



Code of Conduct

CODE OF CONDUCT FOR EMPLOYEES

PREAMBLE:

- a) The Principal objective of the Rise Krishna Sai Gandhi Group of Institutions is to disseminate knowledge and impart instruction to its students in different disciplines broadly classified as Technical Education. The college also aims at promoting Research and Development, consultation and such other professional activities.
- b) Rise Krishna Sai Gandhi Group of Institutions being an affiliated college depends heavily on Jawaharlal Nehru Technological University for the conduct of examinations, design of course curriculum, almanac, recruitment of teachers and various other activities.
- c) Rise Krishna Sai Gandhi Group of Institutions is one the several Engineering colleges affiliated to JNTUK Kakinada University. As such, if the normal work in the college is disturbed for some reason or the other, this college alone has to suffer the consequences. This has to be borne in mind by all the employees of the college namely the teaching staff, supporting staff, ministerial staff and class four staff.
- d) Norms of conduct widely accepted in practice in academic institutions are given below for the guidance and strict adherence of the employees of Rise Group of Institutions. This document shall be referred to as "CODE OF CONDUCT for the employees of Rise Group of Institutions.

CODE OF CONDUCT: The employees, in the discharge of their duties and in their interactions and dealings with public, Government officials, students and their parents etc., shall conduct themselves in a manner that enhances the prestige and image of the Institute and shall not do anything which impairs or tarnishes the image. Employees shall deal on behalf of the Institute with professional honesty, integrity and the moral and ethical standards shall be fair, transparent and be perceived as such by others. Employees shall not engage themselves in any business activity or service relationship, which may detrimentally conflict with the interests of the Institute.

i) (a) All the staff must note that delivering lectures and conducting laboratory, drawing tutorial classes as per the approved schemes of instruction and almanac, and uniform coverage of syllabus in the prescribed time are their main duties which are considered sacrosanct. Failure to conduct the classes according to the scheduled timetable without prior information or alternate arrangements shall be considered as a serious dereliction of duty. Every lecturer/employee must at all times do justice to the students in thought, word and deed. Nothing should be done which adversely affects the programme of instruction, examination and assessment of students.

(b) Every college employee shall at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the college, particularly in his relationships with the students. The Principal shall decide cases of infringement of this rule.

EXPLANATION:

- i) In this rule or in any other rule in this document where the Principal or the Management is vested with the power of deciding an issue, such power shall be exercised after giving the employee concerned a reasonable opportunity to explain his case
- ii) Conduct of University Examinations and Internal Examinations of the College, including invigilation, evaluation and assessment of the students form part of the duties of teachers. The non-teaching staff shall assist in the arrangements for the smooth conduct of examinations: they shall attend to all connected work - as may be assigned by the persons in charge of such activities.
- iii) (a) All employees shall be punctual to their duties and shall strictly adhere to the college timings.
(b) The supporting staff in the various laboratories shall be punctual, shall keep the laboratories open in a clean and presentable form for the use of the students and teaching staff during the normal working hours of the college. The non-teaching staff should assist the teachers and students in all the academic works. They shall strive hard to ensure that there will be no room for complaint either from the teachers or from the students.
(c) All the employees shall strictly obey the instructions and circulars issued by the authorities from time to time.
- iv) (a) Behavior towards superiors: No employee should use disrespectful language while speaking to superiors. They should give due respect to their superiors for their position, rank, qualifications and knowledge.
(b) The teaching staff, supporting staff, ministerial staff and class IV employees have to strictly obey their superiors under whose control they are deployed to work.
(c) The Heads of Departments and person's in-charge of various administrative units are also expected to give clear, feasible Instructions to the staff under their control
(d) No employee should indulge in any derogatory loose talk against his or her colleagues, superiors, subordinates, students or members of management.
- iv) Employees should not resort to any agitation, which disrupts the normal work in the college.
Every employee shall strive to the best of his ability to ensure that the College is not subjected to embarrassing situations in so far as compliance with the academic almanac is concerned. Protests, if any, may be lodged by submitting suitable representations to the Grievance Committee, and such other decent means. Such acts should, in no case impair the progress of the students.
- v) a) It is important to note that the Management/Administration reposes trust in the employees of the College in the smooth functioning of classes and labs and all the work connected with the college and the University, No employee is expected to undertake any outside job.
b) Violation will be treated as breach of trust and will be dealt as such. c. Inciting colleagues, fomenting unrest in the college campus, or any other activity, which pollutes the academic atmosphere in the college campus or undermines the prestige

of the Management, shall constitute breach of trust and shall be dealt with under "Service Conditions" for appropriate punishment.

- vii.) The teachers are expected to deal kindly with the students as far as possible, within the framework of rules and without sacrificing discipline. They are expected to maintain attendance records up to date and report periodically as per the rules in force.
- viii) Any action on the part of any employee, whether teachers or Supporting staff members or members of the ministerial staff or Class IV employees, which results in obstruction in the normal work and/or puts the administration/management in an embarrassing situation or causes tarnishing of the image of the college in the eyes of the University or general public, shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
- ix) Instigating students to resort to any kind of agitation or to revolt against the administration/management of the college, shall be viewed as subversive activities and the employees indulging in such activities shall attract disciplinary proceedings against and shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
 - a) Demonstration of 'loyalty to the College' by putting in sincere diligent ungrudging work, assisting the administration/management to tide over any difficult situations that may arise from time to time, by putting in extra hours of work when needed) by extending sincere cooperation to the administration of the College; attracts commendation from' the college authorities.
 - b) Employees of the College, if invited, shall attend all the College Functions, Seminars & Meetings.
- x) Excellent Teachers shall be recognized and honored as such, based on objective norms and demonstrated skills. xi) Such of those teachers who exhibit initiative and drive by getting substantial grants for R&D work or for strengthening the infrastructure in the college will receive special commendations.
- xii) (a) Tuition: No College teacher shall engage himself in coaching privately any student for any remuneration.
(b) Private employment or work not connected with the College: No college employee shall, undertake any employment or accept any remunerative or honorary work or consultancy not connected with the college.
- xiv) (a) Gifts: No College employee shall himself accept or permit any member of his family to accept from any person any gift which places him in any form of official obligation.

Uniform:

All the students and male Faculty are required to wear the College Uniform on all working days except on Mondays and Saturdays respectively.

Subscriptions:

No College employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine farewell and felicitation functions connected with the college.

- xv) (a) Communication of official Documents or Information : It shall be the duty of every one of the employees to honor the confidence reposed in him by the College and not to divulge any information obtained by him in the course of his official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work, is specially required to be very cautious in the observance of this rule and should not under any circumstances divulge any information that passes through his hands in the discharge of his duties, to unauthorized persons.
b) Discussion of Policy of Action of the College: College employees shall not either in any document published by them or in any communication made by them, to the Press or in any Public utterance made by them, indulge in any public criticism of the college administration in such manner as is likely to undermine the dignity of the college employee and causes or is likely to cause embarrassment to the administration in its relations with its staff or the students of the College or the University or the Government or any other agency.
- xvi) Vindication of acts and character of the College Employees as such: A College employee or any staff association shall not have recourse to the press under any circumstances. They shall not also approach any Court for Redressal of grievances without first representing to the management

Code of Conduct for Students

1. The use of mobile phones by the students is stringently prohibited inside the college campus. If the students are found using the cell phone, rigorous disciplinary action will be appropriated against them.
2. Students travelling by two-wheeler should mandatorily wear helmets. Those students wearing the helmets alone are permitted to park their vehicles inside the college premises. Vehicles are to be parked in the parking slot only.
3. Students should wear their ID – Card compulsorily while in the college campus and in particular while inside the classroom.
- 4 Students are expected to bear on the principle of dignity and propriety in their dress and behaviour.
5. Students are expected to be in formal dress on Saturdays and must wear uniforms on remaining days During Saturdays also Boys & Girls are well-advised not to wear jeans, T-Shirts of any kind. Girls are advised to wear simple and modest attire. Girls are expected to be in Punjabi dresses.
7. Students found blameworthy of detrimental, damaging, and defiling the college property will have to face severe consequences

Rules Regarding Attendance and Leave of Absence

1. It shall be the responsibility of each student to attend classes on a regular basis and punctually.
2. No student shall absent himself/herself from any class without proper application for leave. Application for leave of absence must be made beforehand. If absence is necessitated by unforeseen circumstances, an application for leave must be submitted not later than the first day of his/her return to the college. Leave applied for in time will normally be granted when proper reasons are given. In case of illness exceeding five days, the HOD/Principal may demand a Medical Certificate in support thereof.
3. Leave applications should be countersigned by a parent or guardian.
4. Leave applications should be submitted by students to their respective HODs.
5. If a student absents himself/herself without revealing the reason for leave, for a period of ten working days, he/she is liable to be taken off the rolls.
6. A student must attend at least 75% of the working days to be able to write his/her examination.
7. A student's attendance, his/her academic progress, and conduct as evaluated by the staff and the Principal will be the only consideration for promotion to the succeeding academic year or selection for the University Examinations.
8. Students, who represent the college at debates/seminars/cultural meets/sports/games and other extra-curricular activities like NSS, will earn attendance when the deputations are properly authorized by the appropriate faculty-in-charge.

The students of RISE campus must adopt the following

attributesThe students of the college should:

- Be ambitious be
- Goal driven
- Take initiative
- Be upbeat and optimistic
- Be imaginative and creative
- Be competitive exhibit leadership qualities
- Be inspired
- Be a team member
- Be diligent
- Have social responsibility
- Possess an inquisitive mind
- Be patient
- Have perseverance
- Be task oriented
- Be disciplined
- Be on time and prompt
- Be polite and courteous
- Be honest be participative
- Be reliable and trustworthy
- Have problem solving skills
- Have interpersonal skills
- Have technical skills
- Have excellent communication skills
- Possess analytical skills
- Be an inspiration for others