



# SAMSKRUTI COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to JNTUH.)

Kondapur(V), Ghatkesar(M), Medchal(Dist)



## CODE OF CONDUCT MONITORING COMMITTEE FOR STAFF

S.No	Names	Designation	Members	Functions and Responsibilities
1	Dr. Govardhan	Principal	Chairperson	<ol style="list-style-type: none"><li>1. Constitutes the Selection Committee consisting of all the internal Professors in the concerned departments, experts from JNTU are also included .The intimation to the candidates is made by e- mail as well as by telephone.</li><li>2. To examine the abilities as a teacher, followed by oral and demo interview.</li><li>3. Minutes of the Selection Committee meeting are duly signed by all the members of the Committee with the order of merit. Orders are issued by the Management/Director/Principal for the teaching staff for administrative and technical staff.</li></ol>
2	Dr. Srinivas	Professor	Chief Co-ordinator	
3	Dr. Sathyanarayana	Professor	Co-ordinator	
4	K.Vamsi Krushna	Assistant Professor	Co-ordinator	

Principal  
Samskruti College of Engineering & Technology  
Kondapur, Ghatkesar Municipality, Medchal (D)

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### CODE OF CONDUCT FOR FACULTY

- Faculty shall be at the designated classroom at the stipulated time without any exception.
- Every faculty shall take attendance at the beginning of the teaching session.
- Every faculty shall end the session punctually.
- A faculty finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be
  - taking correctional action if it is within his/her power, or
  - reporting the matter to the Principal (through proper channel)
- Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculty and staff members shall not engage in other activities/ businesses, which affect their effective contribution in to the Department and the College.
- Faculty and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- Faculty shall maintain a respectable work conduct in terms of:
  - Preparation for the particular day's Classes, with updated course content.
  - Keeping all teaching aids required for conducting the class in an orderly manner.
  - Following the session plan for the day and completing the syllabus with strict timelines.
  - Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
  - Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- Obtaining prior sanction for leave of absence and intimating the students of such absence as a measure of courtesy.
- Faculty shall observe good personal conduct in terms of:
  - Not using any abusive language and maintaining the proper decorum towards

students,colleagues, parents and other members of public.



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- Not entering into quarrels, fights or any act of disrespectable nature.
- Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization this might cause conflict of interest with the duties of a faculty and the reputation of the Institution.
- Not involving in any kind of gossips or grapevine.
- Delivering the lecture in the prescribed medium of Instruction

### **RULES, POLICIES AND PROCEDURES OF THE INSTITUTE:**

#### **Recruitment procedure for the staff:**

- **Rules:** The qualifications stipulated by AICTE for each cadre in pharmacy departments are strictly followed for recruitment by the College.
- **Advertisement:** Advertisement for recruitment of faculty is issued in leading newspapers clearly mentioning the departments and cadre wise in each department, wherever specialization is necessary it will also be covered in the advertisement. All applicants are invited through e-mail by the Principal of the College. The Advertisement is also displayed in the College website. Recruitments is done for cadres of Asst.Prof., Assoc.Prof. and Professors.
- **Interviews:** College constitutes the Selection Committee consisting of all the internal Professors in the concerned departments, experts from JNTU are also included. The intimation to the candidates is made by e-mail as well as by telephone. The interview consists of presentation on any topic of his choice of the subjects of the department for about 20 minutes at the blackboard, which will help to examine the abilities as a teacher, followed by oral interview. Minutes of the Selection Committee meeting are duly signed by all the members of the Committee with the order of merit. Orders are issued by the Management/Director/Principal for the teaching staff for administrative and technical staff. All staff members are offered salaries as per the norms.
- **Promotion to Higher Cadre:** Promotion is made on acquiring the required

qualifications and experience based on the recommendation of college selection committee. On attaining Ph.D. as per qualifying norms next higher position is offered.



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**Ratification by the University:** Periodically, teaching staff members working in the College are referred to the University Selection Committee (JNTUH) for conducting interviews towards ratification of their services. The University Selection Committee is constituted as per statutes of the University with the Vice-Chancellor as the Chairman. There are three outside expert committee members; State Government nominee and Chairman Board of Studies of the Department from the University are also members. The College is represented by Director of the Society and the Principal

**SERVICE AND CODE OF CONDUCT RULES:** Service and rules printed in booklet. The rules were approved by the Governing body and the same are followed by the college administration and made available in the institute website.

### DISCIPLINARY PROCEDURE

- Any faculty or staff member who violates the prescribed code of conduct will be subjected to appropriate disciplinary action.
- If any faculty/staff member observes another faculty/staff committing an act of misconduct or misdemeanor by violating the code of conduct, he / she can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- He shall proceed with issuing a Show Cause Notice, fully describing



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- the offence and the action proposed to be taken, giving sufficient time for the accused faculty for giving his/her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.



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## ODE OF CONDUCT FOR STAFF AND STUDENTS

### MONITORING COMMITTEE

S. No	Names	Designation	Members	Functions and Responsibilities
1	A.Swapna	Assistant Professor	Coordinator	<p>1. To be regular and punctual to the classes and to be in the class at least 5 minutes before the commencement of the period. Every day cumulative attendance of the student should be sent to the parent's mobile through SMS.</p> <p>2. To attend all counselling sessions convened by the mentors and should feel free to explain their academic / personal / career difficulties and seek solutions</p> <p>3. To note that any violence in the campus, destruction of college property, manhandling and misbehaviour with girl students be viewed seriously. Erring persons will be liable for disciplinary action such as expulsion or rustication for specific period.</p> <p>5. To note that in all discipline matters the decision taken by the Principal is final and will be binding on all the students involved.</p> <p>6. To conduct meeting whenever required and discuss relevant issues, in consultation with the Principal seeking his approval.</p>
2	T.Laxmi	Assistant Professor	Member	

  
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S. No	Names	Designation	Members	Functions and Responsibilities
1	Mrs.G.Varalaxmi	Assistant Professor	Coordinator	<ol style="list-style-type: none"><li>1. Ragging in any form, within institution is strictly prohibited. Any student convicted of the offence of ragging will be punished with imprisonment as per (refer Prohibition of Ragging in Educational Institutions Act 26 of 1997) Act.</li><li>2. Counseling sessions are Conducted.</li><li>3. Awareness is spread on consequences about anti-social acts and legal acts.</li><li>4. College rustication is done against violation of college rules and in extreme cases.</li></ol>
2	Mrs.D.Rupa laxmi	Assistant Professor	Member	
3	Mr.Rajesh	Assistant Professor	Member	
<b>STUDENT MEMBERS</b>				
1	Ashray	Member		
2	Pooja Reddy	Member		



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### **STUDENT DISCIPLINE RULES**

1. Ragging is banned inside and outside of the college campus under 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.
2. All the students must come with decent dress code to maintain the professional atmosphere.
3. Punctuality and discipline in attending theory and practical classes must be maintained.
4. All the students must pay the college fee within the stipulated period.
5. All the students of B. Pharm must maintain 75% of attendance, failing which they will be detained from that academic year according to the norms of JNTU Hyderabad.
6. Use of cell phone is strictly prohibited in the campus.
7. Inappropriate behaviour by the students in the college campus is strictly prohibited
8. Students must follow the academic discipline in all aspects and deal with the faculty and non-teaching staff in respectful manner.
9. Any kind of arrogance, unnecessary arguments and misbehaviour by the students with the faculty members will be punished, which may even lead to suspension from the classes
10. Each student can avail 5 Library books and must return them as per the directions of Librarian and 3 books for reference.



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Date : 28-11-2021

To  
The Principal,  
Samskruti College of Engineering and Technology,  
Kondapur, Ghatkesar.

Dear Sir ,

**SUB : Permission for conducting “ Orinetation Program on Code of Conduct “-Reg**

Code of conduct committee is planning to conduct **Orinetation Program on Code of Conduct** by H&S Department on 4<sup>th</sup> & 5<sup>th</sup> December 2021 at 10:30 a.m in Seminar Hall .

In this regard , We need your Consent and approval for the above program .

Thanking you,

CONVENOR

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Date : 01-12-2021

## CIRCULAR

All the Staff members and Students are hereby informed to attend “ORIENTATION PROGRAM ON CODE OF CONDUCT ” by H&S Department , Dr.Mr.Rajeswara Reddy on 4<sup>th</sup> & 5<sup>th</sup> December 2021 at 10.30 a.m . We request you all to ensure newly joined faculty members of respective Departments and I year Students from all disciplines to attend the program in Seminar Hall.

*T. Jeeva*  
CONVENOR

CC: DIRECTOR

CC: PRINCIPAL

CC: DEAN ACADEMICS

CC: ALL HOD'S & Circulation among Students

*[Signature]*  
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Date : 10-12-2021

## REPORT ON OREINTATION PROGRAM

**Name of the Title : Orientation Program on Code of Conduct.**

**Date & Time : 4<sup>th</sup> & 5<sup>th</sup> December 2021 10:30 a.m**

**Venue : Seminar Hall**

### Objective of the Program :

- Establish Standards of personal conduct for all Students.
- To ensure that the Students recognize rights and obligations.
- To maintain discipline in Industry.

### Content of the Program

The Code of Conduct Committee organized an Orientation Program on Code of Conduct on 4<sup>th</sup> & 5<sup>th</sup> December 2021 in Seminar Hall.

The Director , Secretary, Principal, Dean of SCET and all HODs participated in the program. All First Year Students along with their parents attended the program.

Dr.J.Goverdhan, Principal addressed the Students and parents with a warm welcome message . He stated that the purpose of the code of conduct is to provide students with guidance on standards followed in SCET while undertaking their studies and conducting their relationship with fellow students , teaching Staff and the community.

The code of conduct policy of SCET was explained to students by the program coordinator Dr.M.Rajeswara Reddy , HOD , H&S.

The program ended with the vote of thanks

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Ghatkesar, Telangana, India

FM6V+HXV SAMSKRUTI COLLEGE OF ENGINEERING AND TECHNOLOGY,

Ghatkesar, Telangana 501301, India

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Long 78.694957°

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