code includes but is not limited to:

- a. assaulting, harassing, intimidating, or threatening any other individual or group
- b. endangering the health or safety of others
- c. stealing, misusing, destroying, defacing or damaging college property or personal property of others
- d. disrupting college activities
- e. unauthorized collection of money
- f. using college facilities, equipment, services or computers without authorization
- g. making false accusations against any member of the college
- h. failing to comply with disciplinary measures imposed under the procedures of the Code of conduct

- i. parking a vehicle in a no parking zone or in an area earmarked for parking other type of vehicles
- j. rash driving on the campus
- k. theft or unauthorized access to others resources
- l. audio or video recording in class rooms or actions of other students, faculty, or staff without prior permission
- m. posting derogatory comments about individuals of the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute
- n. possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs
- o. mutilation or unauthorized possession of library books
- p. noisy and unseemly behaviour, disturbing studies of fellow students
- q. hacking computer systems (such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cybercrime, etc.
- r. use of cell phones on the campus
- s. plagiarism of any nature

2.6 DISCIPLINARY MEASURES

Corrective measures imposed under the code by committees concerned include but are not limited to:

- a. reprimands and probation
- b. written warning
- c. charging fines
- d. suspension
- e. expulsion

2.7 SOCIAL CONDUCT AND MEASURES

Ragging is illegal and punishable in stringent terms as per the ruling of the Supreme Court of India.

- a. Each student must show due respect and courtesy to the Institute teachers, administrators, officers, employees, guests and visitors. They must not infringe upon the rights of fellow students.
- b. In the case of proceeding on unscheduled leave on account of illness, family matter, etc., student must inform the Warden, and faculty adviser / the concerned Head of the Department.

- c. Institutional amenities such as library, internet, playgrounds, hostels, laboratories and classrooms must be used responsibly. Any wilful damage and misuse of the facilities/amenities constitutes an act of indiscipline.
- d. In case of an illegal activity on the campus, the institute is obligated to permit the police and Judiciary intervention.
- e. In the event of students' involvement in any activity outside the campus which is punishable by the law of the land, the institute shall in no way provide any support to them and will not be responsible either for any action.
- f. All major acts of indiscipline, which may have serious implications on community, and which may warrant a uniform and more formalized nature of investigation, shall be handled by the College Disciplinary Committee
- g. For an offence committed (a) in the Department or a classroom and (b) elsewhere, the Head of the Department shall have the authority to reprimand or impose fine or take any other suitable measure. All cases involving punishment other than reprimand shall be reported to the Chairman of the Disciplinary Committee.

3. STUDENT UNDERTAKING AT THE TIME OF ADMISSION

3.1 RULES & REGULATIONS

The college administration, comprising of the management and the principal, reserves the privilege to put forth a set of rules and regulations for the benefit of students in their academic pursuit and excellence in physical, social and behavioural development. The management and the principal are entitled to impose punishments on the offenders, if any, to maintain general discipline, prestige and standards of the institution and such other decisions, binding on the students. Guidelines pertaining to the frame work of student conduct process are briefly summarized as under:

- a. Academic honesty and punctuality are mandatory in the completion of the assigned tasks as an individual and/ or a peer group.
- b. Regularity to the college is a must and every student shall take the responsibility of keeping oneself informed of the academic responsibilities to be fulfilled in time.
- c. Violations of academic conduct like cheating on an exam, plagiarism or unauthorized presentation of collaborative work will make the student liable for punishment.
- d. Unauthorized protests in the form of strikes, demonstrations etc. shall not be permitted on the campus or outside. If found involved in such activities, punishments up to dismissal from the college will be meted out.
- e. Unethical associations of students into groups/unions are not permitted. Instead, the students are encouraged to become members of academic associations and institutional clubs that help in honing the desired technical skills.

- f. Hiring outsiders in resolving grievances, if any, on the campus and / or in hostels shall not be tolerated.
- g. Smoking, consumption of alcoholic/hallucinogenic drinks, playing cards, unintended use of electronic gadgets, gambling of any kind are prohibited on campus and in hostels.
- h. Attending the lectures, co-curricular and extra-curricular sessions as per the scheduled time table is mandatory. Orderly conduct of the students during the move on the campus is an essential requisite.
- i. Misadventures/irresponsible acts during academic exercises like laboratory experiments, trips like field visits, industrial tours etc., causing harm to one's own self or others is cordoned.
- j. Ragging or Eve-teasing or any other similar act attracts serious punishment and entails summary dismissal.
- k. All candidates provisionally selected for admission will be required to pay the prescribed fee and failure of the same will result in the cancellation of provisional admission. No portion of any fee, once paid, will be refunded under any circumstances. If any student wishes to discontinue the course for any reason, his/her original certificates including transfer certificate will be issued only if the student has no dues to pay and abiding by the rules of admission.
- l. Timely payment of college / hostel fee during the period of study is the responsibility of the student, failing which the student may be detained from taking examinations and / or participation in relevant activities.
- m. Students should park their vehicles at the designated place only.
- n. All the admitted students should sport their identity cards on the campus.
- o. Possession and use of cell phones on the campus is strictly disallowed.
- p. All the students who secure admission into B. Tech (w.e.f, AY -2019-20) should follow the prescribed dress code during all the four years of their study, barring exempted days / occasions.
- q. Dress code specified for boys and girls is given here under: (Colour and design are fixed by the institution)
 - i BOYS: Full / half Sleeved shirt in mute/silent colours and plain trousers, shoe or Chappals (hawaii or plastic chappals are not allowed).
 - ii GIRLS: Long top with dupatta, Salwar Kameez, or saree, shoe or other formal foot wear. (Hawai or plastic Chappals are not allowed).
 - iii (a)Oversized, under sized, unshapely shirts (b) jeans, (c) shorts, (d) slippers, track pants, flowery shirts with casual images; and (e) dropping pants, sleeveless blouse, baggies, cargos etc. are not permitted.

- r. All students should conduct themselves with decent verbal and body language and should not indulge in any sort of act that would damage / undermine / tarnish the image and reputation of the institution. If found not adhering to, the concerned student(s) shall be subjected to disciplinary action, commensurate with the nature and gravity of the misconduct.
- s. All students should abide by current rules and regulations and the amendments made, if any, from time to time.

3.2 CONDUCT UNDERTAKING BY THE STUDENT

The following conduct undertaking has to be read carefully and undersigned by the student:

RVR & JC COLLEGE OF ENGINEERING: G U N T U R

UNDERTAKING BY THE STUDENT FOR GOOD CONDUCT AND ADHERENCE TO INSTITUTIONAL RULES AND REGULATIONS

I, Mr./Ms _____, bearing the Register number _____, student of RVR & JC College of Engineering, Chowdavaram, Guntur-522 019, son / daughter of _____, residing at _____ (permanent home address with contact number), do hereby undertake on this day _____ month _____ year _____, the following with respect to THE CODE OF CONDUCT AND COLLEGE RULES & REGULATIONS.

- That I understand MY RESPONSIBILITY TO ABIDE BY ALL THE COLLEGE RULES AND REGULATIONS mentioned above and shall conduct myself decently during the period of study.
- That I will not indulge or instigate others to indulge in derogatory activities. Also, I shall face disciplinary action/legal proceedings including expulsion from the Institute, if there is a breach of code of conduct on my part, at any stage during the course.
- That I will put my best efforts for achieving excellence in academics and relevant activities and strive to upkeep the prestige of the institution.

Signature of the Student

3.3 ANTI-RAGGING RULES AND GUIDELINES

The institute implements anti-ragging policy stated in the UGC regulations - "**Curbing the Menace of Ragging in the Higher educational institutes 2009**", as per the directions of the Hon'ble supreme Court of India, to prevent and prohibit the heinous act of Ragging on fellow students in Indian Educational institutes.

Ragging constitutes one or more of any of the following acts:

- a. Using words, either spoken or written that are prone to teasing, treating or handling a fresher or any other student with rudeness;
- b. Indulging in unruly activities, which cause or likely cause annoyance, hardship, physical or psychological harm, fear or apprehension thereof in any fresher or any other student;
- c. Forcing a student to do any act, which in the ordinary course is unusual and has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student;
- g. Any act of physical abuse including but not limited to: body shaming, sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating ones in the discomfiture to fresher or any other student;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure, show off power, authority or superiority, on a fresher or any other student.

-  Note: It is mandatory for Students to fill the Anti ragging affidavit issued by the AICTE at the time of Admission.

3.4 PUNISHMENTS

Depending upon the nature and gravity of the offence, as established, the possible punishments for those found guilty of ragging at the institution level shall be any one or a combination of the following:

- a. Cancellation of admission
- b. Suspension from attending classes
- c. Withholding/withdrawing scholarship/fellowship and other benefits
- d. Debarring from appearing to a test/examination or any other evaluation process
- e. Withholding results
- f. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- g. Suspension/expulsion from the hostel
- h. Rustication from the institution for period ranging from 1 to 4 semesters
- i. Expulsion from the institution and consequent debarring from admission to any other institution
- j. Lodging of an FIR with the police

Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential ridders.

Note:

- A student convicted of any of the above offences will be expelled from the College.
- A student imprisoned for more than six months for any of the above offences will not be admitted in any other College.
- A student against whom there is *prima facie* evidence of ragging in any form, will be suspended from the College immediately.

3.5 ANTI-RAGGING COMMITTEE

The Anti-Ragging Committee, constituted by the Principal and headed by Convener with members from various departments, shall examine all complaints of ragging and adjudge recommendations based on the nature of the incident.

3.6 ANTI-RAGGING SQUAD

Anti-Ragging squad, constituted with various members of the campus community, shall work under the guidance of the Anti-Ragging Committee and figure out the ragging incidents taking place in the community through live patrolling. It is an active and alert body empowered to inspect places of potential ragging (hostels and other hotspots) through surprise raids, investigate incidents of ragging and make recommendations to the Anti-Ragging Committee.

3.7 SEXUAL HARASSMENT

The Institute executes a solid/firm policy on prevention and prohibition of sexual harassment at workplace. Sexual misconduct or harassment is a case sensitive deed, which includes but not limited to sexual assault, unwanted touching or persistent unwelcoming comments, e-mails, or pictures of an insulting or degrading sexual nature.

3.8 STUDENT GRIEVANCE REDRESSAL PROCEDURE

Any student aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized herein, can approach the respective redressal committee at the Institute. Said grievance must be in writing and should be reported within 10 days from the day of the alleged violation.

3.9 STUDENT UNDERTAKING FORMAT

The following anti-ragging undertaking has to be read carefully and undersigned by the student:

RVR & JC COLLEGE OF ENGINEERING: GUNTUR

UNDERTAKING BY THE STUDENT AS PER THE PROVISIONS OF ANTI-RAGGING VERDICT BY THE HON'BLE SUPREME COURT

I, Mr./Ms _____, bearing the Register number _____, student of RVR & JC College of Engineering, Chowdavaram, Guntur-522 019, son / daughter of _____, residing at _____ (permanent home address with contact number), do hereby undertake on this day _____ month _____ year _____, the following with respect to the above subject and office order.

- That I understand the meaning of ragging and know that it is a punishable offence in any form and the same is banned by the Court of Law.
- That I have not been found or charged for any kind involvement in ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the Institute if the above statement is found to be untrue or the facts are concealed, at any stage in future.
- That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Govt. of India and the Institute authorities for the purpose from time to time._____

Signature of the Student

3.10 PARENT UNDERTAKING FORMAT

The following undertaking has to be read carefully and undersigned by the parent to acknowledge the knowledge of punishments in prohibitions of ragging act.

RVR & JC COLLEGE OF ENGINEERING: G U N T U R

UNDERTAKING BY THE PARENT AS PER THE PROVISIONS OF ANTI-RAGGING VERDICT BY THE HON'BLE SUPREME COURT

I hereby assure that I shall take necessary measures to restrain my son/daughter/ward from indulging himself/herself in ragging of any sort and I am aware of the punishments in Prohibitions of Ragging Act.

I shall not appeal against any punishment imposed by the college on my son/daughter/ward for violation of norms of conduct and discipline that are adopted by the college from time to time.

Signature of the Parent

Witness

Signature

Name

Address

4. CODE OF CONDUCT FOR FACULTY AND ADMINISTRATION

4.1 PREAMBLE

The college strives to provide and sustain an ambience, conducive to students and faculty for sharing, accentuating and critically examining knowledge, inculcating values, and for furthering the search for wisdom. Complimenting this functioning, faculty members must pursue and teach passionately with appropriate standards and scholarship.

4.2 PRINCIPLES

This Code has been formulated to provide a clear statement of the college policy for its staff with respect to their professional and personal conduct. The Code reflects, and is intended to advance the objective of the college, as well as to secure the observance of its values of:

- a. responsibility and service through leadership in the community
- b. quality and sustainability in meeting the needs of the institute's stakeholders

- c. merit, equity and diversity in student body
- d. integrity, professionalism and collegiality in staff
- e. life long relationship and collaboration with alumni

These values emphasise the conduct of staff in upholding and advancing:

- a. freedom to pursue critical and open inquiry in a responsible manner
- b. recognition of the importance of ideas and ideals
- c. tolerance, honesty, respect, and ethical behaviour
- d. understanding the needs of those we serve

4.3 APPLICATION OF THE CODE

This Code applies to all College staff (Teaching and Non-teaching). All staff members are required to comply with the obligations set out in this Code and act in a way that the college upholds its values. All are required to comply with the Code with respect to their activities relating to the college.

4.4 RULES AND REGULATIONS

In fulfillment of their obligations to the teaching profession, teachers should strive to:

- a. advance the interests of the teaching profession through responsible ethical practices
- b. regard themselves as learners and engage in continual professional development
- c. be truthful when making statement about their qualifications and competencies
- d. contribute to the development and promotion of sound educational policy
- e. contribute to the development of an open and reflective professional culture.
- f. treat colleagues and associates with respect, working with them in a very congenial environment.
- g. assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose,
- h. respect confidential information on colleagues

4.5 RESPONSIBILITY AND ACCOUNTABILITY

Displaying their responsibility and accountability towards the chosen profession, teachers shall:

- a. maintain decorum both inside and outside the classroom and set a good example to the students.
- b. handle the subjects assigned by the Head of the Department
- c. complete the syllabus in time
- d. strive to produce good results in the subjects handled by them
- e. effectively implement Student Mentoring system
- f. carry out / assist other academic, co-curricular and organizational activities assigned to them time to time.

4.6 FACULTY NORMS

Faculty members are expected to follow the below mentioned norms to maintain the institution standard.

4.6.a Dress Code: Representing RVR&JCCE, staff should dress and behave appropriately. They should choose to dress in a manner which presents a professional image to the public and is respectful of others. Overall appearance should be neat, clean and modest and be reflective of the profession the employee is involved in. Faculty should sport their ID cards on campus.

4.6.b Office Keeping: Staff members are responsible for maintaining the workspace assigned to them. A clean, orderly uncluttered workspace provides an environment conducive to working efficiently. Employees should keep in mind that their workspace is part of a professional environment that portrays the Institutes overall dedication to providing quality service to its stake holders. Therefore, your workspace should be clean, organized and free of items not required to perform your job. The work area should be cleared of all files and papers every evening prior to leaving . Computers and any lights in the work area need to be switched off.

4.6.c Attendance and Regularity: It is important to

- i report to work on time and to avoid unnecessary absences. Frequent and uninformed absenteeism or tardiness may result in disciplinary action up to and including discharge.
- ii sign in the attendance register
- iii register bio-metrics at the time of entry and exit
- iv apply for leave well in advance in normal circumstances with necessary work adjustment

4.6.d Use of College Resources: Certain equipment is assigned to staff depending on the needs of the job, such as a calculator, personal computer, printer and access to central servers. This equipment is the property of the Institute and staff members must:

- i use all college resources in an efficient manner and for college purposes only
- ii use all communication resources of the college including mail, telephones (mobile phones), facsimile machines, email and internet for college use only. Unauthorized personal use of any of these facilities can lead to disciplinary action against a staff member
- iii report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action not carry institute resources outside the campus without prior intimation and approval from Principal

4.6.e Student Dealing: While dealing with students, faculty must:

- i take attendance within first 5 minutes of the period
- ii not deny students' late entry to classrooms / labs. However, attendance for late entry is not considered.

- iii desist themselves from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- iv not restrict students' entry to classrooms, laboratories and Library, owing to dress code violation. However, attendance will not be considered for such violations.
- v direct the cases of indiscipline, misbehavior or insubordination to the HOD or Principal
- vi not threaten the students in the name of withholding marks or other punitive action for their lapses or indiscipline

4.6.f. Parent Communication: While communicating with parents, faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the Principal/HOD.

4.6.g. Record Work: Faculty members must maintain a course diary for each subject offered during semester/year. It shall be in compliance with the NBA/NAAC requirements.

4.6.h Work Adjustment: As per the rules of the institute, staff members (in ordinary circumstances) must strictly follow the procedure of adjusting their classes and show the consent of the substitute teacher to the HOD before going on leave, failing which, the leave will be treated as unauthorized and necessary action will be taken up.

4.6.i . University Practical Exams:

- i Practical examinations have to be conducted in the respective Laboratories / Workshops / Drawing Halls only.
- ii Both the examiners (Internal and External) have to assess the students.
- iii Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- iv Both the examiners must sign on the answer sheets as well as on the award lists.

4.6.j . Handling Official Information: All Staff members must:

- i. maintain the integrity, confidentiality and privacy of college records and information to which they have access in the course of their employment
- ii. take all reasonable precautions to prevent unauthorized access to, or misuse of, college records and information
- iii. not offer to supply confidential records or information, including information on electronic systems and hardcopy files, other than for an authorized purpose; or destroy, or authorize the destruction of, college records other than in accordance with college policy

4.6. k. Work Health and Safety: While at work or performing college duties, staff members including their affiliates must:

- i take reasonable care for their own health and safety and of others who may be affected by their acts or omissions at work
- ii cooperate with the college to ensure compliance with all relevant health and safety laws
- iii take care not to put themselves or other college community members at risk or reduce their ability to carry out their duties
- iv not attend for duty under the influence of alcohol or drugs. Smoking tobacco is banned in the college premises.

4.6.l Promotion policy: Promotion policy follows the rules and guide lines notified by AICTE / UGC, depending on the availability of vacancies

4.6.m. Exit policy: As per the service rules of the Institute, the following is the exit procedure

4.6.m.1. Resignation: faculty members intending to resign are required to:

- give a short notice (3 months' notice) of resignation
- return college issued equipment, including but not limited to, ID card, office keys, cell phone, iPad, laptop etc. upon separation.

4.6.m.2. Dismissal: An employee's services may be terminated due to:

- lack of job related skills,
- inadequate work performance
- improper character or attitude
- integrity issues

Under such circumstances, the employee's services may be terminated without notice. The clearance formalities will be similar to those applicable for resignations.

4.6.m.3. Appeals: The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.

5. GENERAL CONDUCT GUIDELINES

- a. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
- b. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
- c. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- d. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
- e. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
- f. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
- g. No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
- h. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- i. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
- j. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
- k. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
- l. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.

6. ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

READ AND SIGN

I understand and agree that:

The statements contained in the Employee Handbook are intended to serve as general information concerning RVR&JC College of Engineering with respect to its existing policies, procedures, practices of employment and employee benefits.

Nothing contained in the Employee Handbook is intended to create, nor shall be construed as creating, an expressed or implied contract or guarantee of employment for a definite or indefinite term.

From time to time RVR&JC College of Engineering may need to clarify, amend and/or supplement the information contained in the Employee Handbook and the institution will inform me when changes occur.

I have received a copy of RVR&JC College of Engineering Employee Handbook, have read and understand the information outlined in the handbook, have asked any questions I may have concerning its contents and will comply with all policies and procedures to the best of my ability.

Signature of the Employee

Authorized Witness