



M V G R COLLEGE OF ENGINEERING(A)

Chintalavalasa, Vizianagaram-535005

Accredited by NAAC with 'A' Grade & Listed u/s 2(f) & 12(B) of UGC
(Approved by AICTE, New Delhi and Permanently Affiliated by JNTUK-Kakinada)

Metric No: 7.1.10

DVV Comment:

Provide Policy document on code of ethics provide Proceedings of the monitoring committee Provide Circulars and geo tagged photographs of the activities organized under the metric for teachers, students, administrators and other staffs for the current year 2019-20.

HEI Response

Policy document on code of ethics, Details of the monitoring committee and other such details related are provided as under:

s.no	Name	Page Nos
1	Policy document on code of ethics	01 to 06
2	Details of monitoring committee	07 to 16
3	Extracts from Service Manual	17 to 32

Policy document on Code of Ethics

MAHARAJ VIJAYARAM GAPATHI RAJ COLLEGE OF ENGINEERING(AUTONOMOUS)

Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram-535005, Andhra Pradesh

Accredited by NAAC with 'A' Grade & Listed u/s 2(f) & 12(B) of UGC

(Approved by AICTE, New Delhi and Permanently Affiliated by JNTUK-Kakinada)

NBA Accredited UG Courses: B.Tech(MEC), B.Tech(CIV), B.Tech(EEE), B.Tech(ECE), B.Tech(CSE), B.Tech(IT),
B.Tech(MEC) & B.Tech(CHE) and PG Course: MBA

CODE OF ETHICS

POLICY



**MAHARAJ VIJAYARAM GAJAPATHI RAJ
COLLEGE OF ENGINEERING (A)**

**VIJAYARAM NAGAR CAMPUS, CHINTALAVALLASA
VIZIANAGARAM - 535005**

1. PREAMBLE

MVGR College of Engineering (A) is one of the constituent institutions under the Maharajah Alak Narayan Society for Arts and Sciences (MANSAS), established by the late Dr. P. V. G. Raju, the last crown prince of Vizianagaram. With the first institution established in 1857, MANSAS has been the centre for education for more than 150 years now. With such a royal lineage and legacy of education, it behoves all members connected with MANSAS to conduct themselves properly reflecting the culture and tradition of the royal society under which the institution has been established. The Code of Ethics Policy (CoEP) aims at outlining the fundamental character ethic to be practiced at all levels in the institutions.

2. OBJECTIVES

The following are the objectives intended to be achieved by the institution through the Code of Ethics Policy (CoEP):

1. To ensure proper student conduct at all times in the campus
2. To ensure dignified and cultured behaviour of faculty members at all times befitting the noble teaching profession
3. To ensure fair and honest work ethic among students and eliminate plagiarism
4. To ensure peaceful and constructive learning environment in the institution free from harassment

3. DEFINITION

- The Code of Ethics Policy (CoEP) at MVGR College of Engineering (MVGR) is designed to build the right character required of a professional education system at all levels beginning with administration, faculty and students
- As such, the CoEP focuses on the following **THREE** major areas:
 - Administrative culture
 - Faculty character
 - Student code of conduct
- The CoEP outlines the broad and specific issues that need to be addressed in each of the above areas from **FOUR** different perspectives namely:
 - Code of conduct



- Disciplinary committee (DC)
- Oversight and Reform committee (ORC)
- Disciplinary action

4. POLICY

Administrative Culture

- The management of the institution shall offer a free and fair environment for the development of faculty and students
- Institution shall create an environment of participative management
- Institution shall provide autonomy to faculty for execution of their academic responsibilities and also empower faculty with authority through deep delegation for decision-making according to the nature of the task and the competence of the faculty
- Grievances of the faculty, if any, shall be brought to the notice and discussed with the head of the department who shall in-turn put up the same to the Principal for redressal
- Should a faculty member not be satisfied with the response from the head of the department, they may approach the Principal directly for redressal of their grievance
- Student grievance redressal is addressed through a separate process but ultimately converges to the above
- The institution shall provide a free and fair environment for all faculty members/students to express their views and concerns and build in the them confidence and faith in the openness of the system
- The institution believes in equity and justice for all and shall not encourage any form of caste or gender based discrimination or harassment either in recruitment or in treatment of employees and students

Faculty Character

- Faculty members and non-teaching staff shall maintain the highest level of behavioural standards and professional demeanour as is expected of the noble profession of teaching
- A faculty member shall not involve in harassment of junior faculty or non-teaching staff or students in any form, verbal or physical
- A faculty member shall provide a stimulating and vibrant learning atmosphere in the institution to the best of his/her ability



- Faculty members shall not intimidate students with threats of detention or failure in order to get compliance. Respect has to be commanded from juniors and not demanded
- Faculty members shall discharge their responsibilities as assigned by the head of the department with the utmost sincerity and honesty and refrain from any and all kinds of questionable practices or illegal activities both on and off the campus
- Any violation of the code of ethics by the faculty members will be viewed very seriously. A committee shall be set up by the Principal with senior professors of the institution to inquire into and resolve all cases of violation of the code by faculty members

Student Conduct

- While on campus, a student shall maintain the highest level of behavioural standards and professional demeanour as is expected of being part of a profession higher education course
- A student shall not involve in harassment of a peer or junior whether in the name of ragging or on personal difference of opinion in any form, verbal or physical
- Every student shall contribute his mite to creating a stimulating and vibrant learning atmosphere in the institution to the best of his/her ability
- A student shall not intimidate his/her junior(s) with threats and get them to execute personal favours especially in terms of meeting the academic requirements of the senior student
- A student shall diligently carry out his assigned work by the concerned faculty members utmost sincerity and honesty and refrain from any and all kinds of malpractices or illegal activities
- A student shall carry out all academic work assigned to him/her on their own and deliver by the stipulated submission date in order to their work to be graded. Plagiarism in any form at any level will not be tolerated
- All Master's thesis work shall be checked for plagiarism and the student shall submit the thesis along with the plagiarism report for their work to be taken up for examination
- The institution believes in equity and justice for all and shall not tolerate any form of caste or gender based discrimination or harassment among students



- Any violation of the code of ethics by a student will be viewed very seriously. The disciplinary committee (DC) set up by the Principal will inquire into and resolve all cases of violation of the code by students

5. IMPLEMENTATION

Disciplinary Committee (DC)

- The Disciplinary Committee (DC) is set up by the Principal comprising faculty members drawn from different departments and headed by a senior faculty member of the institution
- The DC shall impartially inquire into any student indiscipline activity or violation of code of conduct
- The inquiry report along with recommendations shall be submitted by the DC to the Oversight and Reform Committee (ORC) for disposal

Oversight and Reform Committee (ORC)

- The Oversight and Reform Committee (ORC) shall be headed by the Principal and comprise of Deans and senior professors as nominated by the Principal
- The ORC shall take a final decision based on the inquiry report submitted by the DC
- The ORC shall decide upon the nature of disciplinary action to be meted out and its duration
- The ORC shall also be responsible to ensure that the decision is properly communicated to all concerned members involved in the disciplinary action

Disciplinary Action

- Depending upon the nature of the indiscipline, the ORC shall decide upon the nature and extent of the corrective action and prescribe suitable course of action as deemed fit for the circumstance
- As far as possible, the institution believes in correction rather than punishment as the means of redressal of violation of ethics
- In extreme cases where the nature of violation of the CoEP is very grave, the ORC may have to terminate the services of the concerned faculty member or rusticate the concerned student from the rolls of the institution



Details of Monitoring Committee

MAHARAJ VIJAYARAM GAPATHI RAJ COLLEGE OF ENGINEERING(AUTONOMOUS)

Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram-535005, Andhra Pradesh

Accredited by NAAC with 'A' Grade & Listed u/s 2(f) & 12(B) of UGC

(Approved by AICTE, New Delhi and Permanently Affiliated by JNTUK-Kakinada)

NBA Accredited UG Courses: B.Tech(MEC), B.Tech(CIV), B.Tech(EEE), B.Tech(ECE), B.Tech(CSE), B.Tech(IT),
B.Tech(MEC) & B.Tech(CHE) and PG Course: MBA

MVGR College of Engineering

Code of Conduct

Preamble

The student code of conduct is created to foster and protect the core values of MVGR College of Engineering (Autonomous) to ensure the scholarly and civic development of its students in a safe and secure learning environment and to protect the people, properties and processes that support the college and its mission.

However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows pursuit of these objectives in an environment that is both safe and free of invidious disruption. The code of conduct is necessary to mark the boundaries of this needed order.

Applicability

The *Code* is applicable to all students, which includes all persons taking programmes at various departments of the college, pursuing undergraduate, post-graduate, professional or doctoral studies. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered as “students”. The Code applies to all departments of MVGR College of Engineering.

Jurisdiction

The *Code* applies to the on-campus conduct of all students at all the locations/ campus of the college.

- Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange;
- Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
- Any activity sponsored, conducted, or authorized by the college/university or by registered student organizations;
- Any activity that causes substantial destruction of property belonging to the college or members of the college community or causes serious harm to the health or safety of members of the college community; or
- Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission.

Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. In such instances, the college may proceed with college disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

Responsibilities of Students

Students are members of the College on rolls. Students are responsible to the community of which they are a part and also responsible to the academic community of the college.

Admission to the MVGR College of Engineering (A) carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the society. They should refrain from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons.

A student should not discriminate on the basis of race, colour, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

Student Commitment

At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- He/she shall be regular and must complete his/her studies in the college.
- In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the college campus subject to written consent of the Head of the Institution.
- As a result of such relieving, the student shall be required to clear pending tuition/hostel/mess and any other fees dues. And if a student had joined the college on a scholarship, the said grant shall be revoked.
- Shall abide by the measures enforced by the college whenever pre-defined misconduct is committed by the students.

Student Participation in Governance

As students are members of the MVGR College, they have a substantial interest in the governance of the college. The involvement of the student in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, being encouraged to put forth their views and advice, for an informed decision making. Student participation is encouraged and must be strengthened through the involvement of students in all levels.

Disciplinary Misconduct

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the college reserves the right to take disciplinary action in appropriate circumstances not set out in this article.

The following actions are considered as misconduct:

Academic Misconduct:

Academic Misconduct means copying, malpractice, cheating on assignments or examinations.

- **Cheating:** Cheating includes, but is not limited to:
 - *Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.*
 - *Allowing or facilitating copying, or writing a report or taking examination for someone else.*
 - *Using unauthorized material, copying, collaborating when not authorized, and*
 - *Purchasing or borrowing papers or material from various sources.*
 - *Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.*
 - *Creating sources, or citations that do not exist*
 - *Altering previously evaluated and re-submitting the work for re-evaluation*
 - *Signing another student's name on an assignment, report, research paper, and thesis or attendance sheet.*
- **Plagiarism:** Plagiarism of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

- a. *Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.*
- b. *Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.*
- c. *Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.*

- d. *Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.*
- e. *Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.*
- f. *Paraphrasing or changing an author's words or style without citation.*

Disruptive Conduct:

Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on the campus premises or in connection with any other college-sponsored event or activity;

Discrimination:

Engaging in verbal or physical behaviour directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the college.

Falsification:

Falsification means will-fully providing college campus offices or officials with false, misleading, or incomplete information; forging or altering official college records or documents or conspiring with or inducing others to forge or alter college records or documents.

Refusal to Identify:

Refusal to identify or falsely identifying one's self when requested by an authorized college official.

Illegal or Unauthorized Possession or Use of Weapons:

Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.

Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking:

MVGR College strongly supports the goals of "Drug Free Campuses". It is the policy of MVGR that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the Policy of MVGR that smoking is prohibited in all the campus.

Unauthorized Access and Use:

Unauthorized access means accessing without authorization college property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

Act of Violence, Threatening, Harassing, or Assaultive Conduct:

Act of Violence, threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

Theft, Property Damage, and Vandalism:

Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

Recording of Images without Knowledge:

Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

Causing Disrepute to other students:

Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students / faculty of the college.

Failure to comply with college or any other authority:

Failure to comply with legitimate directives of authorized college officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.

Ragging:

Any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging Regulations, 2009.

Contracts:

Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for college. The A campus will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

Abuse of Electronic Communication:

Use of College or personal telecommunications, data-communication networks for illegal or improper purposes or in violation of college campus regulations and policies, or related laws.

Media Contact:

Students are expressly prohibited from speaking on behalf of, or for, college with any media organization or publication, or from inviting the same to any college-owned or operated property, facility or event without the express written permission of the office of Principal.

Organization and Event Registration:

A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the college.

Presenting False Testimony

Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

Violation of College Rules:

Violation of other published college regulations, policies, or rules, or violations of law include, but are not limited to, those rules, which regulate dress code, submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, miscues of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.

Grievance Redressal:

- *The aggrieved student would submit in writing his/her grievance to the Convener, College Grievance Cell (CGC) or Internal Complaint Cell.*
- *The Convener CGC/ICC would convene a meeting of members within ten days of receiving the complaint.*
- *Where the Principal is not a member of the committee, the report of the committee must be submitted to him/her within 5 working days of the meeting.*
- *The decision taken would be communicated to the student within 3 further working days.*
- *Further the student can appeal to the MVGR Grievance Committee (appellate authorities) within 5 working days.*

PUNISHMENT AND PENALTIES

One or more of the following programmes of action may be taken when a student has been found to have violated the student code of conduct:

- **Warning:** A written letter of reprimand resulting from a student's misconduct.
- **Suspension:** Suspension is a sanction that terminates the student's enrolment at the College campus for a specified period of time.
- **Monetary Fines:** Monetary Fines is a sanction in which a student is required to
 - deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.
- **Confiscation.** Confiscation means confiscation of goods used or possessed in violation of college regulations.
- **Restriction of Privileges** - Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programmes, college events for a defined period of time.
- **Dismissal:** Dismissal is a sanction which permanently separates a student from the college campus without opportunity to re-enrol in the future.
- **Other sanctions:** Other appropriate sanctions may be imposed by the Competent Authority of the College singularly or in combination with any of the above-listed sanctions.

General Etiquette

- Every student shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirts, shorts and jeans must be avoided.
- During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
- The college expects students of both sexes to foster a healthy and decent relationship both on campus and of campus. The very spirit of co-education lies in facilitating such a relationship. Any behaviour contrary to this spirit is deemed unlawful and punishable.
- During leisure hours, students are advised to use the library, and internet browsing centre.
- During leisure hours women students should go to the rest room or library. They should not stay in the classrooms.
- Late comers are permitted to the classrooms upon submitting valid reason.
- Defacing the blackboards of walls will be severely dealt with.
- Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.
- Students should stay away from any anti-social activities.
- Students should stay wear their identity cards inside the campus daily.
- Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
- Ragging in any form is a serious offence and it will be dealt with severely.
- Damage fee will be collected for any damage caused by them knowingly or unknowingly.
- Students should take care of their belongings. The institution will not be responsible for any loss. ■

Monitoring Committee

MAHARAJ VIJAYARAM GAPATHI RAJ COLLEGE OF ENGINEERING(AUTONOMOUS)

Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram-535005, Andhra Pradesh

Accredited by NAAC with 'A' Grade & Listed u/s 2(f) & 12(B) of UGC

(Approved by AICTE, New Delhi and Permanently Affiliated by JNTUK-Kakinada)

NBA Accredited UG Courses: B.Tech(MEC), B.Tech(CIV), B.Tech(EEE), B.Tech(ECE), B.Tech(CSE), B.Tech(IT),
B.Tech(MEC) & B.Tech(CHE) and PG Course: MBA

Monitoring Committee

	Name	Role	Designation
1	Dr. K.V.L. Raju	Chairman	Principal
2	Mr. S. Mohan Kumar	Convenor	Dean Students
3	Mr. Srikanth	Police Representative	Sub-Inspector, Denkada
4	Dr. Nandini C.P.	Civil Representative	Associate Professor
5	Mr. P. Srinivasa Rao	Local Media	Reporter
6	Mr. Abdul Ravooof	NGO	Senior Advocate Member
7	Dr. G. Anjaneyulu	Faculty Members	Professor
8	Smt. L. Sujatha	Faculty Members	Assistant Professor
9	Dr. Kamala Kumari	Faculty Members	Assistant Professor
10	Mr. A. Ramachandra Raju	Faculty Members	Assistant Professor
11	Dr. B. Sarva Rao	Faculty Members	Associate Professor
12	Mr. Vodesala Govinda	Parents Representatives	Business
13	Mr. Mandapaka Meena Madhavi	Parents Representatives	Homemaker
14	Karimelli Eswara Sai Prasoon	Student Representatives	Student President
15	Jampana Rohith Varma	Senior students	Student
16	Ramba Jaya Chaitanya	Senior students	Student
17	Potnuru Dikshita	Senior students	Student
18	Poosarla Mansi	Senior students	Student
19	Mr. Y. Siva Kishore	Non-Teaching Member	Technician Gr-I
20	Mr. P. Ravi Varma	Non-Teaching Member	Generator Operator
21	Mr. S. Ramesh Kumar	Non-Teaching Member	Jr. Assistant

Extract from Service Manual

MAHARAJ VIJAYARAM GAPATHI RAJ COLLEGE OF ENGINEERING(AUTONOMOUS)

Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram-535005, Andhra Pradesh

Accredited by NAAC with 'A' Grade & Listed u/s 2(f) & 12(B) of UGC

(Approved by AICTE, New Delhi and Permanently Affiliated by JNTUK-Kakinada)

NBA Accredited UG Courses: B.Tech(MEC), B.Tech(CIV), B.Tech(EEE), B.Tech(ECE), B.Tech(CSE), B.Tech(IT),
B.Tech(MEC) & B.Tech(CHE) and PG Course: MBA

Extract from the Service Manual

6. CONDUCT RULES:

6.1.Application:

The provisions contained in this Schedule shall apply to all the employees of the College including the Principal.

6.2.Definitions:

In this Schedule unless the context otherwise requires.

(a)“Competent authority” means: -

- (i) The ‘Chairman’ in the case of the Principal.
- (ii) The ‘Principal’ in the case of all other employees.

(b)“Members of the family” in relation to an employee includes: -

- (i) the wife, child or step child of such employee residing with and dependant on him and in relation to an employee who is a woman, the husband residing with her and dependant on her, and
- (ii) any other person related, whether by blood or by marriage to the employee or to such employee’s wife or husband and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee or child or stepchild who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of in the law.

(c)“Service” means service under the College.

6.3.General:

(a)Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.

- (b) An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.
- (c) Unless and otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the College, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond schedule working hours and on closed holidays and Sundays and during vacations. These duties shall inter-alia include attendance at meeting of committees to which he may be appointed by the College.
- (d) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (e) Except for valid reasons and or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- (f) No employee shall leave station except with the prior permission of proper authority, even during leave or vacation.
- (g) Whenever leaving the station, the employee shall inform the Head of the Department to which he is attached, or Principal if he is himself the Head of a Department, the address where he would be available during the period of the absence from station.

6.4. Taking part in Politics and Election:

No employee shall take active part in politics in the campus of the College or exploit his official position for political ends or permit the use of College facilities for political purposes.

6.5. Criticism of the Institute:

No employee shall, in any print/digital/electronic broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion.

- (i) Which has the effect of an adverse criticism of any policy or action of the College; or
- (ii) Which is capable of embarrassing the relations between the College and the Central Government or any State Government or any other Institution as organization or members of public; or
- (iii) Which exploits the name of the College or his position therein provided that nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

6.6. Evidence before Committee or any Authority:

- (i) Save as provided in sub-paragraph (iii) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, Committee or authority.
- (ii) Where any sanction has been accorded under sub-paragraph (i) no employee giving such evidence shall criticize the policy or any action of the College or the Central Government or any State Government.
- (iii) Nothing in this paragraph shall apply for: -
 - (a) Evidence given at any inquiry before any authority appointed by the College, by Parliament or by a State Legislature; or
 - (b) Evidence given in any judicial inquiry; or
 - (c) Evidence given at any departmental inquiry ordered by the College authorities.

6.7. Unauthorized communication of information:

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or

information to any person to whom he is not authorized to communicate such document or information.

6.8. Private Trade or Employment:

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his official assignments. No member of the staff shall offer private tuition /services either for monetary or otherwise.

6.9. Investments, Lending and Borrowing:

- (i) No employee shall speculate in any business nor shall make or permit his wife or any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.
- (ii) No employee shall lend money at interest to any person nor shall borrow money from any person with whom he is likely to have official dealings.

6. 10. Insolvency, Habitual Indebtedness and Criminal Proceedings:

- (i) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a majority of his salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College authorities.
- (ii) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether he is guilty or not on criminal charge or otherwise for a period longer than 24 hours shall not

join his duties in the College unless he has obtained written permission to that effect from the Principal of the College.

6.11. Moveable, Immoveable and Valuable property:

Every member of the staff shall, on first appointment in the College service and thereafter at such intervals as may be prescribed by general or special order of the competent authority submit return in such form as the College may prescribe in this behalf of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

6.12. Vindication of Acts and Character of Employees:

No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character. Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

6.13. Representations:

- (a) Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months.
- (b) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

6.14. Punishment, Appeals etc:

An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules and preference of appeals against any such action taken against him.

7. LEAVE RULES:

7.1. Introduction:

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Chairman of the Governing Body from time to time.

The following leave rules and norms give details about the different types of leave and how they can be availed of. Certain rules are common to both Teaching and Non-teaching of the Institute. Certain rules and norms have been designed specifically with reference to faculty of the Institute.

7.2 General Principles Regarding Grant of Leave:

7.2.1 Applicability:

The provisions contained in these rules shall apply to all permanent employees of the college. However, these leave rules doesn't include employees under contractual basis or services.

7.2.2 Right to leave:

- i. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- ii. To change the nature of leave, the maximum period permitted shall not exceed two weeks.
- iii. Mere application of the leave, without proper granting of leave shall be treated as absence without leave.

7.2.3 Authority empowered to sanction Leave:

- i. Applications for leave shall be addressed to the Chairman by the Principal and to the Principal by the other members of staff.
- ii. Sanctioning authority for the sanction of leave for the Principal shall be Chairman.
- iii. For all the Leaves other than Casual Leaves to the members of the staff the sanctioning authority is the Principal or by a member of staff to whom the power has been delegated by the Principal. Normally, the Vice-Principal (Academic) will regulate the leave accounts of the staff members (Faculty and Non-teaching).
- iv. Sanction of Casual Leave to the members of the staff both teaching and non-teaching of the functional departments shall be by the respective Head of the departments/ In-charge HODs.
- v. Sanction of Casual Leaves to the members of all the staff members for Science & Humanities, Exam Cell shall be by the Vice-Principal(Academic).
- vi. Sanction of Casual Leaves to the members of all the staff members in Principal's Office, Library, Physical Directors, Gardening, Construction, Maintenance shall be made by the Vice-Principal (Administration).
- vii. Sanction of Special Casual Leaves, Academic Leaves (upto 3 days), Earned Leaves (upto 7 days), On-duty leaves, Compensatory Leaves shall be made by the respective Vice-Principal. Leave applications for

the above mentioned leaves shall be forwarded through the respective HODs to the respective Vice-Principal.

viii. Leave applications for Academic leave (more than three days), Earned Leaves (more than 7 days), Medical Leave, Study Leave, Hospital Leave shall be forwarded through the respective HODs and the Vice-Principal to the Principal.

7.2.4 Commencement and termination of leave:

- i. Leave ordinarily begins from the date on which leave as such is actually availed and ends on the day preceding the date on which duty is resumed.
- ii. Saturdays, Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

7.2.5 Combination of leave:

Except as otherwise any kind of leave provided under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

7.2.6 Grant of leave beyond the date of retirement and in the event of Resignation:

- i. No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.
- ii. An employee who has served notice for resignation shall be eligible for CLs on pro rata basis and they are not eligible for any other leaves.

Provided that the Principal may, in any case, grant leaves to an employee prior to his/her resignation if, in the opinion of the Principal the circumstances of the case justify such grant of leave.

7.2.7 Conversion of one kind of leave into another kind:

Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application within 30 days of joining duty after availing himself or herself of the leave, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary.

7.2.8 Rejoining of duty on return from Leave on medical grounds:

- i. An employee who has been granted leave on medical grounds is required to produce a medical certificate of fitness before resuming duty.
- ii. Leave sanctioning authority may secure second medical opinion, if considered necessary.

7.2.9 Rejoining of duty before the expiry of leave:

Except with the permission of the authority, which granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

7.2.10 Maximum period of absence from duty:

- i. No member of the Service shall be granted leave of any kind for a continuous period exceeding five years.
- ii. Unless the Chairman of the Governing Body, in view of the special circumstances of the case, determines otherwise, a member in the service who remains absent from duty for a continuous period exceeding five years other than on foreign service, whether with or without leave, shall be deemed to have resigned from the service.

7.2.11 General:

- i. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and in satisfactory reasons.
- ii. Absence from duty after the expiry of leave entails disciplinary action.
- iii. Absence without leave will constitute an interruption in service
- iv. A staff on leave should not take up any service or employment elsewhere without obtaining the prior sanction of the competent authority.
- v. At any time not more than 30% of the staff in a department be granted leave.

Extract from Student Hand Book

MAHARAJ VIJAYARAM GAPATHI RAJ COLLEGE OF ENGINEERING(AUTONOMOUS)

Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram-535005, Andhra Pradesh

Accredited by NAAC with 'A' Grade & Listed u/s 2(f) & 12(B) of UGC

(Approved by AICTE, New Delhi and Permanently Affiliated by JNTUK-Kakinada)

NBA Accredited UG Courses: B.Tech(MEC), B.Tech(CIV), B.Tech(EEE), B.Tech(ECE), B.Tech(CSE), B.Tech(IT),
B.Tech(MEC) & B.Tech(CHE) and PG Course: MBA

Extract from the Students Hand Book

6. CONDUCT RULES:

6.1.Application:

The provisions contained in this Schedule shall apply to all the employees of the College including the Principal.

6.2.Definitions:

In this Schedule unless the context otherwise requires.

(a)“Competent authority” means: -

(i) The ‘Chairman’ in the case of the Principal.

(ii) The ‘Principal’ in the case of all other employees.

(b)“Members of the family” in relation to an employee includes: -

(i) the wife, child or step child of such employee residing with and dependant on him and in relation to an employee who is a woman, the husband residing with her and dependant on her, and

(ii) any other person related, whether by blood or by marriage to the employee or to such employee’s wife or husband and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee or child or stepchild who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of in the law.

(c)“Service” means service under the College.

6.3.General:

(a)Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.

(b)An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.

(c)Unless and otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the College, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond schedule working hours and on closed holidays and Sundays and during vacations. These duties shall inter-alia include attendance at meeting of committees to which he may be appointed by the College.

(d)An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.

(e)Except for valid reasons and or unforeseen contingencies, no employee shall be absent from duty without prior permission.

(f)No employee shall leave station except with the prior permission of proper authority, even during leave or vacation.

(g) Whenever leaving the station, the employee shall inform the Head of the Department to which he is attached, or Principal if he is himself the Head of a Department, the address where he would be available during the period of the absence from station.

6.4. Taking part in Politics and Election:

No employee shall take active part in politics in the campus of the College or exploit his official position for political ends or permit the use of College facilities for political purposes.

6.5. Criticism of the Institute:

No employee shall, in any print/digital/electronic broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion.

- (i) Which has the effect of an adverse criticism of any policy or action of the College; or
- (ii) Which is capable of embarrassing the relations between the College and the Central Government or any State Government or any other Institution as organization or members of public; or
- (iii) Which exploits the name of the College or his position therein provided that nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

6.6. Evidence before Committee or any Authority:

- (i) Save as provided in sub-paragraph (iii) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, Committee or authority.
- (ii) Where any sanction has been accorded under sub-paragraph (i) no employee giving such evidence shall criticize the policy or any action of the College or the Central Government or any State Government.
- (iii) Nothing in this paragraph shall apply for: -
 - (a) Evidence given at any inquiry before any authority appointed by the College, by Parliament or by a State Legislature; or
 - (b) Evidence given in any judicial inquiry; or
 - (c) Evidence given at any departmental inquiry ordered by the College authorities.

6.7. Unauthorized communication of information:

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties

assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.

6.8. Private Trade or Employment:

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his official assignments. No member of the staff shall offer private tuition /services either for monetary or otherwise.

6.9. Investments, Lending and Borrowing:

(i) No employee shall speculate in any business nor shall make or permit his wife or any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.

(ii) No employee shall lend money at interest to any person nor shall borrow money from any person with whom he is likely to have official dealings.

6. 10. Insolvency, Habitual Indebtedness and Criminal Proceedings:

(i) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a majority of his salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College authorities.

(ii) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether he is guilty or not on criminal charge or otherwise for a period longer than 24 hours shall not join his duties in the College unless he has obtained written permission to that effect from the Principal of the College.

6.11. Moveable, Immoveable and Valuable property:

Every member of the staff shall, on first appointment in the College service and thereafter at such intervals as may be prescribed by general or special order of the competent authority submit return in such form as the College may prescribe in this behalf of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

6.12. Vindication of Acts and Character of Employees:

No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character. Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

6.13.Representations:

- (a)Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months.
- (b)No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

6.14. Punishment, Appeals etc:

An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules and preference of appeals against any such action taken against him.