

**HAND BOOK
ON
CODE OF CONDUCT**



Code of Conduct guide lines

MALLA REDDY ENGINEERING COLLEGE FOR WOMEN

(Autonomous Institution-UGC, Govt. of India)

Accredited by NAAC & NBA, MHRD, Govt.of.India

Approved by AICTE, Affiliated to JNTUH, ISO 9001:2015 Certified Institution

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INDEX

S.No	CONTENT	PAGE NO
1	Vision & Mission of the Institute	1
2	Scope	2
3	Ten Golden Rules	2
4	Work Ethics	4
5	Professional Values	4
6	Core Values of the Institution	5
7	Service Conditions	6
8	Code of Conduct and Discipline	11
9	Rules & Regulations for Students in the Laboratory	14
10	Rules & Regulations for Students at the Computer Center	15
11	Rules & Regulations Regarding Mid Term / End Examinations	16

1. VISION & MISSION OF THE INSTITUTE

VISION OF THE INSTITUTE

V1: Visualizing a great future for the intelligentsia by imparting state-of the art Technologies in the field of Engineering and Technology for the bright future and prosperity of the students.

V2: To offer world class training to the promising Engineers.

MISSION OF THE INSTITUTE

IM1: To nurture high level of decency, Dignity and Discipline in women to attain high intellectual abilities

IM 2: To produce employable students at National and International levels by effective training programmers

IM3: To create pleasant academic environment for generating high level learning attitudes

2. 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 IEEE, ASME, IETI etc., have evolved comprehensive ethics codes relevant to their respective professions, based on the rich experience of their members.

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.

3. TEN GOLDEN RULES

1. Always strive for excellence This is the first rule to achieving greatness in whatever endeavor 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.

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 behavior 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 behavior 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 honorable and act with integrity : Honorable 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 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.

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.

4. 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.

5. 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, 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.

5. Attitude: It is psychological construct, a mental and emotional entity that inheres in or characterizes a person. Attitude 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) characteristics faith, integrity, hope, optimum, 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.

6. CORE VALUES OF THE INSTITUTION

1. To ensure excellence in teaching, research and service to meet the needs of all our stake holders such as students, parents, employers, faculty, staff, community and citizens of India.
2. To equip students with sound technical knowledge and skills.
3. To offer educational programs with a plethora of innovative concepts, creating a host of talented professionals.
4. To encourage and open student-oriented culture with an understanding of students, their needs, goals and aspirations.
5. To develop exceptional opportunities for study and research and a system of industry institution interaction, through industry liaisons cells, for students to contribute to our nation's economic growth.
6. To evolve a friendly face of education with emphasis laid on engineering, technology and research.
7. To develop leadership characterized by openness, fairness and firmness.
8. To foster respect for all people and appreciation of diversity in our academic enterprise.
9. To promote civic responsibility expressed as public involvement, individual responsibility, personal integrity and commitment to service.
10. To ensure accountability and proper assessment at all levels in the institute.

7. SERVICE CONDITIONS

These rules are called Malla Reddy Engineering College for Women's - Employees Service and conduct rules.

Cadres of staff:

The staff comprises the following categories.

1. Teaching Staff:

S. No.	Designation
1	Principal
2	HOD's
3	Professors
4	Associate Professors
5	Assistant Professor
6	Librarian
7	Physical Director

2. Supporting Staff (Technical)

S. No.	Designation
1	System Administrators
2	Lab Assistants
3	Drivers

3. Supporting Staff (Non-Technical)

S. No.	Designation
1	Accounts
2	Administrative Officer
3	Senior Assistant
4	Junior assistant
5	Attendees
6	Ayahs
7	Gardeners

List of faculty members who are administrators/decision makers for various assigned jobs

<p>Principal</p>	<ol style="list-style-type: none"> 1. Design and defines the organization structure 2. Defines and delegates the responsibilities of various position in the organization 3. Ensures periodic monitoring & evaluation of various processes. 4. Look after the overall development of the institute. 5. Mobilizes external resources to strengthen the institute. 6. Prepares annual budget. 7. Conduct periodic meeting of various bodies. 8. Manages accounts and finance. 9. Manages employee recruitment process
<p>Head of the Department</p>	<ol style="list-style-type: none"> 1. Plans ,executes and monitors academics and support activities of the department 2. Proposes department budget 3. Maintains records of departmental activities and achievements. 4. Picks and promotes the strength of the faculty /staff. 5. Picks and promotes the strength of students
<p>R&D Coordinator</p>	<ol style="list-style-type: none"> 1. Promoting research activities within the Institute. 2. Helping the faculty to be aware about opportunities for funded research. 3. Oversees conference registration and travel funding requirements of the Staff and Students. 4. Facilitates the departments to conduct Conferences, symposiums and workshops
<p>Controller of Exams</p>	<ol style="list-style-type: none"> 1. Schedule of internal theory and external lab examinations. 2. Conduct of internal and external examinations (theory & practical) 3. Frames the inputs rules and regulations for exams 4. Malpractice functions
<p>Maintenance Coordinator</p>	<ol style="list-style-type: none"> 1. Maintain updated building plans. 2. Overall building maintenance and campus. 3. Coordinates maintenance and housekeeping.

<p>Alumni Coordinator</p>	<ol style="list-style-type: none"> 1. Facilitates formation and registration of alumni association. 2. Arranges periodic meeting of alumni association. 3. Ensures alumni registration. 4. Arranges annual alumni meet over dinner. 5. Proposes alumni association's annual budget.
<p>Internet and Website</p>	<ol style="list-style-type: none"> 1. Maintenance and upkeep of all computer systems and campus network. 2. Maintenance and updating College website. 3. Arranging maintenance of all software used in central computing.
<p>AO</p>	<ol style="list-style-type: none"> 1. Maintain attendance registers 2. Maintain Faculty personal files 3. Recruitment process 4. Maintain minutes of meeting 5. New proposals
<p>Training and Placement Officer</p>	<ol style="list-style-type: none"> 1. Liaison with industry 2. Identifiers and provides for training needs of students 3. Arranges campus interviews 4. Proposes annual T & P budgets Prepares databases of some top international /national companies consisting of their addresses, details of operation their expectations, their HR teams etc. for which services of some students could be utilized 5. Assists students develop and implement successful job search strategies. 6. Works with faculty member /department heads and administration to integrate career planning and academic curriculum as well as coordinate project work /summer training program/internship programs 7. Prepares audio video presentation or a colorful hand out on the Institute to be presented to potential employers 8. Compiles and maintain a data bank on student profiles and video resumes along with their photographs 9. Prepares a placement brochure having all student profiles 10. Undertakes a rigorous placement campaign

<p>Training and Placement Officer</p>	<ol style="list-style-type: none"> 11. Assists employers achieve their hiring goals 12. Empowers students with life –long career decision –making skills 13. Provides resources and activities to facilitate the carrier planning 14. Act as a link between student’s alumni and employment community. 15. Up gradation of student skills sets regarding future career options expectations of the industry 16. Generation of awareness in the students regarding future career options available to them 17. Assisting different companies in the recruiting candidates as per their recruitment 18. Keeps track of all advertisements related to placements appropriate to the profiles of aspirants 19. Communicates the resume of the suitable candidates to the potential employers 20. Provides right placement to the right candidates so that our student excel in their future life 21. Organizes placement training for the students and make them ready for interview and group discussion. 22. Shall be alive wire connecting the students and industrial houses. 23. Arrange to find the suitable summer assignments to students and also help, guide and counsel them in securing permanent placement by bringing them to contact with prospective employers.
<p>Library Coordinator</p>	<ol style="list-style-type: none"> 1. Plan and execute modus operandi of routine activity of the library 2. Plan and proposes expansion /development 3. Maintain library discipline and culture 4. With the help of librarian ,prepare annual budget for library 5. Coordinate with HODs to arrange for printing of lab manuals record books assignments and ensure that these are available at least one week before the commencement of the semester.
<p>Transport Coordinator</p>	<ol style="list-style-type: none"> 1. Maintains buses meant for faculty and students 2. Provides bus schedules and takes all the necessary logistics of transport.

Physical Director	<ol style="list-style-type: none"> 1. Ensure smooth conduct of sports 2. Ensure proper use of sports facilities 3. Purchasing of sport items 4. Encourages students to participate in zonal tournaments 5. Creation and upkeep of sports facilities 6. Proposing annual budget for sports 7. Oversees security
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Resignation, Relief

- All the employees of the institution who are desirous of resigning voluntarily should give proper notice. This appointment can be terminated at any time by giving one month notice from institute side, and three months“ notice from your side. However, under any circumstances, you will not be relived during the semester / instructional period.
- In case applications are submitted through the institution seeking outside employment/pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic program in the college.

Termination:

The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason in such cases as under-performance, misconduct etc.

8. CODE OF CONDUCT AND DISCIPLINE

All the employees of the institution in general shall abide by the following rules unless and otherwise expressly circulated to this effect.

Do's:

1. Maintain absolute integrity and devotion to duty.
2. Attend the college regularly and punctually.
3. Engage classes, both theory and practical; punctually and effectively.
4. Correct the assignments and lab, records systematically.
5. Be meritorious in submitting the question papers and marks of the internal tests.
6. Conduct guest/expert lectures with academic/ industry professionals.
7. Valuation of internal and external examinations.
8. Attend internal and external invigilation and observer duties.
9. Attend guest lectures, FDP's, Workshops, Seminars, Industrial visits and Tours.
10. Downloading e-material from digital library authorized online journals and legitimate sties.
11. Preparing soft/hard copy of course files, delivery sheets and web materials.
12. Monitoring and counseling of student academic performance and mentoring.
13. Be honest, impartial in dealings and courteous with others.
14. Abide by the rules and regulations of the institution.
15. Promote decency, decorum, dignity and discipline among staff and students.
16. Institute devices and mechanisms to improve academic standards.
17. Acquire and develop professional/interpersonal competence to enhance skills of students.
18. Building team work, team efficiency and reinforcement of skills/knowledge in students.
19. Administrative compliance.
20. Authoring/Co-authoring of text books with other college professionals.
21. Publication of papers in seminars/conferences/conventions/journals/magazine.
22. Chairing sessions and delivering keynote address in any FDP/WS/Seminar/Conference.
23. Professional, rational and intellectual behavior like academician.

Don'ts:

1. Gross negligence of duties and responsibilities.
2. Propagation of religious, communal, anti-social, terrorist activities in the campus.
3. Discriminate by caste, creed, religion, language, domicile, social and cultural background.
4. Encouraging any form of „malpractice/unfair practices“ in connection with exams.
5. Leaving the campus without proper prior permission of the Head of the Institution.
6. Absconding from the institution.
7. Undertake private assignments weather remunerative or not.
8. Enter into any monetary transactions with any stake holder of the institution.
9. Cause damage to institution or stakeholders properly in any form.
10. Encourage or involve in immoral practices with stake holders.
11. Organize, attend, involve in any duty outside the college without proper approval.
12. Passing comments on religious, regional, personal, racial and cultural sentiments.
13. Taking membership of a political party or taking part in politics.
14. Any act which is determinant to the interest of the institution.

Disciplinary action

1. All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.
2. Complaints of misconduct by a staff member are investigated by a disciplinary committee constituted for the purpose by the principal.
3. The principal is empowered to suspend any employee if it is in the interest of the college and report his action to the management, and the university as the case may be.
4. As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction/negligence of duties.
 1. Censure
 2. Withholding increments/ promotions.
 3. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
 4. Suspension and removal from the service

Students:

1. The student should adhere to the Academic Calendar specified by University to ensure the smooth completion of their program.
2. Any involvement or commitment to mis-behaviour or in-disciplinary acts will result in severe punishment to maintain homogeneity in the premises.
3. Destroying/theft of college property would be liable for punishment and compensation of loss caused by the act.
4. They should follow updates regular by notice board, college website, what's App groups so as not to miss any important information.
5. Outsiders or strangers are not entertained into the campus by students of the college, without prior permission of authorities.
6. Students are not encouraged to involve in anti-social, anti-national, immoral practices and anti-institutional activities within the campus.
7. Students are accountable to meet all academic credentials including actively participating in Educational tours or industrial visits accompanying Faculty members after obtaining completing Undertaking process from Parents/Guardian as a mandatory process.
8. Students should carry their Identity Card regularly to college, if violated they are not allowed to college.
9. The student should be conscientiously honest in all academic activities and with all staff and co-students.
10. Students are advised to come in formal dress code to college regularly.
11. The student should switch off their mobile phones while in the classroom, Laboratory, and Library, etc. as per notification. The mobile phone is strictly prohibited in the exam hall during the examination.
12. Ragging is strictly prohibited in the campus and hoardings are displayed in the entire college premises like common areas, in every department and elsewhere.
13. The student should maintain regular attendance for all sessions during the day. As per university norms, every student should meet 75% attendance criteria to attend End examination for each semester.
14. The student is accountable to complete all academic standards including Practical's, Record submission, participating in workshops as per schedule.

15. Students must present at the examination hall half an hour before the commencement of the examination. Communication with one another is strictly not permitted during the examination.
16. All the students should adhere to the rules and regulations by the examination department as specified in the Hall ticket and follow instructions presented in the answer Booklet.
17. The student should not use unparliamentarily Language, should not have an impolite talk which offends other students or staff and if it is proved serious action would be taken by authorities.
18. Students are advised to utilize the free time to spend in the library and refer books.
19. Students should participate in seminars, discussions, presentations under the guide ship of faculty and mentors in their respective areas of the discipline.
20. Students should follow all the guidelines with respect to seminars and project submissions to their mentors and guides.

9. 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 without 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.

10. 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.

11. 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.

