



SRI VENKATESWARA ENGINEERING COLLEGE FOR WOMEN

Karakambadi Road, Tirupati - 517 507

Permanent Affiliation to JNTUA & Approved by AICTE

Recognized under section 2(f) of UGC act 1956.

CODE OF CONDUCT:

- Staff must maintain high standards of punctuality, honesty and professional ethics.
- They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
- Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake. The dress code for the faculty of Institute:
Gentlemen: Tucked in shirts and shoes
Ladies: Saree
- It is Mandatory for students and staff to display ID cards at all times when they are in campus.
- Staff should comply with all Rules and Regulations of the College prescribed from time to time.
- Staff members are requested to keep a strict vigil on the students indulging in ragging.
- Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- All staff of the college should maintain harmonious relations with other staff and students.
- Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- All staff should follow the instructions and directions of the authority.
- All the staff members are advised to strictly follow the leave procedure; failing which the leave will be treated as unauthorized with loss of pay.
- As per the service rules of the Institute, faculty members intending to resign are required to give one month notice.
- All staff should constructively contribute toward the development of the college and university.
- All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- All staff shall extend their services for the welfare of the community & society at large.
- All staff should properly maintain the records of respective portfolio.



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- All staff should make an effort for the continuous development through training programs, workshops and research and development activities.
- The faculty member must make clear the objectives of the course or program, establish requirements, set standards of achievement and evaluate the student's performance.
- The faculty member has the responsibility to meet classes as scheduled and when circumstances prevent this, to make proper alternate arrangement.
- The faculty member should present the appropriate context for course content.
- The classroom must remain a place where free and open discussion of all content and issues relevant to a course can take place.

CODE FOR OFFICIALS –

Principal

- The Principal shall be the administrative authority in all disciplinary matters for taking appropriate action against the misconduct.
- Her decision shall be final and binding on the students.
- The Principal shall conduct regular meetings with Heads of the Department and various committees.
- The Principal shall work towards achievement of the vision and mission of the institute, so as to impart quality technical education to students, along with good human and ethical values.
- The Principal shall motivate the faculty and supporting staff to work efficiently and the interest of the institute.
- Her decision shall be final in implementing disciplinary initiatives in consultation with the enquiry committee.

Head of the Departments:

- The Head of the departments shall be responsible for maintaining discipline and decorum in the campus.
- As in charge of the Departments, they shall take appropriate action against any in disciplinary behavior inside the campus.



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- For the harmonious functioning, the Heads of the Departments can depute teachers to inform about any act of indiscipline that shall be further reported to the Principal, for requisite action.
- On receiving the report of any undesirable activity from the faculty, the Head of the Departments shall bring it to the notice of the Principal and may also recommend action against it.
- Monitoring the academic schedule/attendance/syllabus completion/Internal examinations.
- Monitoring the requirements in laboratories and preparing proposals for purchase.
- To formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.
- To train and update the faculty to deliver good instruction to the students.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of the students.
- Execution of discipline among the students.
- Recommending leaves of faculty and support staff.
- Conducting regular faculty meetings to review Academic and R&D activities and forwarding the minutes of the meeting to the Principal.
- Should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge by preparing a list of eminent people who could be invited to deliver guest lectures.
- Carrying out the responsibilities assigned time to time.
- Should monitor students' development and problems through feedback and counseling.
- Should appoint faculty counselors so as to meet the needs of students suffering from the effects of stress and peer pressure.
- HODs can summon parents to the campus based on the requirement such as any grievance about the student, health conditions, discrepancy or misconduct of a student.



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Professor:

- Development of the teaching-learning resources and the laboratories.
- Instigating the students to take up live industry projects.
- Promoting Industry-Institute-Interaction.
- Regulating the activities of the Institute in general and Department in particular.
- Planning and implementing various academic and research activities.
- Taking measures for preparation of project report and guiding research students for Ph.D. degree.

Associate Professor/ Assistant Professor:

- Conducting regular classes and Practical's laboratory work.
- Assisting in development of the departmental planning for academics.
- Guiding and counseling students as a mentor and inculcating human and ethical values in them.
- Conducting internal examinations.
- Evaluation of answer sheets and compilation of result.
- Carrying out the responsibilities assigned time to time.
- Monitoring and maintaining the record attendance.
- Carrying out invigilation duties during examinations.
- Report to the Chief Superintendent at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.
- Monitoring Co-curricular and extra-curricular activities.
- Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the higher authorities.
- In case of indiscipline, misbehavior or insubordination of student they should inform to HOD or Principal level.
- Faculty should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.



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- Faculty must maintain a course diary for each subject offered during semester/year. It shall have following details: Syllabus, Lecture Plan, and Lecture notes for each period, Date and time of preparation, Date and time of delivery.
- As per the rules of the institute faculty must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.

Non-Teaching Staff/Support Staff:

- All non-teaching staff should remain present in the college, at least 15-20 min before the start of college.
- The staff should follow the instructions from the higher authorities.
- They should carry out the assigned work with complete zeal.
- They should be regular and punctual.
- They should maintain professional ethics in the campus and should maintain proper behavior in the authorities and students.
- The staff working in laboratories should keep proper maintenance and cleanliness.
- They should carry out additional work assigned to them
- Carrying out the responsibilities assigned time to time.
- Lab Incharge should prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by Technician in proper manner.
- Lab Incharge should take necessary steps to procure additional equipment other materials required through HOD.
- Lab Incharge must check any unexpected breakdowns of Lab Machines / Equipments must be reported immediately to the HOD.
- Lab Technician must inform about the damages caused to the Lab Equipment by students due to mishandling must be reported to the Lab Incharge or concerned HOD for further action.
- Lab technician must maintain a record about the works carried out in the lab.
- Lab technician has to run the lab as per the schedules given by the laboratory-in-charge, without affecting the regular lab class work.



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- In case of leave lab technician has to adjust laboratory work to a technician, who is familiar with that lab.
- Ensure that the machine is in proper working condition & then allow the students to do the job.

CODE FOR STUDENTS:

1. Students should strictly adhere to all the rules and regulations in force and amendments in future and any breach of any rule would entail summarily forfeiture of her seat in the institution.
2. If the student is admitted in hostel, she should strictly abide the rule and regulations in the hostel and any breach of discipline rule and conduct will be summarily forfeiture of seat both in hostel and the institution in addition to other disciplinary proceedings that may be taken against her.
3. The student should not involve herself in any activity pre-judicial to the proper conduct of study or discipline, or peace in the college campus, such as involving herself in strike, unlawful assemblies, consumption of intoxicating drinks and drugs, late attendance and any other infringement of rules and regulations.
4. Student should not involve in any form of ragging.
5. Student should abide to the modest dress code of the institution.




PRINCIPAL
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KARAKAMBADI ROAD
TIRUPATI - 517 507, A.P.