



# SIR C R REDDY COLLEGE OF ENGINEERING

## (AUTONOMOUS)

VATLURU, ELURU - 534 007, ELURU DIST., ANDHRA PRADESH, INDIA

Approved by AICTE, Accredited by NBA (U.G. : CSE, IT, ECE, EEE, ME), Permanently Affiliated to JNTUK, Kakinada  
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## Section 2: Governance, Leadership, and Administration

### 2.7 Code of Conduct

#### Students and Staff

1. The students must be regular and punctual in their studies and maintain attendance as per Sir CRRCOE ordinance.
2. The students are expected to develop a sense of belongingness to the institute. Keep it up-right and clean and create a congenial environment conducive for studies.
3. Students should behave, dress and project their image like dignified, respectable citizens of the Country.
4. The students must observe discipline. Indiscipline attracts punishment. They must observe self-imposed discipline in all activities, studies as well as other ones related to their stay in the College / Hostel.
5. They should read the notices regularly, from notice board, college website, WhatsApp groups so as not to miss any important information.
6. Their action must reflect respect for the faculty members and must inculcate a spirit of fellow- feeling and mutual respect among themselves.
7. They must observe proper silence in the classes/library and avoid making noise. They must observe timings in the office and the library so as to avoid unnecessary disturbance/over-crowding.
8. Student should complete the term work as per schedule. If the student fails to complete the term work his/her term will not be granted and he/she will not be allowed to appear for the University Examination.
9. The students must not write on walls etc. or make undesirables sketches on the walls/furniture tops and doors etc.
10. Students should not attempt to copy in the Test/ Examination.
11. Student shall keep their parents informed regularly about their performance in studies and other problems, if any. They should also make the payment of College/Hostel dues well in time.
12. Ragging is a crime. Student should not indulge in any form of ragging. Ragging is strictly prohibited in Sir CRRCOE. Any such act will be liable for punishment against the Andhra Pradesh Prohibition of Ragging Act 1999.
13. No student shall be discriminated on the basis of religion, caste, sex, gender etc
14. In order to become good engineers, student should observe professional ethics.

15. A student will be admitted to a semester examination if he/she has attended regularly the prescribed course of study for the relevant semester and has attended not less than 75% of total number of classes held as per the JNTUK, Kakinada attendance.
16. Admission confirmation of all students is Subject to University Approval.
17. Students are expected to behave properly within the campus as well as outside when they represent the college. Any observed, objectionable conduct inside or outside the premises is liable for strict action against them.
18. Students are advised to maintain good rapport with the classmates and staff. Male students must not pass undesirable remarks at the female students and must observe due courtesies.
19. Smoking and consumption of alcohol is strictly prohibited in the campus

**1. NAME:**

These rules shall be called Sir C.R. Reddy College of Engineering, Eluru, Service and Conduct Rules: 2009 (Governing the conditions of service of teaching and non-teaching staff).

**2. APPLICATION:**

These rules shall apply to all teaching and non-teaching employees of Sir C.R. Reddy College of Engineering, Eluru unless other-wise mentioned in the appointment order.

**3. EFFECTIVE DATE:**

These rules shall come into effect from 01/09/2009 and shall supercede all the earlier rules.

**4. DEFINITIONS:**

- a) **COLLEGE/INSTITUTION:** Means Sir C.R. Reddy College of Engineering, Eluru, a unit of Sir C.R.R. Educational Institutions - Eluru (Registered Society No. 10 of 1950)
- b) **MANAGEMENT:** Means the Managing Committee constituted in conformity with the rules and regulations of Sir C.R.R. Educational Institutions.
- c) **GOVERNING BODY:** Means the Governing body of the College constituted in conformity with the rules and regulations, relevant order of Government/University/AICTE as applicable from time to time.
- d) **UNIVERSITY:** Means Andhra University, Visakhapatnam or the University which our College may be affiliated at that particular period.
- e) **PRESIDENT/CHAIRMAN:** Means President/Chairman of the Governing Body as nominated by the Managing Committee of Sir C.R.R. Educational Institutions.

- f) **PRINCIPAL:** Means Principal of the college or any other person authorised by the Governing Body of this college or the Managing Committee of Sir C.R.R. Educational Institutions, Eluru to discharge the duties and responsibilities of the Principal, whatever be his designation, otherwise.
- g) **EMPLOYEE:** Means a person employed under the categories of teaching or non-teaching staff including the Principal and Vice-Principal.
- h) **HEADQUARTERS:** Means the head – quarters of Sir CRR Educational Institutions, Eluru.
- i) **TEACHING STAFF:** The teaching staff comprise of the following categories.
- I) Principal
  - II) Vice-Principal/Asst. Principal
  - III) Professor
  - IV) Associate Professor
  - V) Assistant Professor
  - VI) Training & Placement Officer
  - VII) Librarian
  - VIII) Physical Director
  - IX) Lecturer of any other category or a post declared so by the Governing Body.
- j) **NON-TEACHING STAFF:** The categories of staff that are not categorized under the teaching staff shall be deemed to be non-teaching staff.
- k) **DUTY:** An employee is said to be on “duty” for the purpose of service benefits.
- i) When the employee is discharging the duties of the post to which he is appointed or is undergoing training prescribed for the post.
  - ii) When the employee is attending conferences/ seminars/ summer schools duly permitted by the competent authority.
  - iii) When the employee is attending to the work assigned to him by the competent authority in the interest of the Institution.
- l) **Leave:** Means leave granted by the appropriate authority to an employee to which he is eligible.
- m) **PAY:** Means Basic pay in the time scale.
- n) **YEAR:** Means calendar Year/Financial Year/ Academic Year as the case may be.
- o) **MANAGING COMMITTEE:** Means the Managing Committee of the Parent Body - Sir C.R.R. Educational Institutions, Eluru.
- p) **SECRETARY:** Means the Secretary of the Parent Body, Sir C.R.R. Educational Institutions, Eluru.
- q) **COMPETANT AUTHORITY:** Principal of the College or any other person

acting in his absence discharging the duties of Principal.

- j) **APPELLATE AUTHORITY:** Correspondent / Secretary & President on behalf of the Managing Committee of Sir C.R.R. Educational Institutions, Eluru.

**5. GENERAL:**

- a) In respect of matters not specifically provided in these rules, the Managing Committee of the Society shall be the competent authority to issue such directions or orders it may consider appropriate.
- b) Points requiring clarification and interpretation shall be referred to the Managing Committee whose clarification/interpretation shall be final.
- c) Any other rule prescribed by the Government/Apex Body/Institution given for adoption by Private Engineering Colleges shall automatically forms part of the rules, even if the provisions in such rule/clause contravenes with these rules.
- d) Unless other-wise stated specifically, in terms of appointment every employee is a whole-time employee of the college and may be called upon to perform duties as may be assigned to him/her by the appropriate authority, if necessary beyond the scheduled working hours and on gazetted holidays and Sundays depending upon the exigencies of the institution.
- e) Every employee shall perform the duties assigned to him to the best of his abilities, and shall always act in the interests of the institution.
- f) All eligible employees of the college are subject to the provisions of Employees Provident Fund Act excluding retired reemployed staff.
- g) The age of superannuation of all members categorized as Teaching staff shall be 60 years and in case of other staff it shall be 58 years. Any appointment after the age of superannuation shall be treated as "Re-employment" on contract basis only for one year at a time and all such employees are not eligible for regular scales of pay. They are not eligible for EL & Sick Leaves, summer vacation, PF and any other retirement benefits. They shall be put on a consolidated pay as fixed by Management committee from time to time. Their appointment is to be renewed every year if required for further period.
- h) A Service Register shall be maintained for each employee and the relevant service entries shall be attested by the competent authority and counter signed by the Secretary.
- i) The power to add, delete or amend these rules shall vest with the Governing Body of the college and or the Managing Committee of Sir C.R.R. Educational Institutions, Eluru.

**6. SELECTION PROCEDURE & RULES:**

- a) The qualifications required for filling a post shall be such as may be determined by the Governing Body from time to time taking into consideration the norms prescribed by Government of Andhra Pradesh/Affiliating University/AICTE and other educational bodies.
- b) The Governing Body shall have the power to decide whether a particular post will *be* filled by open advertisement or by an invitation or from amongst the

members of the existing staff in conformity with the Affiliating University / AICTE Rules and Regulations. The selection will be based on the guidelines issued by the management from time to time.

- c) All other teaching staff posts (such as Teaching Assistants) and non-teaching posts, all temporary and adhoc appointments shall be based on the recommendations of the Staff Committee duly constituted by the management from time to time.
- d) The selection Committee interviews the candidates invited for interview and makes its recommendations to the Managing Committee, the names of the candidates being arranged in the serial order of merit. The Selection Committee may recommend more names than the number of posts for which applications are invited or may reject all the applicants.
- e) No act or proceedings of any Selection Committee shall be questioned on the ground merely of absence of any member of the Selection Committee.
- f) The procedure adopted by the Selection Committee in selecting the candidates shall not be questioned as improper *or* irrelevant or unfair by any applicant to the post.
- g) The Managing Committee /Governing Body may in special circumstances appoint teaching staff (Eg. retired persons) on contract basis up to the age permitted by the Affiliating University / AICTE not exceeding one year at a time.
- h) Any other instruction given, or rule prescribed, from time to time, by Govt. of Andhra Pradesh/Affiliating University/ AICTE regarding selection procedure will automatically form part of the rules/procedure of selection.
- i) In cases of controversies over selection procedure etc; the decision of the Managing Committee shall be final.

#### **7. APPOINTMENTS, PROBATION & SENIORITY:**

- a) The Secretary shall be the authority for issuing all appointment orders/promotions/increments.
- b) All initial appointments to teaching and non-teaching posts shall ordinarily be made on probation for a period of two years. All appointments by promotion shall be made on probation for a period of one year.
- c) The Managing Committee /Governing Body upon the recommendations of the Principal for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him even if the normal/stated period of probation is completed.
- d) The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he/she completed probation.

- e) The rules governing probation will not apply to appointments made on Adhoc / Contract / Contingent basis.
- f) The seniority of an employee in a post shall be determined by the date of commencement of probation in that post. In case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them having regard to the serial order of merit in which they have been placed by the selection committee if any which has included them in the panel having regard to number of years of previous service, year of obtaining qualification. However, seniority alone is not the sole criterion for promotion or for conferring any other benefit.
- g) The members of staff who are appointed on adhoc/ temporary/ contract basis will hold their office till the last day of institution of the academic year concerned or as specified in their terms and conditions of appointment.

#### 8. **PROMOTIONAL POLICIES/PROCEDURE**

- a) Ph.D is a mandatory qualification in addition to other AICTE norms required for promotion/appointment to the post of professor in the faculty of Engineering.
- b) Ph.D is a mandatory qualification in addition to other AICTE norms required for promotion/appointment for the post of Associate Professor in the faculties of Sciences, Humanities, Management Studies, MCA, Physical Education and Library & Information Sciences.
- c) All M.Tech Candidates who have completed 5 years of satisfactory service after they obtain the M.Tech. qualification as Asst. Professors in the pay scale of Rs. 8,000-275-13500 will be considered normally for promotion for Senior scale of Rs. 10,000-325-15,200, and those who put in another 5 years of satisfactory service in the above pay scale will be considered for selection grade/Associate Professor scale of Rs.12,000-420-18,300.
- d) A Screening Committee will be formed by the management for the above stated career advancement. The committee assesses the candidates for promotion based on **i).** Satisfactory service assessed by the HOD and Principal, **ii).** Student feedback, **iii)** Students performance in the subjects taught by the concerned faculty, **iv)** Co-curricular and extracurricular activities etc besides any other criteria that may be laid down by the Management from time to time.
- e) All the Asst. Professors holding M.Tech degree will be fixed in the AICTE merged pay scale after satisfactorily completing the probation period.
- f) In all other non-engineering faculties namely Sciences, Humanities, Management Studies, MCA, Physical Education, Library & Information Sciences the common policy of the Society as applicable to its other colleges for similar courses as regards scale of pay and promotions will apply to the staff working in the Engineering College.
- g) All B.Tech I Class candidates, if appointed, will be placed on a consolidated

pay of Rs. 10,000/- per month with an annual increment of Rs.1,000/- per year for a period of 5 years within which he/she should acquire M.Tech. degree upon which he/she will be placed in the regular AICTE scale of pay.

- h) All existing staff members who are holding positions without meeting the norms specified above, their emoluments will be sealed to their present level without any type of increase till they acquire their qualifications.
- i) All promotions are subject to vacancy being available and by looking into student staff ratio.

**9. PAY, ALLOWANCES & INCREMENTS:**

- a) AICTE Scales of Pay as applicable from time to time shall be adopted to posts classified as teaching staff, but, subject to approval of the Managing Committee.
- b) The scales of pay as approved by the Managing Committee shall be adopted for all posts not falling under the category of teaching staff.
- c) Dearness and House Rent Allowances as notified shall be adopted, subject to the approval of Managing Committee. Any changes have to be approved by Managing Committee before they are implemented.
- d) Unless otherwise stated in the appointment order an employee on appointment shall be eligible to draw pay at the minimum of time scale of pay for the posts. However, in case of appointment by promotion from a lower post his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.
- e) Leave granted shall be counted as service for the purpose of eligibility for increment. But leave granted on loss of pay if it is for more than thirty days in that year shall not be counted as service for the purpose of eligibility of increment and the date of subsequent increment is postponed by as many days as he/she was on leave on loss of pay.
- f) The Management shall have the authority to withhold increments for a certain period with or without cumulative effect as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend himself/herself.
- g) The Secretary shall be the authority to sanction normal increments in case of those staff on regular scales of pay and whose personal files did not contain adverse remarks since the date of sanction of last increment. In all other cases the Managing Committee shall be the competent authority to sanction increments.

**ADVANCE/ADDITIONAL INCREMENTS:**

- i) The Managing Committee shall be the authority competent to sanction advance increments in respect of new appointees taking into consideration the pay structure in previous employment and additional qualification or experience. Additional increments to the existing employees may be sanctioned as an incentive in deserving cases with prior approval of the managing committee.

- j) Teaching staff possessing Ph.D. and M.Phil. Degrees are eligible for two and one increments respectively at the time of joining the college provided these qualifications do not form part of essential qualifications. The in-service teachers also are eligible for the above increments from the date of production of the relevant original certificate. They are eligible for this incentive only once during their service.

**10. RESIGNATION, TERMINATION & RELIEF:**

- a) An employee who wish to resign for his post shall give three months prior notice to the management or pay three months salary in lieu thereof.
- b) If the management feels that the performance or conduct of an employee is not satisfactory, such an employee may be terminated from service by giving three months notice or pay three months salary to him/her in lieu thereof.
- c) If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying for the remaining notice period or surrendering earned leave to his/her credit.
- d) These doesn't apply to employees on probation and also employees appointed on Adhoc/Contract/Contingent basis.
- e) In all the above sub clauses of this article, notice period does not include vacation or leave on loss of pay.

**11. CONDUCT RULES:**

- a) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by, him/her.
- b) Every employee at all times should maintain integrity, be devoted to his/her duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit utmost loyalty and shall, always, act in the interests of the college.
- c) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal in writing through the respective HOD or the Principal directly if he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters besides giving his telephone number.
- d) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.
- e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the college

- or detrimental to the interests of the college.
- f) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
  - g) An employee against whom an Insolvency Proceedings commenced in the Court of Law shall forthwith report full facts thereof to the college.
  - h) An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
  - i) No employee shall except with prior permission of the competent authority, have recourse to the press for the vindication of any official act of the college which has been the subject matter of criticism- or attack of defamatory character.
  - j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time not exceeding 15 working days.
  - k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Appellate Authority or Managing Committee and the decision of the Managing Committee, there on, is final and binding on the employee.
  - l) No employee shall engage in strike or incitements thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc., Violation of this rule will amount to misconduct and attract deterrent punishment including removal from service.

**12. DISCIPLINARY ACTION:**

- a) All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty by the Competent Authority. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend him / her self and being heard in respect of the charges.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the institution after establishing the facts about dereliction/negligence of duties/ disobedience etc. by the Competent Authority.
  - i) Fine
  - i) Censure;
  - ii) Withholding increments/promotion;

- iii) Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of order;
- iv) Reduction to a lower rank in seniority or reduction in the time scale of pay
- v) Suspension;
- vi) Removal from service;
- vii) Dismissal from service.

**Explanations:**

The discharge of a person appointed on probation during the period of probation or of a person engaged under contract in accordance with the terms of contract or of a person appointed otherwise than under the contract to hold a temporary appointment, does not amount to removal or dismissal within the meaning of this rule.

- c) The penalty under (iv) may be imposed in addition to any other penalty which may be imposed in respect of negligence or breach of orders.
- d) The authority which may impose any of the penalties prescribed in Rule 12(b) shall be the authority mentioned in 4 (q).
- e) If the competent authority feels it necessary to constitute an Enquiry Committee as a part of the procedure for taking disciplinary action, the Enquiry Committee shall consist of one or more members as decided and appointed by the President, Managing Committee /Governing Body. The Managing Committee shall appoint a person superior in rank to the charged person to conduct the enquiry.
- f) Before any of the penalties specified in Rule 12(b) above is imposed against an employee of the college, it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him by intimating to the employee concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed. The employee shall be required within a reasonable time to put in a statement in writing, in his/her defense and to state whether he/she desires an oral enquiry or only to be heard in person. If he/she desires an enquiry or if the authority concerned so directs, an oral enquiry shall be held. If no oral enquiry is held and if he/she had desired to be heard in person, a personal hearing shall be given to him/her. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.
- g) The requirement of sub-rule 12(f) shall not apply where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him;
- h) All or any of the provisions of sub-rule 12(f) may in exceptional cases for special and sufficient reasons be waived where there is a difficulty in observing those requirements.
- i) The punishment given by a higher authority need not necessarily be the same as that given/recommended by the lower authority.
- j) An employee can be summarily dismissed / removed from service when found that he / she has indulged in acts of moral turpitude without observing any of the

procedures stated above in the over all interests of the institution.

- k) Before imposing any penalty, other than
- (1) Reduction to a lower rank
  - (2) Removal from service
  - (3) Dismissal from service:

An employee shall be informed in writing of the allegations on which action is proposed to be taken and be given an opportunity of making a representation, but it shall not be necessary to hold an oral enquiry in to such allegations.

- l) The Managing Committee by a resolution may delegate its power to impose any of the penalties other than the dismissal, removal, or reduction in rank to the Secretary. No employee shall be dismissed, removed, or reduced in rank by any authority subordinate to the Managing Committee of the Institution.

### **13. TRAVEL EXPENSES RULES:**

- a) Principal and Professors who proceed to other places on Institution work are eligible to travel in 1<sup>st</sup> class / 2 tier A.C. They are entitled to DA at the rate of Rs.250/- per day with reimbursement of actual expenses of hotel accommodation. The DA may be revised periodically (every 4 years) to compensate for inflation.
- b) Teaching staff members who accompany the students on Industrial tours or proceed to any other places on Institution work are eligible to travel in 1<sup>st</sup> class / three tier A.C. They are entitled to D.A at the rate of Rs. 200/- per day with reimbursement of actual expenses of hotel accommodation up to a maximum of Rs.500/- per day. The D.A may be revised periodically (every 4years) to compensate for inflation.
- c) All the Non-Teaching staff members who will be sent to out station are eligible to travel in 2<sup>nd</sup> class 3tier/ High Tech bus as the case may be with a daily allowance of Rs. 300/- towards DA and hotel accommodation. The D.A may be revised periodically (every 4years) to compensate for inflation. In case of Drivers, a daily allowance of Rs.150/- per day is allowed if there is night stay; otherwise it will be Rs.75/-.
- d) All the employees are entitled to claim Rs. 2 per K.m for local transport or the actual expenses in case they are authorized to travel by road on Institution work.

### **14. SPONSORSHIP RULE**

All the teaching staff members are sponsored to workshops/ seminars/summer and winter schools conducted by other institutions. A staff member can attend one workshop/ seminar/summer and winter school in an Academic Year by adjusting his Academic work without affecting the normal functioning of the institution with prior permission from the competent authority.

### **15. SKILL UPGRADATION:**

All the technicians may attend the training programs in their respective trades

to upgrade their skills. A technician may attend one training program from each Department in an academic year. The institution pays the necessary fee and out station allowances if sponsored with the prior approval of the competent authority. When sponsored the employee should give an undertaking that he will work atleast for one year after that programme.

**16. Incentives to research publications.**

Incentives to staff members shall be paid/given as indicated below.

- i). Rs. 5,000/- for each publication in a referred international journal – (Proof of publication to be submitted)
- ii) Rs. 3,000/- for each publication in a referred national journal (Proof of publication to be submitted)
- iii) T.A. & D.A. will be paid as indicated (in 13(a) of this service rules manual). If the faculty member attends to the presentation of the paper on invitations, if no amount is paid by the inviting institution.
- iv) Staff members attending national conferences / workshops either to present a paper or to participate shall be paid T.A. & D.A. as in 13(a), however after prior approval by the Principal/management.
- v) Rs.5,000/- for each Book published by the faculty.

**OTHER IMPORTANT GUIDELINES**

**GUIDELINES FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS**

1. Oral / Practical examinations have to be conducted as prescribed in the syllabus scheme and JNTUK, Kakinada guidelines.
2. Oral / Practical examinations have to be conducted in the respective Laboratories / Workshops / Drawing Halls only.
3. Both the examiners (Internal and External) have to assess the students for marks assigned for practical. Internal examiners have to brief the external examiners regarding allocation of marks for each component of practical activity.
4. Both the examiners must sign on the mark sheets, Answer Sheets.
5. Maximum three students are allowed at a time in a group for Oral examination.

**INCENTIVES TO FACULTY FOR R&D ACTIVITIES**

1. For Research papers presented within the country, the Institute will reimburse Travel expenses Registration fee.
2. For faculty development programme, workshops etc., the Institute will pay the registration charges, TA/DA and accommodation as per the need and seniority of faculty members.

**RULES FOR FACULTY PURSUING PG COURSES**

1. Faculty members pursuing higher qualifications in their respective disciplines shall be granted leave to attend classes, examinations and project work. However, this leave shall be granted only when the faculty does not have class-work during that period.

2. Leave granted against this shall be deducted from the regular vacation period. Those leaving the Institute without compensating this leave have to repay the salary for that period.

## **GUIDELINES FOR ORIENTATION PROGRAM**

### **1. Briefing About Management And Facilities In The Campus**

- Library: Books, Journals, how to borrow / order for books, lost card/books, conduct in the library.
- Canteen: Timing, Maintaining neatness in the canteen.
- Internet: Timings, what to seek on the internet.
- Departments: names of the departments and HoDs: Staff strength, names if possible.
- Laboratories – Pertaining to the Department code of conduct in the labs, breakages.
- Sports facilities.

### **2. Briefing About The Course / Branch**

- The importance and significance of the branch they have chosen. Major areas of study, utility of your branch in society, course structure, opportunities of employment..

### **3. Code of conduct in the campus**

- Guidelines about the behavior in the class rooms and labs (responding to attendance, asking questions, when teacher enters / leaves the class room) Greeting of teachers / seniors.
  - While traveling in the Buses
  - Keeping a note book for each subject
  - Taking down the running notes.
  - Bringing Instruments like calculators etc.

### **4. Extra / co-curricular activities**

1. Contributing to Times of India daily Newspaper.
2. Technical Paper Presentation.
3. Quiz competitions.
4. How to prepare for Interviews
5. Cultural activities
6. How to improve presentation and communication skills.
7. Attending seminars in the College and outside.

### **5. UNIVERSITY RULES & EXAMINATION**

1. Examination system
2. Rules of attendance
3. Rules on malpractices.

## **GUIDELINES FOR CONDUCTING LAB WORK**

1. All staff members handling the labs and drawing classes should be present in the labs 10 minutes prior to the practical slot to ensure readiness of the laboratory.
2. Attendance must be taken during first 10 minutes. Latecomer's attendance up to 10 more minutes is taken with red mark. Students coming thereafter be permitted in the lab but attendance not be granted.
3. Each student group should be given lab manual and collect it back after their lab term.
4. Check the observation table noted in the rough notebook and signs the same with date and time.
5. When the students bring their lab submission of experiment performed in the last week, ensure that observation is exactly same as their notebook and then proceed to correct their journal and maintain the submission record.
6. Laboratory submission of the last experiment performed including conclusions is mandatory for permission to perform next experiment. The student who do not submit attendance need not to grant. Late submissions can be accepted only after approval is given by HoD.
7. Inform the parents by SMS or phone regarding the absence of student for the lab. Permit the students attend next practical with due permission of HoD.
8. Daily report be submitted to HoD. SMS and other details for the absentees should also be reported.
9. Prepare list of students who are not eligible to appear for Unit test1, Unit test2, Practical Exam and viva voce examination and submit the same to HoD at appropriate time for necessary action by HoD.

## **STUDENTS VISITS TO THE CANTEEN**

1. Students are not permitted to visit the canteen or sports grounds during class timings.
2. Students are not permitted to write their assignments or journals in the canteen.

## **INDISCIPLINE – PUNISHMENT**

Following punishments are to be awarded to students indulging in indiscipline activities.

<b>S.No.</b>	<b>Offence</b>	<b>Punishment</b>	<b>Authority to Award</b>
1	Ragging	As per Govt. Orders	Anti-Ragging Committee
2	Disturbing the class by making noise (use of cell phones etc)	Forfeiture of attendance for one day	Any faculty member
3	Disturbing the class by making noise (use of cell phones etc.)	Suspension from the class	Any faculty member
4	Insubordination	Punishment as decided by CDC	CDC

5	Copying in Examinations	As per JNTUK	Unfair means (UFM) committee
6	Damages to the Institute's property	Recovery of damages from the concerned student(s) / class	HoD/Principal

If any student indulges in indiscipline activities repeatedly, such cases should be reported to the CDC for deciding the nature and quantum of punishment. Faculty members are advised not to condone indiscipline activities or award punishments, which are not prescribed.

**USING CELL PHONES:**

1. Students must keep their cell phones in silent mode or switch them off completely while in class room.
2. Students must keep their cell phones in switch off mode in their bag during Internal / External examinations. Cell phones found in person during examinations shall be confiscated and possession of cell phone shall be treated as malpractice in the examination.

  
 PRINCIPAL  
 Principal  
 Sir C R Reddy College of Engineering  
 ELURU - 534 007