

# **CMR ENGINEERING COLLEGE**

**Kandlakoya, Medchal, Hyderabad-501401**



# **CODE OF CONDUCT MANUAL**

**CODE OF CONDUCT  
FOR  
GOVERNING BODY**

## **Introduction**

CMR Engineering College has developed this Code of Conduct for members of Governing Body. The governing body is the key strategic decision making body in the Institution, setting the strategic framework and ensuring it meets all its statutory duties. Raising achievement is at the heart of a governing body's strategic role.

## **Intent and scope**

The purpose of the Code is to provide guidance to the Governing Body of CMR Engineering College in performing their duties as governors.

## **Objectives**

The objectives of the Code are

- To set out an agreed set of ethical principles;
- To promote and maintain confidence and trust in the governing body of The Institute;
- To prevent the development or acceptance of unethical practices;
- To promote the highest legal, management and ethical standards in all the activities of the Institute;
- To promote compliance with best current governance and management practices in all the activities of the Institute.

## **General Principles**

All Governing Body members are required to observe the following fundamental principles as set out in the guidelines for the Code of Conduct.

## **Integrity**

Members of Governing Body are required to disclose outside employment/business interests which they consider may be in conflict or in potential conflict with the business of Institute.

Governing Body members must be committed to having the Institute compete

vigorously and energetically but also ethically and honestly with other educational institutions, commercial and other providers of research and advisory services;

The Institute is committed to conducting its purchasing activities of goods/services in accordance with public policy and best business practice and its purchasing regulations reflect this;

The Institute is also committed to ensuring that its engagement of consultancy and other services is in compliance with public policy guidelines;

The Institute is committed to ensuring that the accounts/reports accurately reflect the operating performance of the Institute and are not misleading or designed to be misleading;

Governing Body members are required to avoid the use of Institute resources or time for personal gain, for the benefit of persons/organizations unconnected with the institutions or its activities or for the benefit of competitors; and

The Institute is committed not to acquire information or business secrets by improper means.

### **Information**

The Institute is committed to providing access to general information relating to its activities in a way that is open and enhances its accountability to the general public;

Governing Body members are required to respect the confidentiality of sensitive information held by the Institute. This would constitute material such as:

- personal information;
- information received in confidence by the Institute;
- Any commercially sensitive information or other information sensitive to the reputation of the Institute.

Members of Governing Body will observe due confidentiality in relation to all discussions and decisions taken at meetings of the governing body.

### **Obligations**

The Institute will comply with detailed tendering and purchasing procedures, as well as complying with prescribed levels of authority for sanctioning any relevant expenditure;

The Institute has introduced measures to prevent fraud and to ensure compliance with the prescribed levels of authority for sanctioning any relevant expenditure; Members are required to use their reasonable endeavors to attend all governing body meetings.

It is acknowledged that the acceptance of positions following employment and/or engagement by a third level institution can give rise to the potential for conflicts of interest and to confidentiality concerns. The governing body of the Institute will consider any cases in which such conflicts of interest or confidentiality concerns may arise and will take appropriate steps to deal with such matters in an effective manner. The governing body will also ensure that any procedures that it may put in place in this regard are monitored and enforced.

### **Loyalty**

Governing Body members acknowledge the responsibility to be loyal to the Institute and to be fully committed to all its activities, with due respect to the tenets of academic freedom, while mindful that The Institute itself must at all times take into account the interests of its students and providers of funds including taxpayers;

The Governing Body of the Institute acknowledges the duty of all to conform to highest standards of business ethics.

### **Fairness**

The Institute is committed to complying with employment equality and equal status legislation;

The Institute is committed to fairness in all business dealings; and The Institute values its students, suppliers, employees and customers and treats all its students, suppliers, employees and customers equally.

### **Work/External Environment**

The Governing Body of the Institute places the highest priority on promoting and preserving the health and safety of its employees and students;

The Institute will ensure that community concerns are fully considered in its activities and operations; The Institute will minimize any detrimental impact of its operations on the environment.

**CODE OF CONDUCT  
FOR  
STAFF**

## **Principal**

- To monitor and conduct academic activities of the institute under the guidance of the management and assistance of the Deans and Heads of Departments.
- To take remedial actions based on the stakeholders' feedback accordingly.
- To plan and take the necessary actions for the improvement of college results and academics.
- To promote industry institution interaction and research & development activities

## **Administration**

- To conduct the periodical meetings for the HODs and the faculty members.
- To make the employees and the students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
- To initiate recruitment of non-teaching & teaching staff as per rules lay down by JNT University/ AICTE.
- To recommend and forward the purchases as required by the departments.
- To sanction the leave of the staff as per the norms.
- To communicate with University, Directorate of Technical Education, and All India Council for Technical Education and University Grants Commission for compliance.
- To monitor, manage and evaluate the administration of the institution, to organize meetings of Governing Council and to maintain minutes of the meeting.
- To execute any other work assigned by the management.

## **Finance**

- To recommend allocation of budget for the departments as requested by the Heads of Departments to the Management.
- To authorize for cash advances for immediate purchases required in the institute.
- To ensure that all financial transactions are executed as per the norms
- Promotion of Co-curricular and Extracurricular activities:
- To monitor and promote technical and non technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events,

Placement & Training etc.,

### **Dean (Academics/ Faculty Development / Counseling)**

- To coordinate with the HODs regarding implement the curriculum and to conduct class work.
- To coordinate with the Principal in conducting the Academic council meeting
- To conduct and monitor the performance of the faculty members and in turn conduct the faculty development programs, orientation programs, training programs for the faculty members.
- To counsel the faculty and students in case of any grievances for their career betterment.

### **Heads of Departments Academics**

- To monitor and conduct academic activities of the department under the guidance of the Principal.
- To take department and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement of the department results and academic performance.

### **Administration**

- To maintain discipline and enforce rules as laid down by the institute, in the department.
- To monitor the day to day activities of the department.
- To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the students and faculty.
- To conduct regular meetings with teaching and non teaching staff as well as the class representatives to sort out any issue and queries related to academics.
- To initiate recruitment of non- teaching staff & teaching staff as per rules laid down by JNT University/AICTE.
- To execute any other work assigned by the Management/Principal.

### **Finance**

- To prepare the department requirements and budget needed.
- To oversee the purchase and deployment of any resource allotted for the department.



### **Placement & Training officer**

- To maintain complete information regarding students appearing for placement activities.
- To conduct placement activities smoothly and ensure all students are getting placed.
- To decide and arrange personality development programs for students.
- To give intensive training to the students according to the need of different companies.
- To update and maintain the contact details of companies interested in recruitment activities.
- To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- To take feedback from industry about the students recruited.
- To place students in Core companies with higher salary package.

### **Teaching Staff (Professor, Associate Professor & Assistant Professor)**

- To understand the Culture, policies and code of Conduct of the College.
- To uphold and act towards Vision/Mission of the college.
- To follow all rules and regulations as lay down by the college.
- To work sincerely to execute all duties towards academics which include planning, conduct of lectures, practical, and preparation for the course assigned and conduct of internal exams.
- To maintain the course file and personal file in appropriate format.
- To use innovative teaching aids, to adopt innovative teaching – learning methodologies and to ensure all students score good marks.
- To counsel students, and to conduct extra lectures/ revision lectures for students requiring help.
- To organize/ coordinate/ attend various seminars/ workshops/ STTP/ training programs.
- To participate proactively in any research and development activities conducted in the department.
- To perform other academic/ administrative duties assigned by the Head of the Department/Principal.

## **NON- TEACHING STAFF**

### **System Admin**

- To update and maintain institute website with institute data.
- To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries and to initiate purchasing of equipments.
- To provide support for various software servers.
- To ensure continuous internet service during the assigned hours.
- To give support to On-line exam, Seminar, Workshop, technical training program.

### **Lab Supporting Staff**

- To prepare the laboratories for smooth conduct of laboratory session.
- To assist faculty and students during laboratory sessions.
- To maintain stock register, Instrument Issue register and maintenance register.
- To conduct installation of new equipment and maintenance of existing equipment.
- To maintain and update the approved supplier list for equipments.

### **Librarian**

- To implement all library rules as defined by the management.
- To ensure that the documented Quality Management System is followed at various stages of library processes.
- Responsible for the overall functioning of the library.
- Responsible for the procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines . To display all technical articles, literature and new arrivals.
- To circulate & distribute magazines, journals etc. to faculties & management and maintain records of the same.

### **Head –Finance & Accounts**

- To support the management regarding the flow of funds, monitor and check the

account statement and to prepare financial statements

**Chief Accountant**

- To look after the payment to the suppliers, bank transactions, salary and other finance related matters related to the college.

**CODE OF CONDUCT  
FOR  
STUDENTS**

## **Student Code of Conduct and Administrative Policies and Procedures**

The college has established the policies and procedures that comprise the Student Code of Conduct to both promote the college mission and protect the rights of Students, faculty and staff. The official of CMREC college rules and regulations are contained in the CMREC student and faculty handbooks. The most current version of the Student Code of Conduct may be found online in the college website “cmrec.ac.in”.

## **Student Rights and Obligation Purpose**

The CMREC College strives to offer value **based** and futuristic quality technical education to meet the technological needs of the society & promote the advancement of knowledge through excellence in teaching, research and public service. It also endeavors to facilitate the development in each Student of a respect for the dignity and worth of individuals. Academic and co-curricular events, activities and programs are considered important means by which to attain these goals.

## **Compliance with College Policy**

In addition to the general rights and obligations of college community, each Student is obligated to apprise him/herself of and comply with all college rules, regulations and policies. Students are individually responsible for understanding and exercising their rights, fulfilling their obligations and respecting the rights of others. Lack of knowledge of a college policy will not be accepted as an excuse for failure to observe it.

## **Jurisdiction and Authority**

The Student Code of Conduct applies equally to individual Students. The college has jurisdiction to hear all matters related to violation of college policy and reserves the right to take appropriate action to protect the safety and well-being of the college community. The Dean of Student Affairs has authority to make determinations on all charges of General Conduct violations as defined in the Student Code of Conduct

The Code applies to all student conduct on college property, at college-sponsored

activities and programs, or that otherwise violates the institution's student conduct policies, regardless as to where such conduct occurs. The Code continues to apply to Student conduct while a conduct matter is pending even if the Student withdraws from school.

### **Non-Academic Withdrawal**

In the judgment of the Dean of Students Affairs, a student may be withdrawn from the college for non-academic reasons when it is determined that the student has demonstrated behavior that: (a) poses a significant danger or threat of physical harm to self or to the person or property of others; or (b) interferes with the rights of other members of the college community or with the exercise of any proper activities or functions of the college or its personnel. Except in situations where the student is believed to be an imminent threat to self or others, as determined at the sole discretion of the college, a student shall, upon request, be accorded an appropriate hearing prior to the final decision concerning his or her continued enrollment at the college. In situations involving an imminent threat, the student will be provided a hearing as soon as possible after the withdrawal occurs.

### **General Discipline**

The following types of behaviors constitute violations of the CMREC Student Code of Conduct. Any Student who is found responsible for any of the following misconduct is subject to the disciplinary sanctions. The instances of misconduct include, but are not restricted to the following:

- Violation of the Student Code of Conduct or any college policies, rules or regulations.
- Conduct which is obscene or indecent.
- Disruption or obstruction of teaching, instructional, research, disciplinary, public service, administration, or other college activities.
- Harassing a person through unwanted conduct directed at him/her that causes reasonable fear for safety (e.g., Stalking) or is sufficiently severe, pervasive and persistent that it interferes with the person's college employment or ability to participate in or benefit from college programs.
- Threatening physical abuse, intimidation, coercion, retaliation, and/or conduct

which threaten the health or safety of others.

- Physical abuse, intimidation, coercion and/or other conduct which endangers the health or safety of others.
- Attempted or actual theft of and/or damage to property belonging to the college, any Member of the college Community or others.
- Possession of property the Student knows or has reason to believe may be stolen or misappropriated.
- Use, possession, display or storage of any weapon, dangerous instrument, explosive device, fireworks, or dangerous chemical unless specifically authorized by college officials, or local, state or federal law.
- Public intoxication or use, possession, consumption, Distribution or sale of alcoholic beverages except as expressly permitted by the college's Alcohol Policy
- Use, consumption and possession or Distribution of any narcotic, dangerous drug or Controlled Substance or possession of drug paraphernalia that would violate the law.
- Falsification, forgery, alteration, Fabrication or misuse of college records, forms or other documents.
- Providing any false statement or misleading information, including by omission, to or about the college.
- Providing or gaining unauthorized access to or use of college property, resources or facilities
- The use of mobile phones, pagers and other wireless equipment is prohibited in the working areas of the college, which include the classroom, corridor, library and laboratories. The violation of this rule will lead to the confiscation of the instrument by the authorities with written warning to the student. The instrument will be returned only at the end of the course program
- Engaging in, supporting, promoting or sponsoring Hazing
- Gambling as prohibited by local, state law.
- Engaging in any Sexual Misconduct
- Commission of any offense prohibited by local, state law.
- Failure to comply with directions of college officials or law enforcement

officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

- Knowingly filing a complaint comprised in whole or part of false accusations.
- Failure to respond as directed by the Dean of Students on any matter including, but not limited to, a request to meet concerning an issue, or a notice alleging a violation of the Student Code of Conduct.

Students are expected to conduct themselves at all the times in the classroom and on campus in a manner that enables them to qualify as responsible citizens

### **Student Code of Conduct for Laboratory and Workshop Classes**

- Students are to report for the required laboratory and workshop sessions on time.
- Students are required to wear laboratory/workshop uniforms as prescribed by the College. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
- All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by students-in-charge.
- Students must intimate the faculty laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
- Any damage caused to equipment/machinery/appliances will be recovered by the college from the concerned student/students.
- Students should adhere to the instructions given by the faculty/laboratory technician/ workshop technician during the laboratory class.
- Students are required to report to the laboratory/workshop sessions with their record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behavior such as, unnecessary talking in the laboratory/ Workshop is strictly prohibited.
- All materials used in the laboratory/workshop are the property of the college and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the Head



of the Department.

- Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case

## **Computer Lab Rules and Regulations**

### **A. Entry/Exit**

- Only students, faculty and staff of CMR ENGINEERING COLLEGE are allowed inside the computer lab.
- Visitors are allowed inside the lab only and with prior permission from the appropriate authorities.
- Students are required to sign the register at the time of entry and exit from the computer lab in the student log book.
- Students should be dressed in formal attire (as per the dress code stipulation of the college) to gain entry into the lab during working hours.
- Any kind of footwear inside the lab is strictly prohibited.
- Students shall not carry any storage device such as CDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CD's or any other storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course.

### **B. Inside the Lab**

- Students have to maintain silence at all times in the lab.
- Students will occupy the computer systems as identified by the lab-in-charge.
- Students will login with their username and password.
- Where the students have carried storage devices such as pen drives CDs the same will be tested for any presence of computer viruses or any other undesirable content.
- Students should not attempt to access IT servers.
- Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from computers and IT servers located in the Computer lab, or anywhere else on the educational campus machines as well as server.

- The Internet facility at the CMR Engineering College is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.
- Whenever a student has copied any data or Computer program from the Computer system, the same should be shown to the lab-in-charge for verification or approval
- The lab-in-charge, system administrators inside the Computer lab or the University is not responsible for the loss of any personal property of the students.
- Beverages and food are prohibited inside the Computer lab
- Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned of the student only at the end of the course.
- Chatting and talking is prohibited in all the Computer labs.
- Students are prohibited from visiting any sites that do not add learning value or are illegal.
- Students should use the computer lab only for academic learning. Activities of the students on the campus network tracked using monitoring software for regulation purposes.

## **Academic Conduct**

### **Punctuality**

Students are required to be punctual for their classes as well as for seminars, presentations and assessment tests.

### **Academic Misbehavior**

The following are considered as serious offences at the college, and may result in the immediate dismissal from the course. The Examination Branch records all offences for any future reference.

➤ Plagiarism

Plagiarism occurs when a student submits work (that is, research, essays, and assignments) that steals and attempts to pass off another's ideas or words, or that uses another's work product without properly crediting the source. In such cases, the parties involved will:

- Forfeit marks available for a given assignment and/or
- Fail the course.

➤ Academic misconduct

Students engaging in any form of activities construed as cheating, copying, assisting others or receiving any form of assistance during the examinations will be subject to disciplinary action as per JNTUH rules.

Any breach of requirements relating to examinations and assessments, whether committed intentionally or unintentionally, will be regarded as a 'gross misconduct' and a flagrant violation of the Code of Academic Integrity. The Examination Branch will refer the matter to the higher authorities, which can take any action deemed necessary.

➤ Proxy signatures

Signing in by proxy in classroom attendance or elsewhere by students amounts to signature forgery and will be treated as a criminal offence by institution. Students involved in such forgery will be liable to prosecution.

➤ Attendance Requirements

- Every student is expected to have a minimum of attendance as prescribed (minimum 75%) in the academic instructions for different courses during each semester. A shortfall in this requirement will mean that the student will not be eligible to appear for the semester-end examination as per JNTUH attendance regulations.
- An exemption of attendance (in case of 65%) may be given to students involved in work assigned to them by the University. This will be entirely at the discretion of the HOD/Dean.
- Attendance at special seminars and guest lecturers is compulsory for students.

## **Dress Code**

All students and staff are expected to be appropriately attired-formally dressed and wear ID cards issued by college in the college premises while in at all times.

- Men will wear formal trousers, formal shirts and leather shoes and women will wear, salwar kameez or sarees.
- All students are required to wear dress code(white salwars for girls and white shirt and black trousers for boys)on formal occasions, during special seminars ,placement activities and presentations and other functions organized by the college.

## **Anti Ragging**

Ragging in any form inside or outside the college campus is banned vide Ragging Act. 26 of A.P Legislative Assembly 1997. Those who indulge in the uncivilized activity are liable for severe disciplinary action besides being liable for prosecution.

Ragging means doing an act which causes or is likely to cause insult or annoyance or fear or apprehension or threat or intimidation or outrage of modesty or injury to a student.

## **ACT**

- Ragging is prohibited as per Act 26 of A.P. Legislative
- G.O.Ms.No.67, Higher Education Department dated 31.8.2002
- Judgment of Honorable Supreme Court of India dated 8.5.2209
- U.G.C Regulation on curbing the practice of ragging in Educational Institutions, 2010

## **Punishments**

- Cancellation of admission
- Suspension from attending classes
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing for any test/examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any national or international meet, tournament, youth festival, etc
- Suspension, expulsion from the hostel

- Rustication from the institution for periods varying from 1 to 2 academic years
- Expulsion from the Institution and consequent debarring from admission to any other Institution
- Fine up to Rs.50,000/-
- Rigorous imprisonment up to three years(by Court of Law) etc.

### **Disciplinary Proceedings**

An incident of indiscipline/breach of the Code of Conduct by a student will be reported to the Disciplinary Committee. The defaulting student will be issued a Show Cause notice where necessary. Such students will appear before Disciplinary Committee which will hear and take appropriate action(s). The Disciplinary Committee will communicate the decision to the defaulting student(s) in writing, a copy of which will be sent to respective parents and relevant departments/sections of the college for appropriate action(s).

### **Punishment and Penalties**

One or more of the following courses of action can be taken when a student is found to have violated the student's Code of Conduct:

- A written letter of reprimand by the college resulting from a student's misconduct.
- Suspension is a sanction that terminates the student's enrollment at the college for a specified period of time.
- Monetary fines as penalty or any amount deposited by the student previously is forfeited or adjusted, resulting from misconduct. It also includes restitution which means making compensation for loss, injury, or damage to the college, properties.
- The Denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programs, college/departmental events for a defined period of time
- Dismissal from the college without opportunity to re-enroll in the future.