

SRI VASAVI
ENGINEERING COLLEGE
Pedatadepalli, Tadepalligudem

RULES, REGULATIONS &
CODE OF CONDUCT


PRINCIPAL
SRI VASAVI ENGINEERING COLLEGE
PEDATADEPALLI
TADEPALLIGUDEM - 534 101

Management of Sri Vasavi Engineering College is keen on character building for the students, besides providing opportunity for skill development in their chosen fields of engineering.

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General Rules of Discipline & Regulations

All students who secure admission in the college are deemed to have agreed to all the rules and regulations given hereunder and such other rules and regulations that may be added, or amended from time to time.

1. Students, admitted in this college, will have to give an undertaking that he/she will not involve in any sort of ragging or any other indisciplinary act; if involved, he/she is liable to be punished accordingly.
2. The students are required to wear college Identity Card on all college working days. Failure to wear the college identity card will be treated as misconduct and such students will be barred from entering the campus and class room.
3. Ragging is strictly prohibited as per Government Orders.
4. The B.Tech/Diploma students must necessarily wear uniform prescribed.
5. All the students should speak in English in the class rooms as well as on the college campus. They should maintain punctuality and decorum of the college.
6. Students should not stand in corridors/ Lawns for gossiping.
7. Students should not sit on the parapet walls, railings, steps or stair-cases.
8. Students should maintain strict discipline inside the class rooms as well as on the college campus. They should keep the class rooms/college campus neat and tidy.
9. Any suggestions or grievances of the students can be brought to the notice of the authorities through suggestion boxes, kept in the departments.
10. Students should be punctual to the classes.
11. No student shall leave the classroom without the permission of the teacher or until the class is over.
12. Students should keep their vehicles only at the places allotted for that purpose.
13. Students should not bring any unauthorized persons into the campus.
14. Any student involved in breaking or damaging any college property shall be punished severely and cost recovered.
15. Criticizing or commenting on the girl students is strictly prohibited on the campus. Since the institute is co-educational, students ought to maintain good dignity and manners with opposite sex. Any indecent behavior will be viewed seriously and severe action will be taken by the Principal.


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16. Celebrations in the form of birthdays of students or their favourite celebrities, valentine's day, holi etc are prohibited on the campus.
17. No student should be present at the canteen or roam on the campus during the class work.
18. Students are expected to spend their free time in the Library/Reading Room.
19. Students are expected to behave well with the staff, other students and general public. Any misbehavior brought to the notice of the college authorities will be severely dealt with.
20. The conduct of the students should be exemplary not only within the premises of the college but also outside. This will help in maintaining the image and status of the college.
21. Students who do not live with their parents or in the College Hostel are required to inform the Principal about the details of their place of residence with telephone numbers.
22. Change of permanent address must be notified to the College office.
23. Using Crackers within the college or hostel campus is strictly forbidden.
24. No Society, association or club shall be formed without prior written permission of the Principal.
25. "Energy saved is energy generated". Switch off the lights and fans in the classrooms and labs when not required. Also, do not waste water.
26. As per JNTUK regulations, 75% attendance is compulsory. Otherwise, students cannot appear for the University Examinations.
27. Students should not indulge in verbal or physical abuse of fellow students or college staff either inside or outside the college. Students should not involve outsiders or cause outsiders to involve in verbal or physical abuse of fellow students or college staff either inside or outside the college. The violation of these rules will attract the most severe punishment, including summary dismissal from the college.


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Ragging & Eve - Teasing

Ragging, Eve - Teasing, smoking and consumption of alcohol are totally prohibited. Any violation will result in dismissal from the college and consequent legal and police action for this offence.

Students should not involve in ragging. Ragging is uncivilized besides being an offence

1. Ragging is prohibited under Act 26 of A.P. Legislative Assembly 1997.
2. Ragging entails heavy fine and / or imprisonment.
3. Ragging invokes suspension and dismissal from the college.

Outsiders are prohibited from entering the college and hostel without permission.

4. Girl students must be in their hostel rooms by 6:00 pm in the first few months of their joining the college.
5. Suspended students are debarred from entering the campus except when required to attend enquiry and to submit an explanation.
6. Whenever any student complains of ragging, that complaint shall be enquired into or an enquiry will be made into the same forthwith and if the complaint is prima facie found true, the student or students complained against shall be suspended for a period as may be deemed fit.
7. Students shall give an undertaking to the college that he/she shall not indulge in ragging.
8. Student's parent/guardian shall also give an undertaking that he/she shall see to it that to the best of his/her ability that his/her son/ daughter/ward shall not indulge in ragging and also comply with all the guidelines, rules and regulations concerning prevention of ragging.
9. All students should wear identity cards with them both inside and outside the college and while on the college transport.

Prohibition of Ragging in Educational Institutions - Act 26 of 1997 Promulgated by A.P.Legislative Assembly - Salient Features.

- i. Ragging within or outside any educational institution is prohibited.
- ii. Ragging means doing an act which causes or is likely to cause insult or annoyance or fear or apprehension or threat or intimidation or outrage of modesty or injury to a student.
- iii. Abetment of ragging
- iv. Unlawful assembly and rioting
- v. Injury to body, causing hurt or grievous "hurt"
- vi. Physical or psychological humiliation

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- vii. Wrongful restraint
- viii. Wrongful confinement
- ix. Extortion
- x. Criminal trespass
- xi. Criminal intimidation
- xii. Attempts to commit any or all of the above mentioned offences against the victim(s)
- xiii. All other offences following from the definition of "Ragging".

Punishments:

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

1. Suspension from attending classes and academic privileges
2. Withholding/withdrawing scholarship/fellowship and other benefits
3. Debarring from appearing in any test/examination or other evaluation process
Withholding results
4. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
5. Suspension/expulsion from the hostel .
6. Cancellation of admission.
7. Rustication from the institution for a period ranging from 1 to 4 semesters.
8. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
9. Fine ranging between Rs.25,000/- and Rs. 1 lakh
10. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.


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DRESS CODE

ID card will be provided to each student with his / her name, Photo, Address and Blood group printed on it. All the students should wear their ID Cards while they are on the campus and on the bus. Not wearing identity cards attracts punishment.

- Replacement of ID card if Damaged/Lost - Fill in the application for replacement of ID card/new ID card, get it forwarded by HOD and submit the form along with a fee of Rs.100/- for replacement.
- **Change of Address:** If there is any change in the address or contact number, parents should inform the respective HOD of their ward immediately.

1. In case of any violation of dress code ID card taken from the student will be handed over to the HOD. Student has to collect it from the HOD after giving proper explanation.
2. In case of any misbehavior or violation of the college rules, ID cards of those students will be with the Disciplinary committee members till the enquiry is over.

Dress Code: All the students on the campus should be neatly dressed on all days including Examination days.

Boys : All the boys should wear uniform with their shirts neatly tucked in and wear shoes.

Girls: All the girls should wear uniform (churidar) with lengthy tops below knee level and dhupatta.

Dress code for Saturday

Students are permitted to attend the college in civil dress on Saturdays.

| BOYS | GIRLS |
|--|--|
| Neatly dressed. Wear self-coloured Pants & Shirts neatly tucked in on Saturday and wear Uniform neatly tucked in during remaining days. | Neatly dressed. Wear churidar with dhupatta on Saturday and uniform on remaining days |


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Transport

1. Only college bus pass holders are permitted to travel by college transport.
2. All bus pass holders should board only the allotted bus with proper dress code and ID card.
3. Pass holders of the college buses should occupy their seats or stand inside the bus but should not stand on the foot boards.
4. Buses will stop only at scheduled places.
5. Students are not allowed to get off the bus enroute.
6. During regular university examination days a few buses are operated in the return trips after the examination in the forenoon session. It may not be possible to cover all the boarding points in the return trips. Morning trips to the college will be operated as per the regular schedule.
7. Students are strictly not allowed to use any electronic gadgets like cell phones, i pods, MP3 players, cameras, etc. inside the buses.
8. Any misbehaviour on the bus will be treated severely.
9. Students coming by two wheelers should wear helmet compulsorily. Triple riding is not permitted.
10. Organizing birthday, New Year or any other personal functions on the bus is strictly prohibited.
11. Boys and girls are not permitted to sit together sharing the seat on the college buses.
12. Students should not sit in the seats allotted for the staff.
13. Bus in-charges will keep the list of the staff and students boarding the bus.

Mobile phones

The Use of cell phones by the students in the college premises is prohibited as per the guidelines issued by Department of Technical Education, government of A.P. If any student is found using cell phone, a penalty of Rs. 1000/- will be imposed and the cell phone will be confiscated. The fine so collected will be utilised for the departmental association activities.


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Incentives for Academic Performance

A certificate of appreciation will be awarded to those students who secure 100% overall attendance in a semester

Semester Merit Prizes

Top three students of each section in each semester will be awarded a cash prize of Rs. 1500/-, Rs. 1000/- and Rs. 750/- respectively.

Endowment awards / prizes

- A medal and cash award of Rs. 2000/- to the academic topper among boys considering all semesters and all branches of engineering.
- A medal and cash award of Rs. 2000/- to the academic topper among girls considering all semesters and all branches of engineering.
- A cash award of Rs. 2000/- to a student of ECE branch, who secures highest percentage of marks in aggregate, considering the subjects
 - (i) EM Fields and Transmission lines
 - (ii) Antennas and wave propagation and
 - (iii) Microwave engineering

College Gold Medal for Best Outgoing Student

A gold medal and cash award of Rs. 5000/- will be given to the best outgoing student of engineering every year.

The best outgoing student of the year is selected on the basis of the following criteria.

| Criteria | weightage |
|---|-----------|
| Academic performance in 7 semesters | 75% |
| Performance in co-curricular/extra curricular/ sports & other activities * | 25% |

*activities include:

Paper publication in technical journal/ conference presentation/prizes in sports and other activities/ class representative/ seminars delivered/qualifying in GATE/CAT/MAT/GRE/TOEFL etc.


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Undertaking by Students and Parents

I (Roll No.)
Son/Daughter of.....studying.....
Course at Sri Vasavi Engineering College, do hereby submit this undertaking duly signed by me and my
parent/guardian to Sri Vasavi Engineering College on

I am in receipt of the booklet containing rules and regulations of Sri Vasavi Engineering College. I have gone through the rules and regulations prescribed and I understand that following these rules is for my own benefit and improvement. I also understand that if I fail to comply with these rules, will be liable for suitable action as per the college rules. I undertake that I will strictly follow the above rules.

Signature of the student:

a) Name:

b) Roll. No:

I hereby assure that my ward follows all the rules and regulations of the college and in case of any violation of the same, we will abide by the decision of the college authorities.

SIGNATURE of THE PARENT/ GUARDIAN

Phone No.

Address :


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Code of conduct for Teachers, official & support staff

1. Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.
2. Unless otherwise stated specifically in the terms of appointment, every teacher is a whole-time teacher of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
3. A teacher shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an teacher should inform the Director in writing, through the concerned Head of the Department, or the Director directly, if the teacher happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.
4. No teacher shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
5. No teacher shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
6. No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
7. A teacher, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
8. A teacher, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof.
9. No teacher shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the Institute.
10. No teacher, who has a living spouse, shall contract another marriage without first obtaining the permission of the Governing Body, even if a subsequent marriage is permissible under the personal and religious law for the time being applicable to him / her. Violation of this rule will lead to removal from the service of the institution.
11. Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
12. Every teacher shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
13. . An teacher who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and punishment by the competent authority. Any teacher who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body and the decision of the Governing Body thereon is final.

14. No teacher shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract deterrent punishment.
15. . All the teachers shall handover their original certificates like SSC, Intermediate, Diploma, MCA, MBA, MBM, M. Sc, PhD etc. to the Director at the time of joining duty.
16. The institute gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the institute and maintain strict discipline.
17. Internal assessment is part of the evaluation. Please check the marks displayed on the notice board.
18. The institute takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal. The Institute is declared an alcohol-smoke-drug-free area and offenders face dismissal.
19. Be on time for your lectures and practical. Be punctual.
20. Respect the organization goals and help to achieve them.
21. Staff members shall follow the directions and instructions properly given Director and HODs.
22. Lunch break only one hour.
23. Establish a politeness policy for basic manners.
24. Teach students the importance of thinking of others; write thank-you notes.
25. Respect your fellow workers.
26. Keep your cell phones in the silent mode to avoid disturbing others sitting around you.
27. Learn to own your mistakes
28. Do not ask for personal favors from your subordinates. Too much of friendship at the workplace is bad.
29. Proper etiquette requires that you make others comfortable and protect their feelings. You do not point out their errors or draw attention to their mistakes.
30. In any working situation, you are perceived as more capable, more professional, and more intelligent if you are familiar with the proper code of conduct for the workplace.


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