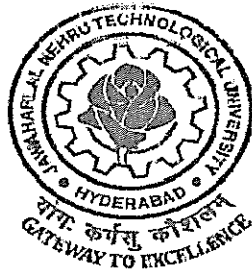


HAND BOOK FOR
CODE OF CONDUCT
STUDENTS, FACULTY AND ADMINISTRATION



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
COLLEGE OF ENGINEERING JAGTIAL

Nachupally (Kondagattu), Kodimial (M), Jagtial Dist.-505 501, Telangana (India)
A constituent college of JNTUH, Hyderabad & Approved by AICTE, New Delhi,
Recognised by UGC under section 2(f) & 12(B) of UGC Act 1956

1.1 CEJ/CC/Students: Code of conduct for Students

The students are expected to maintain a high standard of discipline and uphold the reputation of the institution. They should refrain from involving themselves in politics and anti-social activities. Violation of this will be strongly dealt with. The students are responsible for the college properties like the furniture, electric fittings, lab equipments etc. In case of any damage caused by the students they will be penalized and disciplinary action may be initiated.

1. Students must abide by the rules and regulations framed by the institution time to time and must adhere to them.
2. Students are expected to keep their surroundings and campus clean. They need to refrain from scribbling on the walls or throw litter in the class rooms.
3. Only physically Challenged students are permitted to come to the college by two/three wheelers with prior permission. The rest can use bicycles.
4. Vehicles must be parked only in the respective parking stands allotted.
5. The students must wear their ID cards while in the campus and they must produce the cards on demand.
6. The campus is ragging free campus. The Anti-ragging Vigilance Squad will keep a watch over the attitude and behavior of the senior students towards the juniors and vice versa. The relationship between the seniors and juniors must be warm, friendly and cordial.
7. Each student should put up minimum 75% of attendance to appear for the end examinations.
8. Students must be present in the class room and laboratories at least 5 minutes before the session starts.
9. Library facilities must be utilized and the borrowed books to be renewed on time so that peers can also get the books they reserved.
10. Students are expected to wear the dress modestly that reflects our traditions and culture. Wearing of torn clothing, distressed dress is strictly prohibited.
11. Students are supposed say no to litter around the campus and in any open places.
12. Writing in the library books or marking in the books or folding the books or causing damage to the books in any other way is strictly prohibited.
13. Silence must be maintained in the library.
14. Arguments with faculty, staff and with co-students are strictly prohibited.
15. Irregular attendance, indifference in regard to class work and examination, discourtesy towards teachers, insubordination, obscenity in word and act etc. are liable for disciplinary action which includes expulsion from the College.
16. Attending College functions like association meetings, College assembly, seminars, group discussions, Industrial visits, Viva Voce etc. are mandatory to all students.
17. Students shall not organize any activities or associate with any outside group concerned with the College without the permission of the Principal.
18. Smoking, Use of tobacco products, alcohol and addictive drugs are strictly prohibited in the college premises.
19. Eve-teasing and ragging are prohibited inside the college campus and anyone found guilty will be punished according to the law.

20. Organising mass absence from classes, holding any agitation and demonstration and instigation of violence inside or outside the campus are considered as serious breach of discipline and suitable severe action will be taken against offenders.
21. Boys should not enter into girl's common room/lounge or vice versa.
22. The Principal shall have the power to expel any student from the Hostel/College if the student is guilty of serious misconduct or student's presence in the College is injurious to the order and discipline.
23. During class hours the permission of the lecturer is needed to move from one seat to another or to leave the room.
24. Instigating, threatening and demanding the juniors to write assignments/ lab records etc. are liable for punishment.

1.2 CEJJ/CC/Students: JC2-Dress Code:

Students should adhere to the following dress code very strictly:

Boys:

1. Should wear formal pants and shirts (half or full sleeves).
2. Torn/half/pencil/baggy Jeans, casuals and T Shirts are not allowed.
3. Should wear only formal shoes. Slippers, sports shoes, etc are not allowed.
4. Should trim nails, hair, moustache, beard regularly and neatly.

Girls:

1. Advised to wear only traditional dress or churidhar with long top and dupatta. Dupatta should be neatly pinned on both sides
2. Short tops without dupatta, Pencil Jeans and T-Shirts are not allowed.
3. Should not wear tight bottoms, leggings and should avoid gathering etc which gives odd appearance
4. Should wear normal sandals/shoes of leather/nylon version type. High heel fancy shoes and chappals are not allowed

1.3 CEJJ/CC/Students: Hostel Rules

1. Hostellers must occupy the room allotted to them and must not change the room without permission of the warden. They have to keep their rooms clean and hygienic
2. All the inmates should leave the hostel at least 10 minutes before the commencement of the classes
3. No student is allowed to stay in the hostel during the college hours without prior permission of the warden
4. The main gate of the hostel will be closed by 6.30pm and will be opened at 6.30am
5. Hostellers falling sick should report to the warden who will take necessary steps for the treatment
6. Vehicles are not allowed inside the campus
7. Inmates should not involve themselves in any unlawful or undesirable activities (such as smoking, drinking, gambling, writing on walls and doors, etc....)

8. Hostellers will be held responsible for the damage to the rooms they occupy and items like fan, furniture, tube light, switches, toilet sink, etc. In case of damage or disfigurement of any hostel property they will have to pay the cost as fixed by Principal and the warden.
9. Students are advised not to bring any valuables to the hostel. The management will not be responsible for any loss due to their negligence
10. Parents/guardians (of same sex) are permitted to stay in the hostel after getting permission from warden and paying the due amount to the warden towards rental for maximum of 2 days.
11. After paying the due amount they can get the food coupons from the warden
12. No electrical appliances should be used inside the hostel
13. The rooms should be locked whenever the students are away and the room keys should not be given to anyone except the warden.
14. If the students go on long leave (more than 15 days) they must vacate the room.
15. Boys are not allowed to enter the girl's hostel and vice versa.
16. Ragging is strictly prohibited inside the hostel. If found guilty they will be expelled from the hostel.
17. Celebrations of any kind and partying in the hostel are not allowed
18. Hostel students should be in the hostel by 6.30 pm
19. Students are permitted to go out of the campus between 3.30pm to 6.30pm on week days for necessary activities with prior permission from the Principal and warden.
20. Students are permitted to go out of the hostel within the campus like library, and internet / computer centre between 4.30 to 10.00pm with prior permission from the warden.
21. If the student while leaving/entering at main gate must give their biometric in/out attendance and the letter of leave/outing they must be produced along with permission letter from the parents via regular post/speed post/ at least one day in advance as and when required.
22. The letter should be duly acknowledged by the Principal and the warden.
23. Permission letters via courier and fax are not accepted.
24. Parents who come to take their wards home should bring visitor's pass without fail.
25. Students are advised not to waste food in the hostel mess and observe maintenance of cleanliness and hygiene.

1.4 CEJJ/CC/Students: Anti-ragging rules

Administrative action in the event of ragging

The institution shall punish a student found guilty of ragging after following the procedure here-in-under in accordance with the AICTE/UGC and JNTUH.

1. The anti-ragging committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established on the recommendations of the anti ragging squad

2. The anti ragging committee may award the following punishments, depending on the nature and gravity of the guilt established by the anti-ragging squad award, to those found guilty to one or more.
 - a. Suspension from attending classes and academic privileges
 - b. Withholding/withdrawing scholarship, fellowship and other benefits.
 - c. Debarring from appearing in any tests/examinations or other evaluation process
 - d. Withholding results
 - e. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc
 - f. Suspension/expulsion from the hostel.
 - g. Cancellations of admission.
 - h. Rustication from the institution for a period of one to four semesters.
 - i. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
3. Provided that where the persons committing for betting the act of ragging are not identified the institution shall resort to collective punishment and appeal against the order of punishment by the anti-ragging committee shall lie,
 - A. In case of an order of an institution, affiliated to or constituent part of a University, to the Vice-chancellor of the University
 - B. In case of an order of the University, to its Chancellor
 - C. In case of an institution of national importance created by an act of Parliament to the Chairman or the chancellor of the institution, as the case may be.
4. Wherein the opinion of the appointing authority, a lapse i.e. attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaining of ragging or who fail to take timely steps, whether required under these regulations or otherwise, to prevent an incident or incidence of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such members of the faculty or staff, provided that where such lapse is attributable to the head of the institutions, the authority designated to appoint such head shall take such departmental disciplinary actions; and such action shall be without prejudice to any action that may be taken under the penal laws of abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

2.1 CEJJ/CC/Staff: Code of Conduct for Teachers

The Code of Professional Conduct for teachers serves as a guiding compass as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the teaching profession.

A. Teachers and their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of the students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which should seek to inculcate among students must be their own ideals. The profession further requires that the teachers should be calm, patient, maintain temperament and amiable in disposition.

Teachers should:

1. Adhere to responsible pattern of conduct and demeanor expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as. assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

B. Teacher-Student Relationship

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

C. Teachers with Colleagues

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

D. Teachers with Authorities

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

E. Teachers with Non-Teaching Staff

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

F. Teachers with Society

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

2.2 CEJJ/CC/Staff: General Rules - Teachers

1. Teachers should handle the subjects assigned by the Head of the Department.
2. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
3. Two CIA Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CIA Tests, Seminars if attended are to be entered in the Register.
4. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
5. Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
7. Teachers should sign the attendance register while reporting for duty.
8. Teachers must be aware that their workload is 40 hours a week even though their maximum class hours are only 16 per week.
9. Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
10. Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
11. HODs are responsible for all the college properties belonging to their department. It is their responsibility to keep them clean and in working order. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals and electrical appliances) must be reported to the Principal in writing immediately.

2.3 CEJJ/CC/Staff: Code of Ethics for Non-Teaching Staff:

1. Trustworthiness to the College by punctual and reliable in all duties.
2. Integrity by being honest in words and actions.
3. Creating and maintaining with strong relationships with.
 - a. Proper interactions with students
 - b. Maintaining professional boundaries with students and staffs.
4. Maintain Dignity by treating students by care and kindness.
5. Being supportive and cooperate with other staff members.
6. Be Responsible by meeting the required standards for every assigned task.
7. Maintain mutual respect, trust and confidentiality.
8. Be committed to the wellbeing of individuals, the wider community and the common good of all people.
9. Must respect and maintain the hierarchy in the Administration.
10. Should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
11. Must not use unauthorized persons to perform official duties.
12. Non-Teaching Staff should learn all the required computer courses and acquire skills as demanded time to time.
13. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
14. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
15. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained

3.1 CEJJ/CC/Students: Code of Ethics for Principal:

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He should

1. Implement the policies approved by the University.
2. Strive to achieve coordination among various statutory committees and non- statutory bodies including Academic Council.
3. Should monitor admissions, examinations, evaluation for smooth functioning of the system.
4. Authorized to nominate Coordinators, members and other administration functionaries in various committees.
5. Principal is responsible according extension or changes various functionaries in the administration, with the approval of Academic Council.

The duties of the Principal may be suitably categorized as

Academic Administration - On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by AICTE, UGC and State Government.

General Administration - On general administrative matters Principal shall be assisted by Dy Registrar, Vice-Principal, Coordinator IQAC, Heads of Departments, Senior Faculty Members and various committees.

- In matters related to decision implementation, Principal will be assisted by the committees of the college.
- In matter of admissions, Dy. Registrar, Admissions Committee will assist the principal.
- In matters related to academic work, will be assisted by the Vice-Principal and Heads of the Departments.
- An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavour, coordinator of time-tables along with the various Heads of the Departments extends support to the principal.
- Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges.
- Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Vice Principal and officers-in-charge of examinations of the college.
- In matters related to student attendance, drop outs, medical condonation, Principal gets assistance from Heads of the Departments.
- Principal shall also ensure quality assurance and should be assisted by Co-ordinator, IQAC.
- Shall monitor, evaluate research, development and consultancy activities.
- Should encourage the faculty members to get sponsored research projects from various funding agencies.
- Shall effort to look after overall welfare of staff and students.
- Shall have power to sanction EL, MI etc. to the staff as per the leave rules.
- Shall exercise the financial powers for meeting expenditures as prescribed by the University.
- Shall exercise the disciplinary actions against the staff/students as prescribed the University rules.

COMMITTEES TO MONITOR FOR CODE OF CONDUCT

In order to maintain discipline, dignity, smooth conduction of institutional work, the following committees is formed which are responsible for adherence of the code of conduct.

I. Committee for Students:

Principal, Vice-Principal, All HOD's, Warden and All class co-ordinators (All years),

II. Committee for Faculties:

Principal, Vice-Principal, IQAC-C, All HOD's

III. Committee for Non-Teaching:

Principal, All HOD's, Dy. Registrar, Manpower Outsourcing Contractor

