



# ADITYA ENGINEERING COLLEGE

An Autonomous Institution

Approved by AICTE • Permanently Affiliated to JNTUK • Accredited by NAAC with 'A' Grade

Recognised by UGC under sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533437, Near Kakinada, E.G.Dt., Ph:99498 76662

Date: 05-07-2017

## CIRCULAR

All the faculty are informed that there will be a meeting on 07-07-2017 to discuss about the code of conduct for the forthcoming academic year 2017-18. The meeting will be held at BGB seminal hall Room No: 301 at 3:00 pm. Hence all the faculty are instructed to attend the meeting without fail.

Cc: All staff

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## Monitoring Committee for Code of Conduct

### Report on Monitoring Committee for Code of Conduct for staff

An Annual Awareness programme on Code of Conduct for staff conducted on 07-07-2017. The main objective of this programme is to ensure Code of Ethics and Values in Teaching staff, supportive staff and non-teaching staff.

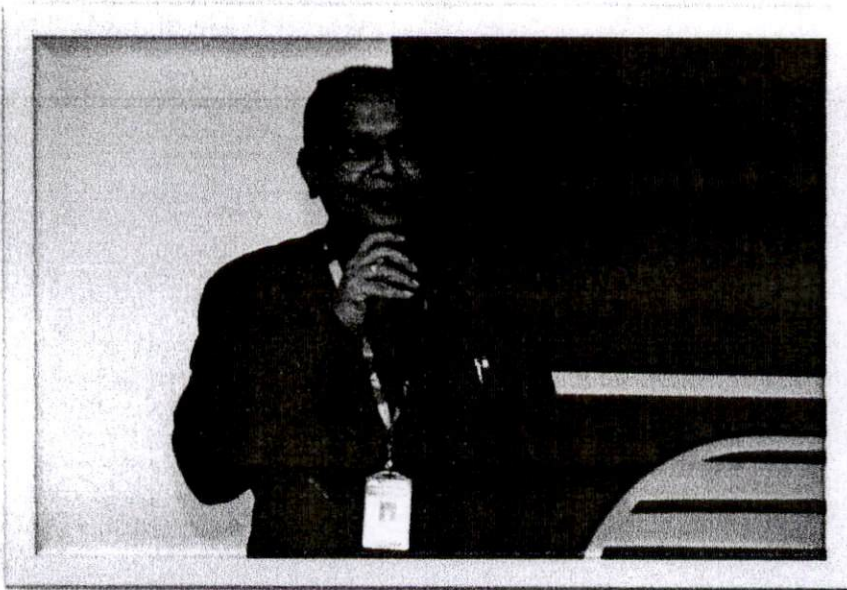
Staff is sensitized on the following aspects related to code of conduct of the institute by the principal:

- All the teaching staff should maintain dignity for their post.
- All the teaching staff should prepare their own lesson plan before hand to ensure smooth learning in students.
- Faculty should encourage students to involve in extra-curricular activities to enhance their overall performance.
- Faculty should be ready at their end to guide and motivate the students in and around the college.
- Faculty should not show any discrimination on any students on the grounds of caste, religion and gender.
- Faculty should not involve in any unlawful activities in and outside the college.
- Faculty should not involve in any unethical practices.
- All the staff members should maintain a healthy relationship with parents and guardians.
- Staff should keep the surroundings clean.

### Closing remarks:

The convener of monitoring committee for code of conduct thanked Principal for sensitizing and creating awareness on code of conduct to be followed by teachers and staff.

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**Guidelines for Code of Conduct by Principal**



**Code of conduct programme for faculty on 07-07-2017**

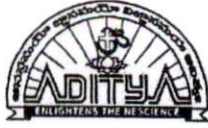
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Date: 17-7-2017

## CIRCULAR

All the Class representatives are hereby informed that there will be a meeting on 18-7-2017 to discuss about the Code of Conduct for the forthcoming academic year 2017-18. The meeting will be held in Seminar Hall, Cotton Bhavan at 4:00.PM. Hence all the students are instructed to attend the program without fail.

Cc: All HoD's & Students

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## Monitoring Committee for Code of Conduct

### Report on Monitoring Committee for Code of Conduct for students

An annual awareness programme on Code of Conduct for students is conducted on 18-07-2017. The main objective of this programme is to ensure discipline and good behavior by maintaining code of conduct in college premises.

Students are sensitized on the following aspects related to code of conduct of the institute by the principal:

- Students should be regular to the college.
- Students should maintain college dress code and maintain code of conduct in the college premises.
- Students must hold Ethics and Values to smooth running of the institution.
- Students should maintain peace and harmony in the campus.
- Students should have a minimum 75% of attendance to appear for the end examinations according to university norms.
- Students are strictly instructed not to use mobile phones in the classroom and libraries.
- Resident students should maintain discipline and use all the facilities efficiently.
- Students should not involve in any unlawful activities in and outside the college.
- It was also said by the principal that all the students could utilize the facilities like Library and E-classrooms to learn effectively.
- Students are advised to have healthy relations and maintain the harmony of the college.

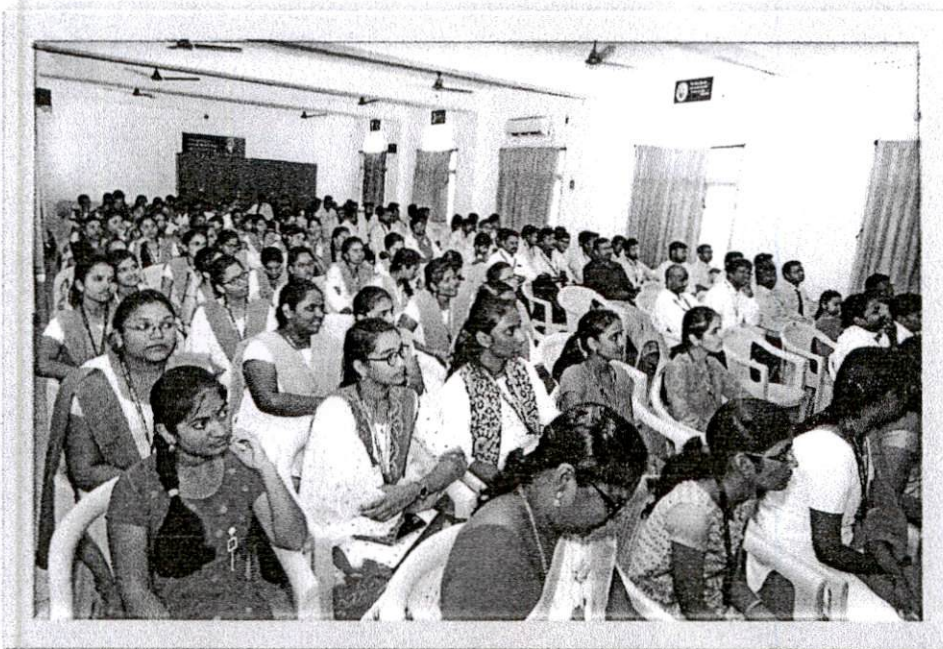
### Closing remarks:

The convener of monitoring committee for code of conduct thanked Principal for sensitizing and creating awareness on code of conduct to be followed by students.

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**Code of Conduct programme for students on 18-07-2017**



**Students attended for Code of Conduct programme on 18-07-2017**

*Sul*

*Convener*  
**CONVENER**

**PRINCIPAL**  
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