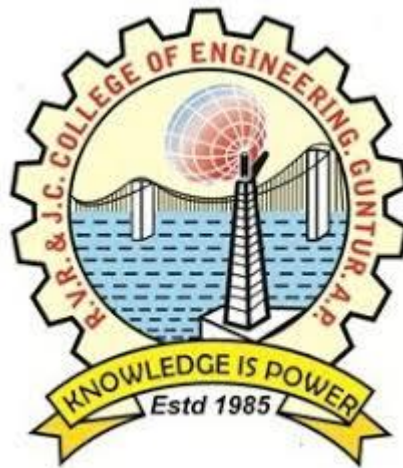


Hand Book for Code of Conduct Students, Faculty and Administration



**R.V.R. & J.C. COLLEGE OF ENGINEERING
(Autonomous)**

Approved by AICTE :: Affiliated to Acharya Nagarjuna University ::
Permitted by Govt. of A.P.

(Sponsored by Nagarjuna Education Society)

Chandramoulipuram :: Chowdavaram :: GUNTUR-522 019

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FOREWORD

This handbook on 'Code of Conduct for Students, Faculty and Administration' has been compiled to provide all the stakeholders of RVR & JC College of Engineering, Guntur, a broad view of the institutional policies and guidelines to be complied with, for the smooth and meaningful conduct of academic and co-curricular activities, along with the fulfilment of social responsibilities at designated levels. The established code of conduct fulfils our goals of protection of freedom to learn, teach and promise equal educational opportunity for all.

In cognizance of the magnitude of the responsibility inherently involved in education system, all the concerned stakeholders including governing body, staff, and students, need to accept and adhere to the highest ethical standards in the teaching/learning process.

Teachers and students are obliged to adopt the institutional code for personal, social and academic conduct and thereby ensure realization of the set goals and principles of professional growth. The institutional committees (Anti Ragging Committee, Disciplinary Committee etc.) constituted with specific responsibilities will facilitate the sprucing up of the activities of the concerned members.

The benefits of 'right' education will percolate deep into the society for generations and therefore honest compliance with the code is mandatory for all the concerned. Our institutional code of conduct recognizes diligently the possible deviations and addresses all such violations with stern, scientific and robust procedures for their deterrence without any fear or favor. This system of 'Corrective measures' in place will help the administration to identify any kind of breach of code of conduct and immediately adopt necessary corrective steps for restoring the desired professional ethics and human values.

Draft committee on Hand Book of Code of Conduct

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I.CORE VALUES OF RVR& JC CE

1) Ethics:- RVRJCCE, provide a learning environment that develops responsible, moral and Integrated behavior, respecting the dignity of the members of society. The Academic activities are solely governed through the prescribed norms and guidelines of statutory authority. The technical papers presented and published are referred through plagiarism software.

2) Integrity:- We conduct activities that make us look into our work holistically. We adopt practices that are fair, honest and unprejudiced towards students, staff and stakeholders.

3) Service:- We strive for the genuine wellbeing of our student by harnessing our abilities to deliver the curriculum and other essential services and respond to inquiries and requests from the stakeholders in appropriate and timely manner.

4) Quality:- We provide quality education by utilizing our intellect, social, physical and ethical abilities. We also plan and prepare programs that lead to acquisition of knowledge and skills necessary to achieve information for career advancement, personal enrichment, leadership and service to the society. The technical education imparted caters for individual and social responsibility which is the indicator of success.

II.CODE OF CONDUCT FOR STUDENTS

i) PREAMBLE

This Handbook indicates the standard procedures and practices of RVR&JCCE for all students enrolling with the Institute for pursuing various courses. All students must understand and abide by this Code of Conduct.

Failure to fulfil these responsibilities may result in the withdrawal of privileges or the imposition of disciplinary actions.

ii) PRINCIPLES

Considering the diverse student backgrounds and expectations the college is committed to treating students, both academically and personally, in a fair and transparent manner. All students must comply with the requirements laid down in this Code of Conduct. The college reaffirms its commitment to;

1. High academic standards, intellectual rigor and a high quality education
2. Intellectual freedom and social responsibility
3. Recognition of the importance of ideas and the pursuit of critical, and open inquiry
4. Tolerance, honesty and respect
5. High standards of ethical behaviour

PERSONAL CONDUCT

All students must;

1. Treat all employees, public and other students with respect, dignity, impartiality, courtesy and sensitivity
2. Maintain a cooperative and collaborative approach to inter-personal relationships
3. Act honestly and ethically in their dealings with college employees and other students
4. Respect the privacy of employees and other students
5. Ensure that they do not act in a manner that unnecessarily affects the ability of employees and other students to carry out their study, research or work at the college.
6. Ensure that they do not get involved in or encourage discrimination against or harassment or bullying of employees and other students.
7. Any other act of gross indiscipline as decided by the college from time to time.

ACADEMIC CONDUCT

All students must;

1. Follow current information in the college website, notice board, signage board, circular, academic calendar etc., and observe key dates and deadlines
2. Read all official correspondence from the college
3. Act ethically and honestly in the preparation, submission and publication of academic work, and during all forms of behaviour, including final examinations
4. Avoid any activity or behaviour that would unfairly give advantage or disadvantage to another student academically
5. Use college resources, including information and communication technology resources, in a lawful and ethical manner and for academic purposes alone.

PROHIBITED CONDUCT

Prohibited conduct under the Code includes but is not limited to:

1. Assaulting, harassing, intimidating, or threatening another individual or group
2. Endangering the health or safety of others
3. Stealing, misusing, destroying, defacing or damaging college property or personal property of others.
4. Disrupting college activities
5. Unauthorized collection of money.
6. Using college facilities, equipment, services or computers without authorization
7. Making false accusations against any member of the college
8. Failing to comply with disciplinary measures imposed under the procedures of the Code of conduct
9. Parking a vehicle in a no parking zone or in an area earmarked for parking other type of vehicles.
10. Rash driving on the campus.
11. Theft or unauthorized access to others resources
12. Audio or video recording in class rooms or actions of other students, faculty, or staff without prior permission
13. Posting derogatory comments about individuals of the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
14. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
15. Mutilation or unauthorized possession of library books.
16. Noisy and unseemly behaviour, disturbing studies of fellow students.
17. Hacking computer systems (such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cybercrime, etc.
18. Use of cell phones on the campus.
19. Plagiarism of any nature.

DISCIPLINARY MEASURES

Corrective measures imposed under the code by committees concerned include but are not limited to:

- i. Reprimands and probation
- ii. Written warning
- iii. Charging fines
- iv. Suspension
- v. Expulsion

Social Conduct and Measures

Ragging is illegal and punishable in strictest and most exemplary terms as per the ruling of the Supreme Court of India.

1. Each student must show due respect and courtesy to the Institute teachers, administrators, officers, employees, guests and visitors. They must not infringe upon the rights of fellow students.
2. In the case of proceeding on unscheduled leave on account of illness, family matter, etc., student must inform the Warden, and faculty adviser / and the concerned Head of the Department.
3. Institute facilities/amenities such as library, internet, playgrounds, hostels, laboratories and classrooms must be used responsibly. Any wilful damage and misuse of the facilities/amenities constitutes an act of indiscipline.
4. In case of an illegal activity on the campus, the institute is obligated to permit the police and Judiciary intervention.
5. In the event of students' involvement in any activity outside the campus which is punishable by the law of the land, the institute shall in no way provide any support to them and will not be responsible either for any action.
6. All major acts of indiscipline, which may have serious implications on community, and which may warrant a uniform and more formalized nature of investigation, shall be handled by the College Disciplinary Committee
7. For an offence committed (a) in the Department or a classroom and (b) elsewhere, the Head of the Department shall have the authority to reprimand or impose fine or take any other suitable measure. All cases involving punishment other than reprimand shall be reported to the Chairman of the Disciplinary Committee.

STUDENT UNDERTAKING AT THE TIME OF ADMISSION

RULES & REGULATIONS

The college administration, comprising of the management and the principal, reserves the privilege to put forth a set of rules and regulations for the benefit of all students in their academic pursuit and excellence in physical, social and behavioural development. The management and the principal are entitled to impose punishments on the offenders, if any, to maintain general discipline, prestige and standards of the institution and such other decisions, binding on the students. Guidelines pertaining to the frame work of student conduct process are briefly summarized as under:

1. Academic honesty and punctuality are a must in the completion of the assigned tasks as an individual and/ or a peer group.
2. Regularity to the college is a must and every student shall take the responsibility of keeping oneself informed of the academic responsibilities to be fulfilled in time.
3. Violations of academic conduct like cheating on an exam, plagiarism or unauthorized presentation of collaborative work will make the student liable for punishment.
4. Unauthorized protests in the form of strikes, demonstrations etc. shall not be permitted on the campus or outside. If found involved in such activities, punishments up to dismissal from the college will be meted out.
5. Unethical associations of students into groups/unions are not permitted. Instead, the students are encouraged to become members of academic associations and institutional clubs that help in honing the desired technical skills.
6. Hiring outsiders in resolving grievances, if any, on the campus and / or in hostels shall not be tolerated.
7. Smoking, consumption of alcoholic drinks/hallucinogenics, playing cards, unintended use of electronic gadgets, gambling of any kind are prohibited on campus and in hostels.
8. Attending the lectures, co-curricular and extra-curricular sessions as per the scheduled time table is mandatory. Orderly conduct of the students during the move on the campus is an essential requisite.
9. Misadventures/irresponsible acts during academic exercises like Laboratory experiments , trips like field visits, industrial tours etc. causing harm to one's own self or others is cordoned.
10. Ragging or Eve-teasing or any other similar act attracts serious punishment and entails summary dismissal.

11. All candidates provisionally selected for admission will be required to pay the prescribed fee and failure of the same will result in the cancellation of provisional admission. No portion of any fee, once paid, will be refunded under any circumstances. If any student wishes to discontinue the course for any reason, his/her original certificates including transfer certificate will be issued only if the student has no dues to pay and abiding by the rules of admission.
12. Timely payment of college / hostel fee during the period of study is the responsibility of the student, failing which the student may be detained from taking examinations and / or participation in relevant activities.
13. Students should park their vehicles at the designated place only.
14. All the admitted students should sport their identity cards on the campus.
15. Possession and use of cell phones on the campus is strictly disallowed.
16. All the students who secure admission into B. Tech (w.e.f ,AY -2019-20) should follow the prescribed dress code during all the four years of their study, barring exempted days / occasions.
17. Dress code specified for boys and girls is given here under: (Colour and design are fixed by the institution)
 - i. BOYS: Full / Half Sleeved Shirt with Light Colour and Simple Design trousers, Shoe or Chappals (Hawaii or plastic chappals are not allowed).
 - ii. GIRLS: Long Top with dupatta, Salwar Kameez, or Saree, Shoe or other formal foot wear. (Hawai or plastic Chappals are not allowed).
 - iii. Oversized, under sized, unshapely shirts (b) Jeans, (c) Shorts, (d) Slippers, Track Pants, Flowery Shirts with Casual Images; and (e) Dropping Pants, Sleeveless blouse, Baggies, Cargos etc. are not permitted.
18. All students should conduct themselves with decent verbal and body language and should not indulge in any sort of act that would damage / undermine / tarnish the image and reputation of the institution. If found not adhering to, the concerned student(s) shall be subjected to disciplinary action, commensurate with the nature and gravity of the misconduct.
19. All students should abide by current rules and regulations and the amendments made, if any, from time to time.

**UNDERTAKING BY THE STUDENT FOR GOOD CONDUCT AND ADHERENCE
TO INSTITUTIONAL RULES AND REGULATIONS**

I Mr./Ms..... Roll
No.:.....student of RVR & JC College of Engineering, Chowdavaram,
Guntur-522 019, son / daughter of..... residing

..... (permanent home
address with Land line / Mobile number) do hereby undertake on this day..
.....month.....year....., the following with respect to THE CODE
OF CONDUCT AND COLLEGE RULES & REGULATIONS

- That I understand MY RESPONSIBILITY TO ABIDE BY ALL THE COLLEGE RULES AND REGULATIONS mentioned above and shall conduct myself decently during the period of study.
- That I will not indulge or instigate others to indulge in derogatory activities. Also, I undertake to face disciplinary action/legal proceedings including expulsion from the Institute if there is a breach of code of conduct on my part, at any stage during the course.

That I will put my best efforts for achieving excellence in academics and relevant activities and strive to upkeep the prestige of the institution.

Signature of the Student

Anti-Ragging Rules and Guidelines

The institute is implementing the Anti ragging policy in toto, which is based on the UGC regulations “ *Curbing the Menace of Ragging in the Higher educational institutes 2009*” as per the directions of the Hon’ble supreme Court of India to prevent and prohibit the heinous act of Ragging on fellow students in Indian Education institutes.

It is mandatory to all Students to fill the Anti ragging affidavit issued by the AICTE at the time of Admission.

What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishments:

Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following :-

1. Cancellation of admission
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 regional, national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel
8. Rustication from the institution for period ranging from 1 to 4 semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution
10. Lodging of an FIR with the police
11. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.

Note:

1. A student convicted of any of the above offences will be expelled from the College.
2. A student imprisoned for more than six months for any of the above offences will not be admitted in any other College.
3. A student against whom there is prima facie evidence of ragging in any form will be suspended from the College immediately.

ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Principal and headed by Convener and members from the departments shall examine all complaints of ragging and come out with recommendation based on the nature of the incident

ANTI-RAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

SEXUAL HARASSMENT:

The Institute has a strong Policy on prevention and prohibition of sexual harassment at workplace. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

STUDENT GRIEVANCE PROCEDURE:

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the respective redressal committee at the Institute. Said grievance must be in writing and should be made within 10 days from the day of the alleged violation.

R.V.R. & J.C. COLLEGE OF ENGINEERING:: G U N T U R

Undertaking from the Students as per the provisions of Anti-Ragging verdict by the Hon'ble Supreme Court

I, Mr./Ms.....
Roll No.:..... student of RVR & JC College of Engineering, Chowdavaram, Guntur-522 019, son / daughter of residing _____ (permanent home address with Land line / Mobile number) do hereby undertake on this day.....month.....year....., the following with respect to above subject and Office Order.

- That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law.
- That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the Institute if the above statement is found to be untrue or the facts are concealed, at any stage in future.
- That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Govt. of India and the Institute authorities for the purpose from time to time.

Signature of the Student

Undertaking by the Parent/Guardian

I assure that I shall take necessary measures so that my son/daughter/ward will not indulge in ragging in any manner and I am aware of the punishments in Prohibitions of Ragging Act.

I shall not appeal against any punishment imposed by the college on my son/daughter/ward for violation of norms of conduct and discipline that are adopted by the college from time to time.

Signature of the Parent

Witness : _____
Signature : _____
Name : _____
Address : _____

III CODE OF CONDUCT FOR FACULTY AND ADMINISTRATION

PREAMBLE

The college strives to provide and sustain an ambience conducive to students and faculty for sharing, accentuating and critically examining knowledge and inculcating values, and for furthering the search for wisdom. Effective performance of these requires that faculty members must be competent to pursue and teach with appropriate standards and scholarship.

PRINCIPLES

This Code has been formulated to provide a clear statement of the college policy for its staff with respect of their professional and personal conduct. The Code reflects, and is intended to advance the objective of the college, as well as to secure the observance of its values of;

1. Responsibility and service through leadership in the community
2. Quality and sustainability in meeting the needs of the stakeholders of college
3. Merit, equity and diversity in student body
4. Integrity, professionalism and collegiality in staff
5. Life long relationship and collaboration with alumni

These values must inform the conduct of staff in upholding and advancing;

- a) Freedom to pursue critical and open inquiry in a responsible manner
- b) Recognition of the importance of ideas and ideals
- c) Tolerance, honesty, respect, and ethical behaviour
- d) Understanding the needs of those we serve

APPLICATION OF THE CODE

This Code applies to all College staff (Teaching and Non-teaching). All staff members are required to comply with the obligations set out in this Code and act in a way that the college upholds its values. All are required to comply with the Code in respect of their activities relating to the college.

RULES & REGULATIONS

CODE OF ETHICS FOR TEACHERS: In fulfillment of their obligations to the teaching profession, teachers will strive to:

- 1) Advance the interests of the teaching profession through responsible ethical practices.
- 2) Regard themselves as learners and engage in continual professional development.
- 3) Be truthful when making statement about their qualifications and competencies,
- 4) Contribute to the development and promotion of sound educational policy,
- 5) Contribute to the development of an open and reflective professional culture.

- 6) Treat colleagues and associates with respect, working with them in a very congenial environment.
- 7) Assist newcomers to the profession,
- 8) Respect confidential information on colleagues unless

1. RESPONSIBILITY AND ACCOUNTABILITY

- I) Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- II) Teachers should handle the subjects assigned by the Head of the Department
- III) Teachers should complete the syllabus in time. Teachers shall strive to produce good results in the subjects handled by them .
- IV) Student Mentoring system must be effectively implemented
- V) Teachers should carry out / assist other academic, co-curricular and organizational activities that may be assigned to them from time to time.

2. DRESS CODE: FACULTY: Following is the dress code for the faculty of Institute:
Gentlemen: Tucked in shirts and shoes Ladies : Saree

3. ID CARD: It is Mandatory to display ID cards at all times when they are in campus.

4. COMMUNICATING WITH PARENTS: → Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the Principal/HOD.

5. TOWARDS STUDENTS :

- a) Staff members must take attendance with in first 5 minutes of starting the period. Students should not be denied admission into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those Classes.
- b) Teachers must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- c) Students violating dress code must be allowed to attend the lecture classes, laboratories and Library , and attendance shall not be considered for that day.
- d) Cases of indiscipline, misbehavior or insubordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

6. COURSE DIARY: Every teacher must maintain a course diary for each subject offered during semester/year. It shall be in compliance with the NBA/NAAC requirements.

7. CLASS ADJUSTMENT BEFORE GOING ON LEAVE: • as per the rules of the institute in ordinary circumstances the staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave. • all the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized and necessary action will be taken up.

8. PROCEDURE FOR RELIEF ON RESIGNATION: • as per the service rules of the Institute, faculty members intending to resign are required to give 3 months notice.

9. DUTIES OF INVIGILATORS: As notified by the conveners of Internal and External Examinations

10. NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS: • Practical examinations have to be conducted in the respective Laboratories / Workshops / Drawing Halls only. • Both the examiners (Internal and External) have to assess the • Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity. • Both the examiners must sign on the Answer Sheets as well as on the award lists.

11. PROMOTION POLICY: As per the rules and guide lines notified by AICTE / UGS and depends on the availability of vacancies.

12. DUTIES & RESPONSIBILITIES OF PRINCIPAL/DIRECTORS/REGISTRAR/DEANS/HEAD OF THE DEPARTMENTS PROFESSORS/ASSOCIATE PROFESSORS/ ASSISTENT PROFESSORS/ PHYSICAL DIRECTORS/ LIBRARIANS/DOCTOR/LAB TECHNICIANS/OFFICE STAFF and other employees- As per the notified guidelines of the Institute

13. DISCIPLINE IN COLLEGE BUSES: CODE OF CONDUCT • All staff members traveling in college Buses should sit in the middle and last row to curb ragging in the Buses. •

CODE OF CONDUCT

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.

2. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.

3. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.

4. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.

5. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.

6. No teacher shall associate with any political party or take part in any other organizational actively.
7. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
9. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
10. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
11. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
13. The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.

REGULARITY

1. Staff must follow college timings and sign the attendance register
2. All the staff members must register their bio-metrics at the time of their entry and exit into the college.
3. Members must apply for leave well in advance in normal circumstances with necessary work adjustment.

USE AND SECURITY OF OFFICIAL INFORMATION

All Staff members must;

1. Maintain the integrity, confidentiality and privacy of college records and information to which they have access in the course of their employment
2. Take all reasonable precautions to prevent unauthorized access to, or misuse of, college records and information;
3. Staff members must not, or offer to supply, confidential records or information,

Access or use information, including information on electronic systems and hardcopy files, other than for an authorized purpose; or destroy, or authorize the destruction of, college records other than in accordance with college policy.

USE OF COLLEGE RESOURCES

Staff members must:

1. Use all college resources in an efficient manner and for college purposes only,
2. The college mail, telephones (including mobile phones), facsimile machines, email and internet are provided for college use only. Unauthorized personal use of any of these facilities can lead to disciplinary action against a staff member.
3. Staff should be aware that the communication resources must be used to carry out the functions of the college.

WORK HEALTH AND SAFETY

While at work or performing duties or functions for the college and staff must

1. Take reasonable care for their own health and safety and the health and safety of others who may be affected by their acts or omissions at work; and
2. Cooperate with the college to ensure compliance with all relevant health and safety laws.

Staff and affiliates must take care not to put themselves or other college community members at risk or reduce their ability to carry out their duties through the misuse of alcohol or drugs. Under no circumstances should staff or affiliates attend for duty under the influence of alcohol or drugs. Smoking tobacco is banned in the college premises.

Nature of Ragging	Punishment
1. Teasing, Embarrassing and humiliation	Imprisonment up to 6 months or fine up to Rs.1000/- or both.
2. Assaulting or using criminal force or criminal intimidation.	Imprisonment up to 1 year or fine up to Rs.2000/- or both.
3. Wrongfully restraining or confining or causing hurt.	Imprisonment up to 2 years or fine up to Rs.5000/- or both.
4. Causing grievous hurt, kidnapping or rape or committing unnatural offence.	Imprisonment up to 5 years and fine up to Rs.10,000/-
5. Causing death or abetting suicide	Imprisonment up to 10 years and fine up to Rs. 50,000/-

JOIN HANDS TO MAKE OUR CAMPUS RAGGING FREE



Dear Fresher,

Warm greetings and hearty congratulations to you on getting admission at R.V.R. & J.C.College of Engineering. You have decided to study at one of the best academic institutes in this state. We assure you that with the kind of academic and extra-curricular infrastructure we have, you are about to embark on a special voyage that will offer you some of the best moments you have ever lived through and which you will cherish for the rest of your life. The atmosphere on the campus is unique and we are sure you will enjoy it and make the best use of it.

Rest assured that our academic standards are rock solid and are attaining newer heights everyday. We are always ranked well among the best engineering institutes in the country and this year is no exception. Every effort is continually made to enhance the student life that you are going to be part of as soon as you arrive. We sincerely hope that you do take part in some of the numerous NCC ,NSS and cultural activities that are routinely on offer during the year. We strongly urge you to blend the studies and play (and cultural activities) with the right balance, and use this opportunity to build a well rounded personality by the time you graduate as a true RVRian. We also urge you to take note of the rules and regulations that exist for all of us here . we are referring to both academic guidelines and also the rules for conduct and discipline.

We strongly believe that education teaches us not only how to think but the principles by which to live. You will find us here to be loving and compassionate and at the same time professional, firm in dealing with violators of our code of discipline and conduct. Having fun is human, but please be a responsible citizen. Please be firm to say no to any act of ragging, we can eliminate this menace from our society

only if all of us stand firm against it. We have a series of plans to deter acts of ragging and we are quite sure we will be able to offer you an incident-free stay so that you can concentrate on your primary objective of studying and enjoying the student life here in our institute. We have in place a strong mentor programme to help you tide over the early days here and lend you a helping hand when you need it most.

Our Anti Ragging Committee members, Anti Ragging Squad and Mentoring cell at the College will extend that critical support if you have a need for it. If you find the experience here at any time a little overwhelming (and there is nothing unusual about it), please do not hesitate to contact us. Mobile Numbers of our Anti-Ragging Committee Members are displayed in the notice boards of the respective departments.

Feel free to get in touch with us in case you need any help or if you need any clarification on any matter. Have a great time at our beloved institute. And the final word: remain focused on your primary job, do not go astray; if it appears that you are drifting away, immediately get serious help.

General Conduct Rules and Guidelines :

RVR&JC college of Engineering believes in treating its students like young adults. In general most students find life orderly and congenial in the campus. While the students, as adult citizens of the country enjoy their rights, they also are expected to be aware of their responsibilities. The institute will not support any act that is illegal as construed by the law of the land. As adults, the students are expected to have a fair sense of which act is legal and what is illegal. They should conduct themselves, both inside and outside the Institute, in a manner that is befitting an institute of this stature. In addition to being mature and responsible in conduct, the students are expected to respect the rights of the other members of the RVR&JC community. The Institute encourages an all round development of students' personality and their progressive and creative thinking. At the same time, in order that they effectively discharge civic responsibilities and virtues, the Institute sets its own terms of conduct that must be adhered to by the students. The Institute can take action, if these terms are violated, through different Committees.

Social Conduct :

- Ragging is illegal and punishable in strictest and most exemplary terms as per the ruling of the Supreme Court of India.
- Each student must show due respect and courtesy to the Institute teachers, administrators, officers, employees and visitors. They must not infringe upon the rights of fellow students.
- In the event of proceeding on unscheduled leave on account of illness, family matter, etc, students must inform the Warden, faculty adviser and the concerned Head of the Department.
- The Institute facilities/amenities such as library, internet, playgrounds, hostels, laboratories and classrooms must be used responsibly. Any willful damage and misuse of the facilities/amenities constitutes an act of indiscipline. In the event of an illegal activity in the campus, the institute is obligated to permit the police and judiciary intervention.
- In the event of students' involvement in any activity outside the campus which is punishable by the law of the land, the institute shall in no way provide any support to them and will not be responsible either for any action.
- All major acts of indiscipline, which may have serious implications on the general body of students, and which may warrant a uniform and more formalized nature of investigation, shall be handled by the Students Disciplinary Committee. Based on the recommendations of this committee with the Principal as the Chairman, the Management approves the punishment recommended.
- For an offence committed (a) in the Department or a classroom and (b) elsewhere, the Head of the Department shall have the authority to reprimand or impose fine or take any other suitable measure. All cases involving punishment other than reprimand shall be reported to the Chairman of the Standing Disciplinary Committee.

The legal definition of ragging is as follows :

"Ragging" means the doing of any act which causes, or is likely to cause any physical, psychological or physiological harm of apprehension or shame or embarrassment to a student and includes

- × Teasing or abusing or playing Practical joke on or causing hurt to any student.
- × Asking any student to do any act, or perform any thing, which he/she would not , in the ordinary course, be willing to do or perform.
- × Ragging is different from other crimes because the motive is solely to get perverse pleasure. Ragging is also different from other crimes as it is actively promoted by certain sections of the society.

Following types of abuses and activities will be termed as ragging :

- × Physical abuse - for example, forcing to eat, drink or smoke, forcing to dress or undress.
- × Verbal abuse - for example swear words and phrases, direct or indirect derogatory references to the person's appearance, attire, religion, caste, family or chosen field of study.
- × Forced activity - for example Chores for seniors e.g. copying notes, cleaning rooms, etc.
- × Not being allowed to attend classes.
- × Staying awake late or getting up at unreasonable times.
- × Singing or dancing or performing in any other way.
- × Using foul language or shouting or cheering loudly.
- × Misbehaving with strangers, particularly women.

Objectives :

- Creating ragging free atmosphere in and outside the campus
- Creating awareness among students regarding acts and punishments pertaining to ragging activities.

- Creating cordial relations among students for fulfilling organizational mission and objectives.
- Creating awareness among students regarding how the self confidence of the individual influences the national interest.

Measures to Curb Ragging :

- Capt. (Dr) V.Chittaranjan Das, Professor of Mechanical Department has been appointed as convener of Anti-Ragging Committee.
- Anti-Ragging Committee is constituted with the representatives of faculty members, representatives of students belonging to the freshers category as well as senior students, non-teaching staff and shall have a diverse mix of membership in terms of level as well as gender.
- The mobile numbers of all the Anti-Ragging Committee members are given in the website for the benefit of freshers to contact when the need arises and are also displayed at prominent places in the campus.
- Anti ragging squads have been constituted comprising of faculty members to make surprise visits to very sensitive location within the campus and out side the campus.
- Number of banners giving detailed descriptions of antiragging activities, Supreme Court directives and penalty liable to be imposed on those involved in such activities, have been displayed at various places within the campus.

**TOGETHER LET US MAKE
RVR & JCE A RAGGING FREE INSTITUTION**

Capt. (Dr) V.Chittaranjan Das **Dr. K. Srinivasu**
Convener *Chairman*
Professor in Mechanical Engg. *PRINCIPAL*

Anti-Ragging Committee
our e-mail address to contact :
rvrjce.antirag@gmail.com

ANTI-RAGGING CAMPAIGN



**ర్యాగింగ్ చేస్తే
ఇక ఇంటికే**



**R.V.R. & J.C.COLLEGE OF ENGINEERING
CHOWDAVARAM :: GUNTUR - 522 019**

For submission of Affidavit go to following websites :

- <http://www.amanmovement.org/form>
- http://www.antiragging.in/Siteaffidavits_registration_form.aspx

R.V.R. & J.C. COLLEGE OF ENGINEERING

DON'T 'RAG'
ALSO
DON'T BE A
MUTE WITNESS
TO 'RAGGING'



What is Ragging?

- Any act resulting in:
- Mental / Physical / Sexual abuse
 - Verbal abuse
 - Indecent behaviour
 - Criminal intimidation / Wrongful restraint
 - Undermining human dignity
 - Financial exploitation / Extortion
 - Use of force

Each of the above is a criminal offence

A student indulging in ragging can be:

- Expelled from the institution
- Banned from the mess / hostel
- His/ her scholarship can be withdrawn
- Debarred from examinations
- Denied admission to any institution
- Prosecuted for criminal action
- Institutions have been asked to file FIR with local police against those who RAG / ABET ragging

RAGGING
IN ANY FORM IS
PUNISHABLE

GO AHEAD, REPORT RAGGING

Join Hands to make your Campus Ragging Free
ANTI-RAGGING COMMITTEE

R.V.R. & J.C. COLLEGE OF ENGINEERING

JOIN HANDS TO MAKE YOUR CAMPUS RAGGING FREE

RAGGING

IN ANY FORM
IS A
CRIME



Be a part of our campaign...!!!

KNOW RAGGING, NO RAGGING

Let's Make India Ragging Free!



ANTI-RAGGING COMMITTEE

R.V.R.&J.C.COLLEGE OF ENGINEERING



“Ragging is totally banned in the institution, and any one found guilty of ragging and/or abetting is liable to be punished appropriately”

Ragging means:-

Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

Punishments

- Suspension from attending classes and academic privileges.
- Withholding/with drawing scholarship/fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- With holding results.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/ expulsion from hostels.
- Cancellation of admission.
- Rustication from the institute for period ranging from 1 to 4 semesters.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specific period.
- Fine ranging between 25,000/- and Rupees 2.5 lakhs.
- Collective punishment:- when the persons committing or abetting the crime of ragging are not identified from a group, the institution shall resort to collective punishment.

Capt. (Dr.) V. Chittaranjan Das
Convener
Professor in Mechanical Engg.

PRINCIPAL