7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Code of Ethics Policy Document

Code of Conduct for Teaching and Non- Teaching Staff

1. All the staff members should be available in the institution during working hours and follow the dress code prescribed by the Principal/ Management.

2. Faculty should handle the theory, laboratory and other classes for the full duration.

3. University Examination work is mandatory for faculty as per JNTUK

4. The faculty in the college will be relived from his/ her duties on his/ her request either by submitting three months notice or on payment of three months' salary under unavoidable circumstances subject to the decision of the management. The relieving will be considered only at the end of the semester

5. The promotion to highest cadre depends on vacancy opening for the position, Faculty academic and other related activities in the college.

6. The faculty/ Staff should abide by the rules and regulations of the college framed from time to time for the effective functioning.

7. The faculty and staff members shall not engage themselves either directly or indirectly in conduct of any business or trade, part time job in other concerns, etc.,

8. The faculty and staff members shall not involve themselves in activities not related to their allotted work, during working hours.

9. The faculty and staff members are encouraged to take up consultancy projects, however, with the knowledge of the management.

10. The faculty and staff members should not accept valuable gifts in any form from the students/ parents/ companies having business transactions with the college.

11. All the correspondence to the management should be routed through proper channel (HoD, The Principal and to the management)

12. Faculty members should take active active participation in co-curricular and extra-curricular activities.

13. All the faculty members should continuously update their knowledge by attending seminars/ workshops etc., and by using library.

14. Faculty members are expected to publish at least one technical paper per year. The technical paper may be an outcome of research / Student project work.

15. The faculty and staff should maintain proper dress codes.

    Gents – Formal Pant and Shirt (T-shirt and Jeans are not allowed)

    Ladies – Sari (Chudidhar, Jeans are not allowed)

16. Four/ two Wheeler to be parked in the allotted parking area.

17. Faculty and staff should display the ID card on person in the campus and also while coming into the campus.

Code of Conduct for Students

1. Students are not permitted to use mobiles in the college campus. However, students may use department phone in case of emergency. If any student is found carrying the cell phone in the campus, disciplinary action will be taken.

2. Students should have formal attire and are not permitted to wear T-shirts &jeans. Students must follow the department dress code on all the days.

3. The students are supposed to submit their Lab records and Assignments given by the faculty concerned and get them corrected and graded in time. Late submission is not accepted.

4. Wearing ID card is mandatory for all the students as long as they are in the college premises. They are not allowed to attend the classes and labs or appears for the examinations without the identity card.

5. All Communication to parents and students will be done through Whatsapp Parent group and Student group. Students are also informed to see the College notice boards, department notice boards and Lab notice boards regularly.

6. Students found bunking classes or leaving the college without prior permission will not be permitted to attend the classes the next day, till proper explanation is given by the students or parents/guardian to the Head of the Department concerned.

7. Students should be punctual to their classes. In case coming late to the class, the student may be permitted to attend the class with the permission of their respective Department Head. If the student is a regular late comer, appropriate disciplinary action will be taken.

8. 75% attendance is mandatory; Students are warned that in case this is not met then their names are liable for actions

9. Self-discipline is the best discipline. All students are expected to observe rules & regulations so as to ensure the smooth functioning of the college. Violation of the rules will invite disciplinary action as per the UGC regulations