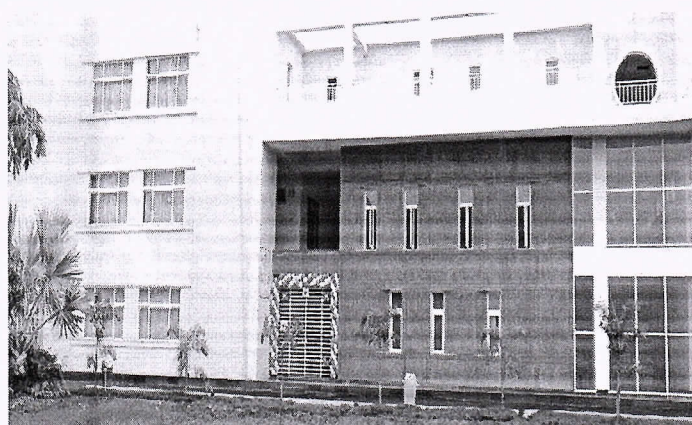
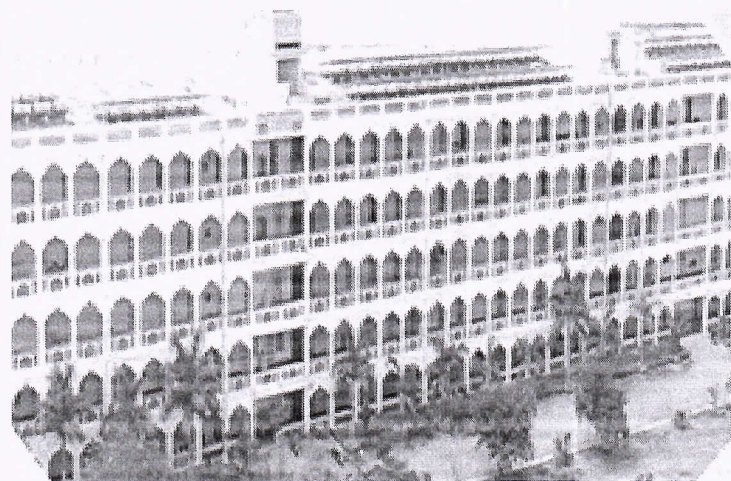


# MALINENI LAKSHMAIAH WOMEN'S ENGINEERING COLLEGE

POLICY DOCUMENT

on

HUMAN VALUES AND PROFESSIONAL ETHICS



*Principal*  
MALINENI LAKSHMAIAH  
WOMEN'S ENGINEERING COLLEGE  
DIII ADIGUNTA, GUNTUR-17.



# Malineni Lakshmaiah Women's Engineering College

(Approved by AICTE & Affiliated to JNTUK, Kakinada)

Pulladigunta (V), Vatticherukuru(M), Guntur-522017

## POLICY OF

### HUMAN VALUES & PROFESSIONAL ETHICS

**Institution organizes professional ethics programmes for students, teachers, administrators and other staff.**

**Policy of the institute:**

**About Institution:**

The Malineni Lakshmaiah Women's Engineering College – a temple of learning was established in the year 2008 in a green lush land away from the hustle and bustle of the city in around 6 acres of beautiful landscape. The college provides a serene and tranquil environment to the students, boosting their potential and preparing them in all aspects to face the global challenges. The college is producing skilled women engineers with good academic excellence.

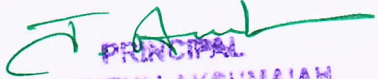
The Vision and Mission of the college is fully in accordance in imparting quality education to the students.

#### VISION

**To be a pioneer institute in engineering education, fostering academic excellence, and producing empowered women engineers, blended with ethics and values, to serve the society.**

#### MISSION

- **To achieve academic excellence through innovative teaching-learning practices**
- **To inculcate self-discipline, ethics and values amongst the learners**
- **To bridge the gap between industry and academia through industry institute interface**
- **To promote higher education, research and inculcate entrepreneurial attitude amongst the learners.**

  
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## HUMAN VALUE

A human value is defined as 'A principle that promotes well being or prevents harm'. The various factors responsible for evolving human values are our religious Leaders, Gurus and Savior's teachings and practices, need and judgment of fulfilling individuals need in the society. Human values can be assured of a happy and harmonious human society. We cultivate and inculcate these values among the student and the staff through teaching, co-curricular and extracurricular activities. We as an academic institution believed that along with knowledge, wisdom is essential for sound growth of the society. In this regards, inculcation of human values among the budding citizens of the nation is very important.

Hence we are very much concerned to observe the following human values.

### Right Conduct:

- a) Self- Help Skills: Care of possessions, diet, hygiene, modesty, posture, self reliance, and tidy appearance.
- b) Social Skills: Good behavior, good manners, good relationships, helpfulness, no wastage and good environment.
- c) Ethical Skills: Good conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and sense of responsibility.

**Peace:** Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, gratitude, happiness, harmony, humility, inner silence, optimism, patience, reflection, satisfaction, acceptance, control, self-esteem, tolerance, and understanding.

**Truth:** Accuracy, curiosity, fairness, fearlessness, honesty, integrity, intuition, justice, optimism, purity, quest for knowledge, reason, self-analysis, sincerity, synthesis, truthfulness, and determination.

**Love:** "Love conquers all" says Geoffrey Chaucer. It has immense value. Acceptance, affection, care, compassion, consideration, dedication, devotion, forgiveness, friendship, generosity, gentleness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, tolerance and trust are the segments of love.

**Co-operation:** It is the process of working together to the same end. It is undeniably one of the most vital assets one can have when working through a problem. Having the opinion



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and voice of another person will not only draw out a discussion, but also lead to a well rounded solution.

**Honesty:** The idea of staying true to oneself can often feel intimidating and impossible, but what most people felt to realize is that it is not the act of simply telling the truth that makes someone honest rather the quality of person who is being honest. An honest man is often straight forward, upright, sincere and fair.

**Trust:** It is a reliability and truth. Without trust, the world simply would not function. We create documents, money and bullet proof glass because we have lost faith that's why the most important human values. Learn to trust and be trusted, is not an easy task, but it's important is beyond measure. In short, one cannot serve in a world without trust.

### **Non –Violence:**

- a) Psychological: Benevolence, compassion, concern for others, consideration, forgiveness, morality, loyalty and happiness.
- b) Social: Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

**Wisdom:** Its value is very important while living the lives. Wisdom is often confused with the words like knowledge and intelligence. But wisdom is defined as the quality of having experience and good judgment. Wisdom becomes necessary when society gets cramp with knowledge. In the explosion of knowledge based society, wisdom becomes the necessity.

**Integrity:** It 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 yields the person's "Peace of mind", and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuse 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.

**Respect:** This is a basic requirement for nurturing friendship, team work, and for the synergy it promotes and sustains. The principles enunciated in this regard are:

- Recognize and accept the existence of other persons as human beings, because they have a right to live, just as you have.



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- Respect other's ideas (decisions), words, and labor (actions). One need not accept or approve or award them, but shall listen to them first. One can correct or warn, if they commit mistakes. Appreciate colleagues and subordinates on their positive actions. Criticize constructively and encourage them. They are bound to improve their performance, by learning properly and by putting more efforts.

**Caring:** Caring is feeling for others. It is a process which exhibits the interest in, and support for, the welfare of others with fairness, impartiality and justice in all activities, among the employees, in the context of professional ethics. It includes showing respect to the feelings of others, and also respecting and preserving the interests of all others concerned. Caring is reflected in activities such as friendship, membership in social clubs and professional societies, and through various transactions in the family, fraternity, community, country and in international councils.

**Honesty:** Honesty is a virtue, and it is exhibited in two aspects namely,

- Truthfulness is to face the responsibilities upon telling truth. One should keep one's word or promise. By admitting one's mistake committed (one needs courage to do that!), it is easy to fix them.
- Trustworthiness is a reliable engineering judgment, maintenance of truth, defending the truth, and communicating the truth, only when it does well to others.

**Courage:** Courage is the tendency to accept and face risks and difficult tasks in rational ways. Self confidence is the basic requirement to nurture courage. Courage is classified into three types, based on the types of risks, namely Physical courage, Social courage, and Intellectual courage.

**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.

**Cooperation:** It is a team-spirit present with every individual engaged in engineering. Co-operation is activity between two persons or sectors that aims at integration of operations (synergy), while not sacrificing the autonomy of either party. Further, working together ensures, coherence, i.e., blending of different skills required, towards common goals. **Empathy:**



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Empathy is social radar. Sensing what others feel about, without their open talk, is the essence of empathy. Empathy begins with showing concern, and then obtaining and understanding the feelings of others. It is also defined as the ability to put one's self into the psychological frame of reference or point of view of another, to know what the other person feels. It includes the imaginative projection into other's feelings and understanding of other's background such as parentage, physical and mental state, economic situation, and association. This is an essential ingredient for good human relations and transactions.

**Self-Confidence:** Certainty in one's own capabilities, values, and goals, is self-confidence. These people are usually positive thinking, flexible and willing to change. They respect others so much as they respect themselves. Self-confidence is positive attitude, where in the individual has some positive and realistic view of himself, with respect to the situations in which one gets involved. The people with self-confidence exhibit courage to get into action and unshakable faith in their abilities, whatever may be their positions.

**Character:** It is a characteristic property that defines the behavior of an individual. It is the pattern of virtues (morally-desirable features). Character includes attributes that determine a person's moral and ethical actions and responses. It is also the ground on which morals and values blossom. People are divided into several categories, according to common tendencies such as ruthless, aggressiveness, and ambition, constricting selfishness, stinginess, or cheerfulness, generosity and good will. Active (great and the mediocre), the apathetic (purely apathetic or dull), and the intelligent are the characters should be followed by the engineers.

**Spirituality:** Spirituality is a way of living that emphasizes the constant awareness and recognition of the spiritual dimension (mind and its development) of nature and people, with a dynamic balance between the material development and the spiritual development. This is said to be the great virtue of Indian philosophy for Indians. Sometimes, spirituality includes the faith or belief in supernatural power/ God, regarding the worldly events. It functions as a fertilizer for the soil character to blossom into values and morals. Spirituality includes creativity, communication, recognition of the individual as human being (as opposed to a life-less machine), respect to others, acceptance (stop finding faults with colleagues and accept them the way they are), vision (looking beyond the obvious and not believing anyone blindly), and partnership (not being too authoritative, and always sharing responsibility with others, for better returns).

**Loyalty:** Loyalty is faithfulness or a devotion to a person, country, group, or cause.



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Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly inter personal and only other human beings can be the object of loyalty.

**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.


**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. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. 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.

**Attitude:** It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex and an acquired state through experiences. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude change, consumer behavior, and attitude-behavior relationships. 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) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.

**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.

## PROFESSIONAL ETHICS

Professional ethics is the set of standards adopted by professionals. Every profession has its professional ethics: medicine, law, pharmacy etc. Engineering ethics is the set of ethical standards that applies to the engineering profession. Some of the important characteristics of professional ethics are:

  
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**Formal code:** Unlike common morality and personal morality, professional ethics is usually stated in a formal code. Many such codes are promulgated by various components of the profession.

**Focus:** The professional codes of ethics of a given profession focus on the issues that are important in that profession. Professional codes in the legal profession concern themselves with questions such as perjury of clients and the unauthorized practice of law.

**Precedence:** In a professional relationship, professional ethics takes precedence over personal morality. This characteristic has an advantage, but it can also produce complications. The advantage is that a client can justifiably have some expectations of a professional, even if the client has no knowledge of the personal morality of the professional.

**Restriction:** The professional ethics sometimes differs from personal morality in its degree of restriction of personal conduct. Sometimes professional ethics is more restrictive than personal morality, and sometimes it is less restrictive.

**Two dimensional:** Professional ethics, like any ethics, has a negative as well as a positive dimension. Being ethical has two aspects: (a) preventing and avoiding evil, and (b) doing or promoting good.

**Role morality:** This means the moral obligations based on special roles and relationships. For example, Parents having a set of obligations to their children, such as not to harm their children, nourish them and promote their flourishing. A political leader has a role morality, the obligation to promote the well-being of citizens. Professional ethics is one of the examples of role morality.

Engineers have an ethical and social responsibility to themselves, their clients and society. Practically (although there is much debate about this), engineering ethics is about balancing cost, schedule, and risk. Engineering ethics is a means to increase the ability of concerned engineers, managers, citizens and others to responsibly confront moral issues raised by technological activities. The awareness of moral issues and decisions confronting individuals and organizations are involved in Engineering & Technology.

Courses offered by the University/Institution.

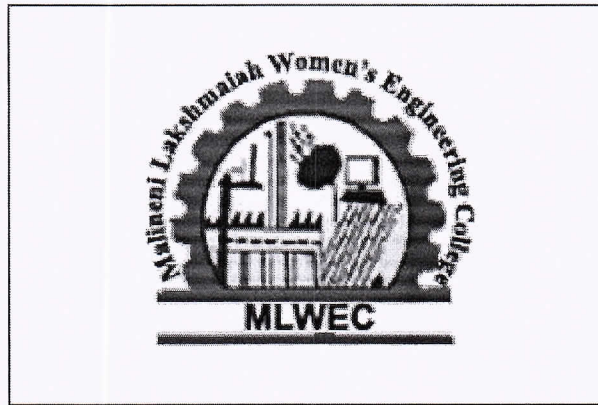
The institution offers a course on Essence of Indian Traditional Knowledge, Human Values and professional ethics, Intellectual Property Rights.

  
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**HANDBOOK  
FOR  
CODE OF CONDUCT  
STUDENTS, FACULTY AND ADMINISTRATION**

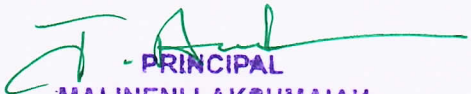


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**(ISO 9001:2015 Certified)**

  
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**General Regulations**  
**of**  
**MALINENI LAKSHMAIAH WOMEN'S COLLEGE OF ENGINEERING**

The college has developed a code of conduct for its Governing body, Administrators, Faculty, Staff and Students to foster and protect the core values of MLWEC.

**RESPONSIBILITIES OF THE GOVERNING BODY:**

The Governing Body is the highest administrative body of the college and it meets twice in a year and its function is given below:

1. To participate and approve the vision and strategic mission statements of the Institute.
2. To monitor and manage the financial strategy of the institution in line with the recommendations of the finance committee.
3. To approve the annual budget of the Institution.
4. To monitor the progress of academics, and other related activities of the Institute.
5. To provide facilities or equipment for the overall development of the Institution.
6. To ensure the implementation of the recommendations of the Governing body.

**DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL**

The Principal as the head of the Institute is solely responsible for addressing and resolving of all the issues concerned with the stake holders of education. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Principal as the head of the college.

1. Academic growth of the college.
2. Monitor and participate in teaching, research and training programmes of the college
3. Assisting in planning and implementation of academic programmes such as orientation course, seminars, in-service and other training programs organized by the institute for academic competence of the faculty.
4. Admission of students, maintenance of disciplines of the institute.
5. The overall administration of the institute and recognized Institutions and their libraries and hostels, if any.
6. Corresponding relating to the administration of the Institute.
7. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
8. Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as maybe assigned to him/her by the Management from time to time.
9. Design & define organization structure.
10. Delegate responsibilities of various positions in the organization.
11. Ensure periodic monitoring & evaluation of various processes & sub processes.
12. Ensure effective purchase procedure.


13. Define quality policy and objectives.
14. Conduct periodic meeting of various bodies such as Governing Council, Women's Protection Grievances Cell, etc.
15. Oversee the teaching and learning process.
16. Manage accounts and finance and propose institutional annual budget to the management.
17. Conduct employee recruitment process as per requirement.
18. To maintain student discipline in the campus.
19. Carry out result analysis and submit corrective measures to Management

#### **DUTIES AND RESPONSIBILITY OF TRAINING AND PLACEMENT OFFICER**

1. Prepare a data bank of potential industries for placements and updating it.
2. Initiate correspondence with industries and recruitment process for placements.
3. Organize HR meet to strengthen rapport with corporate world.
4. Organize printing of placement brochures / soft copies of information regarding student's placements.
5. Obtain feedback from industries regarding strength and weaknesses of students who have been placed finally.
6. Obtain feedback from industries regarding the performance of already placed students (one year or more) and obtain inputs to hold additional training / grooming sessions for the current students.
7. Organizing soft skill trainings to groom students for placement.
8. Counselling students regarding the emerging areas of job opportunities.
9. Organizing talks by experts to motivate students to seek job opportunities in emerging area.
10. Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.
11. To pay regular visits to industries & establish close rapport with placements / consultancies / R&D / training & establishment of linkages under the guidance of the Principal.
12. Any other duties assigned by the Principal.

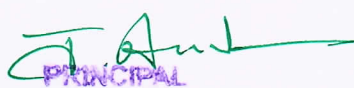
#### **DUTIES AND RESPONSIBILITIES OF EXAM CELL IN CHARGE**

1. To coordinate with JNTU K regarding all matters related to the University examinations.
2. To coordinate along with the Principal regarding all the proceedings of the Exam cell. Any information either received or required to be sent to the University is dealt within the cell. Any circular, guidelines, office order notifications received by the college is processed in the cell; reply there of prepared and after the Principal's signature dispatched to the University.
3. To duly serve examination notices received from the University to all concerned.
4. To display notices from JNTUK indicating details regarding exam fee collection, the last date of fee collection, modalities of payment of fine etc.
5. To prepare smooth conduct of examinations, preparation of schedule, invigilation duty chart, seat allotment in the examination halls etc.
6. To conduct examination mobilizing staff, assigning the duty as per the duty chart already prepared.
7. To distribute answer books to the concerned teachers and receiving the answer books and award list, and preparing in the desired format to send them to University.
8. To distribute mark sheets to students received from JNTUK.

  
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## DUTIES AND RESPONSIBILITY OF HEADS OF THE DEPARTMENTS

1. Allocate the subject to the faculty members well in advance before commencement of the semester/year.
2. Collect lesson plans from teaching staff before commencement of class work and ensure that the information provided is in accordance with the format.
3. Make sure that the time tables are prepared as per the guidelines given by the Principal and inform the faculty members and students at least one day before the commencement of the class work.
4. Interact with students (Section wise) of their branch once in 15 days, identify the problems and find solutions in consultations with the Principal.
5. Verify the student attendance registers maintained by the staff members once a week and submit the same to the Principal for verification once in a fortnight.
6. Instruct the faculty members to set the question papers as per instructions from the Principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the Principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given. Soft copy of the Assignment exams & Assignment test also to be submitted to the exam branch as per schedule.
7. Observe the dress code among students and instruct the respective mentors to implement the dress code among the students.
8. Convene departmental staff meeting periodically and record the minutes of the meeting.
9. Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as decided by the Principal. Communicate a copy to the Principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.
10. Advise the faculty to post attendance and internal marks regularly.
11. Display internal and attendance particulars. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of mentors.
12. Counsel the students who are absent for the mid test or irregular to the class work.
13. Form the student batches and allot the project guides as per guidelines given by the Principal.
14. Designate faculty member who will be the Head I/c during his/her absence and make sure that all files and records are available for Head in-charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from headquarters.
15. Allocate the students to the teacher-counsellors in the beginning of the academic year.
16. Inform the concerned authorities of any important information of events taking place in the department from time to time.
17. Arrange special classes if necessary for the benefit of below average students.
18. Ensure academic discipline in the department.
19. Follow the guidelines/instructions given by the Principal from time to time.
20. Make arrangements to lock and seal all the laboratories before leaving the premises.

  
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21. Plan and conduct the on line course of studies (MOOC) meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.
22. Provide necessary inputs to the Principal for conducting Academic Council/Governing Council Meeting.

#### **DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE OFFICER**

1. To be responsible for administration of the campus.
2. To ensure security arrangements and safety requirements.
3. To maintain records and documentation pertaining to the work area.
4. To look after the maintenance of the services and ensure optimization.
5. To maintain housekeeping services and their records.
6. To ensure fleet organization and its upkeep.
7. To maintain cordial relationship with local bodies.
8. To maintain discipline amongst students.
9. To advise on the matters related with overall administration as and when needed.

#### **DUTIES AND RESPONSIBILITIES OF SYSTEM ADMINISTRATOR**

The System Administrator shall discharge the duties under directions of the Head concerned i.e. the Head, Computer Centre. He/she shall broadly perform the following duties:

1. Performing system requirements and related activities pertaining to obtaining quotations for procurement of hardware and software.
2. Administering and configuring servers and System performance.
3. Facilitating development and maintenance of institutes' websites and updating the same.
4. Installation and maintenance of software for the systems in the campus including operating system updates, patches, and configuration change.
5. Administering campus wide LAN and Internet services.
6. Facilitating conduct of periodic computer awareness/literacy courses/training programs for the student, and other staff in the college.
7. Analyzing system logs and identifying potential issues with computer systems.
8. Introducing and integrating new technologies into existing data centre environments.
9. Performing backup of data and files.
10. Performing routine audits of systems and software.
11. Adding, removing, and updating user account information, resetting passwords, etc.
12. Answering technical queries.
13. Be responsible for security of systems and network.
14. Any other work assigned from time to time

#### **DUTIES AND RESPONSIBILITIES OF PHYSICAL DIRECTOR**

1. To ensure smooth conduct of sports, proper use of sports material and facilities.
2. To purchase sport items by coordinating with administrative officer.

  
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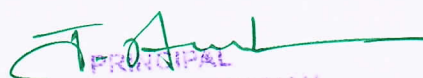
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3. To encourage students to participate in Zonal/University tournaments.
4. To create and upkeep sports facilities.
5. To propose annual budget for sports.
6. To ensure discipline among students in campus.
7. To ensure that campus is ragging free.
8. To oversee medical facilities on campus.
9. To help in the organization of various events in the college.

### **DUTIES AND RESPONSIBILITIES OF LABORATORY INCHARGE**

1. To maintain the stock register and consumable registers. To find out the requirements for consumables for the laboratory and procure the same, before the start of the every term.
2. To plan for the procurement of equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
3. To see that the infrastructure facilities in the laboratory are adequate so that each batch has ample opportunity to complete practical satisfactorily.
4. To organize the laboratory for oral and practical examinations.
5. To hold those responsible for any breakage/loss etc., and recover costs.
6. To ensure the cleanliness of the laboratory and switch off all the equipment after use.
7. Requisition of consumables shall be submitted to the HOD, who in turn verify the same and forward to the Principal for the necessary action.
8. Support staff in coordination with the respective laboratory in-charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective laboratories, to the HOD through the faculty in-charge of the laboratory.
9. Laboratory assistants in coordination with laboratory in-charge should display (i) List of equipments/software with cost, (ii) List of experiments, (iii) Laboratory time table, (iv) Names of laboratory in-charges/laboratory assistants etc. on the laboratory
10. In order to prevent theft/damage, the Lab-In-charge shall take the following action:
  - a. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD through faculty in charge as soon as they come to know about missing/damaged item in their Lab.
  - b. They also have the responsibility to find out/enquire about the missing/damaged item or article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
  - c. Lab Assistants in turn shall note down the missing items in the respective Lab Register. If the students are responsible for the loss /missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students.
  - d. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

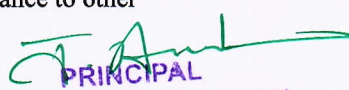
### **CODE OF CONDUCT FOR FACULTY AND STAFF**

  
 PRINCIPAL  
 MALIRENI LAKSHMAJAH  
 WOMEN'S ENGINEERING COLLEGE  
 PULLADIGUNTA, GUNTUR-17.

1. All staff members should be available in the Institute 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 relieved from his duties on his 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 academic year.
5. The promotion to higher cadre depends on vacancy opening for the position, Faculty Performance Appraisal Score, Teaching, Research and Satisfactory performance in 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 correspondence to the management should be routed through proper channel (HOD, The Principal and to the Management).
12. Faculty members should take 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 code.  
\*Gents-Formal Pant and Shirt (T-shirts and Jeans are not allowed)  
\*Ladies-Sari (Chudidhar, Jeans and pants 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.

### **LIBRARY GENERAL RULES**

1. Maintain Silence.
2. Every Member should have ID card while entering the Library.
3. Every member should have write Name, Roll number, Department and time in gate register.
4. Internet Facility is available to every member, but it is limited to one hour and penalty of Rs. 50/- will be imposed if any member misuses it.
5. Don't use mobile phone and violation will attract severe punishment.
6. Members shall not engage in conversation in any part of the library as it may cause annoyance to other reader.
7. Members shall not write on, damage or mark any book belonging to the library.
8. Members shall not shelve books and periodicals as that disturbs the prescribed order.

  
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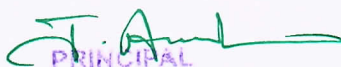
9. Members are responsible for any damage caused by them to the books or any other property belonging to the library and shall be required to pay the penalty imposed upon them by the librarian.
10. The members caught tearing pages/stealing books will be from using the library facilities and further disciplinary action will be initiated against them by the college.
11. Printed material not allowed (Personal)
12. Members leaving the library should stop at the check point so that the books borrowed or taken out of the library by them may be checked.
13. Upon any infringement of the library rules, members shall forfeit the privileges of admission and membership of the library.

### **LIBRARY MEMBERSHIP**

1. All faculty, staff, scholars and students of the college are entitled to become library members.
2. Membership is allowed only after submitting a duly filled in and signed membership form, duly recommended by the concerned HOD or office order of joining in the institute. The members are supposed to be conversant with and agreeable to the Library rules.


### **CODE OF CONDUCT FOR STUDENTS**

1. The college will be run by the Management with the Principal being Head of the Institution.
2. The Management or The Principal are vested with powers to take any appropriate action as deemed fit in case of exigencies to protect or maintain general discipline, prestige and standards of the Institution and all such decisions are final and binding on the students.
3. Students of the college are not permitted to resort to strikes and demonstrations. Participation in any such activity shall automatically result in dismissal from the college.
4. Organizing, holding or participating in any demonstrations or any political gatherings except professional associations is strictly prohibited in the college.
5. Any student responsible for bringing outsiders into the college campus for settling student disputes will be expelled from the college.
6. Smoking, consumption of alcohol drinks or drugs, playing cards, gambling of any kind is prohibited in the college premises. If any student is found violating this rule, she will be severely punished and may lead to expulsion from college.
7. Damaging the property of the college, canteen or hostel will be viewed as a very serious offence.
8. Tainting, distorting or spoiling and the name of the college management, faculty, any staff or any fellow student through any social media or platforms or network like whatsapp, facebook, youtube, twitter etc., is strictly prohibited. Those found indulging in such acts will be dealt as per the cybercrime laws.
9. No student shall leave the classroom without permission of the teacher.
10. During the class hours, no student is expected to loiter in the campus, be in the canteen or transact any office work.
11. Those who abstain from college must submit leave letter duly signed by parent/guardian to her respective mentor.
12. In case of medical problem, medical certificate must be submitted immediately after the student returns to college.
13. Student should not sit on the parapet walls or on the steps or on the staircases. They are forbidden from loitering in the corridors or in the campus at any time during the session of the college.

  
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14. Calling students out of their class rooms while the lecture is in progress or any other disruptive practices are strictly prohibited.
15. Vehicles users must follow traffic rules, carry license and wear protective helmets without fail.
16. Borrowing of vehicles is not allowed. The college does not hold any responsibility for any unfortunate accident arising thereof.
17. Food and beverages are not permitted in computer laboratories or class rooms. Those must be consumed in designated areas only.
18. In case of cancellation of a class, students shall go to the library but not to be found anywhere else in the campus.
19. All students shall clear all the dues including Hostel & Library in the odd semester itself.
20. Any student found violating the rules of conduct and discipline will be dealt with severely including the expulsion from the college. Their misbehaviour will also be reflected in the conduct certificate issued at the time of leaving the college.
21. No one should indulge in Ragging or Eve-teasing in any form which attracts serious punishment and entails summary dismissal also as per the central and state government norms.
22. It is highly recommended to speak only English on the campus.
23. All the students should come to college with a daily dress proper grooming of hair to create a professional outlook.
24. The campus should be kept clean and green to avoid environmental pollution which induces health hazards. Students are advised not to throw chocolate wrappers, plastic bags or any other waste material anywhere on the campus or in the classrooms. Students should keep the floor and the walls clean. They should not dirty the walls by leaning against them or keeping the feet on them.
25. Toilets should be kept clean and tidy by flushing enough water.
26. Lights and fans can be used when necessary. They should be switched off while leaving the classroom, laboratory or seminar halls.
27. Students are advised not to leave their belongings in the classroom while going to the laboratory. The college does not take responsibility for loss of valuables unattended to.
28. Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
29. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for her suspension or dismissal.
30. It is the responsibility of the students to read the notice boards regularly for important announcements, made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
31. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
32. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab.
33. Careless handling/misuse of the above could result in personal injuries or damage to property.
34. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear cost of replacement/repair.

  
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35. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
36. All must follow dress code. All students must wear college uniform on all days except Fridays. On days of examinations, students must wear uniform irrespective of Friday. Students must wear dupatta over the dress. Even on Friday also dress code must be followed. The students must come with salwar kameez and dupatta.
37. All students must wear Identity cards without fail, in the campus.
38. CELL PHONES ARE STRICTLY PROHIBITED IN THE CAMPUS.
  - (a) If a student wishes to carry cell phone for security reasons, she should get written permission from her respective Head of the Department.
  - (b) Such mobiles should be submitted in the department by 8.45 A.M and can be collected by the student before leaving the campus.
  - (c) If any student is found operating the cell phone in the class without prior permission of their HOD, then the cell phone will be seized.

#### **GUIDELINES FRAMED AGAINST RAGGING**


1. Except parents and guardians, no outsider can enter the college without the permission of the Principal.
2. Students indulging in ragging will be suspended by the Principal and debarred from entering the campus except for attending inquiry or/and submitting explanation.
3. All students should possess identity card and show them on demand.
4. The teachers of the first year students should not leave the class room until the teacher of the subsequent class comes to the class room.
5. The Principal and the warden besides the authorities or teachers entrusted with this work can inspect the hostels at any time.
6. Ragging is prohibited as per act of A.P. Legislative Assembly, in 1997.
7. Ragging entails heavy fines and/or imprisonment.
8. Ragging invokes suspension and dismissal from the college.
9. Outsiders are prohibited from entering the college and hostels without permission.
10. The Principal and the wardens may visit the hostels and inspect the rooms at any time.

#### **FORMS OF RAGGING**

Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy, undisciplined activities which cause or is/are likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehensive fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes her shame or embarrassment or danger to her life, etc., undue hardship, physical or psychological harm of students to do any act or perform something which such a student will not do in the ordinary course and which causes her shame or embarrassment or danger to her life, etc.,

#### **PUNISHMENT FOR PARTICIPATION IN/OR ABETMENT OF RAGGING**

1. Cancellation of admission.

  
 PRINCIPAL  
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 WOMEN'S ENGINEERING COLLEGE  
 PULLADIGUNTA, GUNTUR-15

2. Suspension from attending classes.
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel.
8. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Fine up to Rs 25,000/-

### **HOSTEL RULES AND REGULATIONS**

1. All inmates of the hostels are required to strictly observe the rules and regulations. Serious action will be taken for violation of rules (even to the extent of expulsion from hostels).
2. The inmates shall return to the hostels soon after their class work every day within 15 minutes after completion of college work. Purchases can be made in the college canteen @ MRP prices up to 8.30 PM. No hosteller is permitted to leave the hostel except to go to the library and computer laboratory in the campus which are kept open up to 7.30 PM on all working days (up to 2.00 PM on Sundays).
3. Parents or local guardians whose photos are attached to the hostel applications only are allowed to visit their wards between 5.30 PM to 6.30 PM on all working days and between 1.00 PM to 6.00 PM on Sundays and holidays. Parents/Visitors are not permitted to enter the rooms. They can meet their wards in the waiting hall / recreation hall. No inmate is permitted to go out with their parent or guardians without permission from the chief warden (or The Principal).
4. No hostel student is permitted to go home except during vacation or holidays.
5. Any request in writing for permission from parents on genuine grounds only will be considered.
6. Hostellers staying in girls' hostel are not allowed to meet the boys near or around the girls' hostel premises under any circumstances.
7. Day scholars are not permitted to enter the hostel.
8. All visitors have to enter their details in the visitors' book maintained by the caretaker/supervisor at the entrance.
9. Whenever any student leaves the hostel with permission, she should enter all details like forwarding address, parents' phone number, departure date and time in the register kept with the caretaker.
10. Food from outside is strictly prohibited.
11. Food will not be served in the rooms. However, if any student is sick, then the food may be served in the room. Members have to follow the mess timings and maintain decent dining manners. Timings:
  - Breakfast 07.00 AM to 8.00 AM
  - Lunches fixed by the college
  - Snacks 05.15 PM to 06.00 PM
  - Dinner 07.30 PM to 08.30 PM
12. Hosteller will be held responsible for any damage caused to the hostel property. Writings of any kind, sticking posters or notices and graffiti on the walls are strictly prohibited.
13. Transistorised Radios, record players etc., are not permitted in the rooms.
14. All must follow study hours: from 6.30 PM to 07.30 PM and 08.30 PM to 11.00 PM

  
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**PULLADIGUNTA, GUNTUR-17.**

15. Mess bill is displayed around 10th of the succeeding month which is to be cleared before 20th failing which fine of Rs.100/- for the first 7 days and Rs.200/- thereafter shall be imposed till her admission is cancelled.
16. No concession in mess bill will be given for absence from the hostel for any length of time.
17. All students are provided steel racks with locking arrangement and they should keep any valuables or cash in the locker only and the management does not take responsibility if anything in the locker is lost.
18. Unauthorized absence from hostel more than 3 times shall entail severe action. She may be expelled from the hostel.
19. Students must remain in their rooms during study hours.
20. Smoking, alcohol & narcotic consumption is strictly prohibited in and around the hostel premises. Strict action will be taken against offenders.
21. Strict adherence to the prescribed dress code is required. Decency in dressing & demeanour is a must.
22. Loitering in the Hostel campus during the class hours will not be appreciated.
23. The Management & Staff will not be responsible for personal belongings.
24. Late comers will be penalized.
25. Students must keep the campus & rooms clean. Defacing walls, equipment, furniture etc., is strictly prohibited.
26. Birthday/other celebrations are strictly prohibited in the hostel.
27. Students must turn off all the electrical equipments & lights before leaving their rooms.
28. Students are not allowed to use electric stoves, heaters etc in rooms except in designated places.
29. Students are not allowed to organize any group activities in their room.
30. All lights must be switched off before 11PM in the rooms. Only study lamps are permitted.
31. Tipping of Wardens, Security Guards, Cleaning staff etc., is not permitted.
32. Any complaints regarding electric equipment, plumbing etc., is required to be entered in the 'Complaints Book'.
33. Students should not enter rooms of other students without permission.
34. Silence: Strict silence shall be observed in hostel from 11.00 pm to 5.30 am. Care should be taken at all times to ensure that music loud talking is NOT audible outside the room.
35. Tainting, distorting or spoiling the name of the college management, faculty, any staff or any fellow student through any social media or platforms or network like whatsapp, face book, you tube, twitter etc. is strictly prohibited. Those found indulging in such acts will be dealt as per the cyber-crime laws.
36. Rules for Admission:
  - (a) Students seeking admission in to the college hostel have to submit prescribed application duly signed by the parent and the student. They should pay caution deposit of Rs.10,000/- returnable at the time of leaving the hostel.
  - (b) Students who have a record of indiscipline will not be given admission.
  - (c) The college hostels are purely private and students cannot claim admission as matter of right.
  - (d) Whenever any hosteller is found violating the hostel rules they will be expelled from the hostel.

**NON COMPLIANCE WITH THE COLLEGE/HOSTEL RULES WILL BE DEALT WITH STRICTLY**