



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: 12th 6-2020

CIRCULAR

All the faculty are informed that there will be a meeting on 16-06-2020 to discuss about the code of conduct for the forthcoming academic year 2020-21. The meeting will be held through Microsoft Teams at 3:00 pm. Hence, all the faculty members are informed to attend the meeting through Teams app 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 16-06-2020. 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 and hold professionalism along with their behavior and code of conduct.
- Based on the course they are dealing with each and every faculty should have their own lesson plan to make the classroom more effective to the students.
- All the staff members should work with kindness and honesty.
- Faculty should help the students to find their strengths and weaknesses and encourage them to focus on them.
- Faculty should be available to the students to clear their doubts and questions at any point of time in the college.
- Faculty should not entertain discrimination on any students.
- Faculty should try to improve quality of the studies by doing more research, which will help the students to enhance their skills and knowledge.
- Faculty should not involve in any disciplinary activities.
- Faculty should guide the students through out the semester and make them as a good citizens of the society
- Faculty should not get themselves in any unethical practices.
- All the staff members should maintain a healthy relationship with each other.
- All the staff should maintain cleanliness and hygiene in college.
- Staff should keep college premises clean and green.
- Staff should not involve in any indirect trade or business.

Closing remarks:

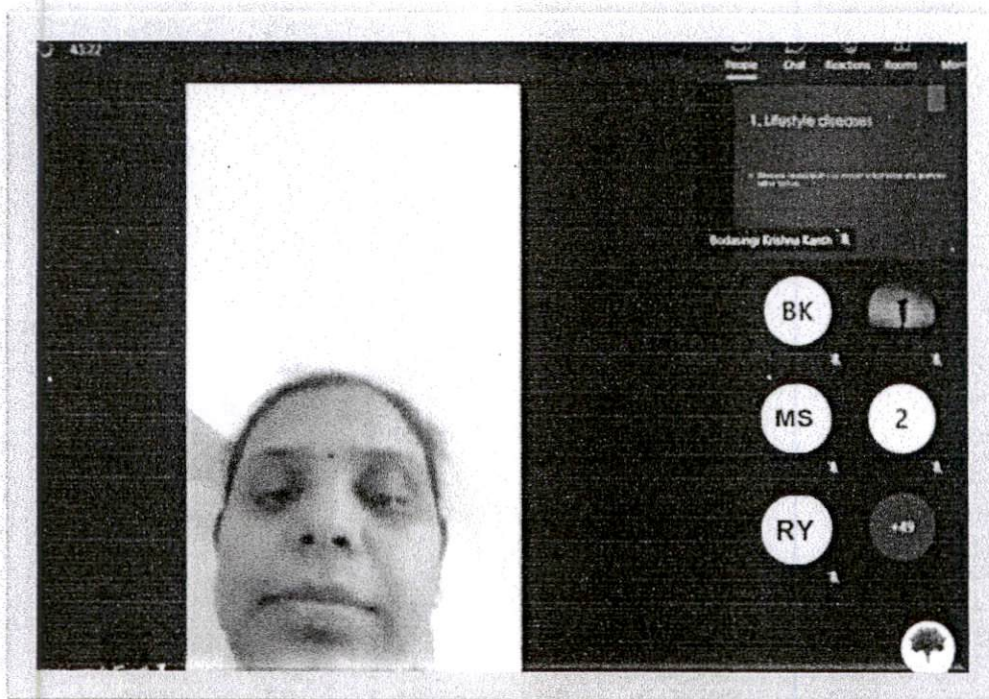
The convener of monitoring committee for code of conduct thanked Principal for sensitizing and creating awareness on code of conduct to be followed by teachers and staff.

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Code of Conduct programme for faculty in virtual mode on 16-06-2020



Faculty attended for Code of Conduct through virtual mode on 16-06-2020

Signature

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Date: 15-6-2020

CIRCULAR

All the class representatives are informed that there will be a meeting on 16-06-2020 to discuss about some important points for the forthcoming academic year 2020-21. The meeting will be held through Microsoft Teams at 4:00 pm. In this connection all the class representatives are instructed to attend the meeting through Microsoft Teams app without fail.

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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 16-06-2020. The main objective of this programme is to ensure discipline and good behavior by maintaining code of conduct in college premises.

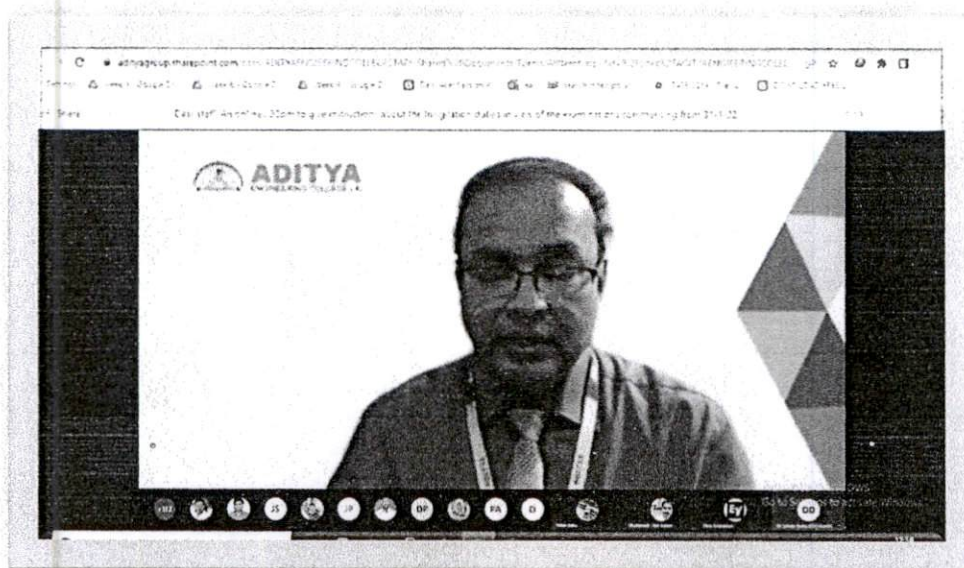
Students are sensitized on the following aspects related to code of conduct of the institute by the principal:

- Students should follow to the rules and regulations of the college and be in harmony with each and every one in college.
- Students should put a minimum 75% of attendance to get eligibility for the end examinations according to university norms.
- Students should participate in the activities conducted by the college actively.
- Students should not to use mobile phones in the classroom and libraries.
- Resident students should follow rules and regulations and use all the facilities efficiently.
- Students should not involve in any unlawful activities in and outside the college.
- Students should utilize the facilities like Library and E-classrooms to learn effectively.
- Students should not involve themselves in ragging and in-disciplinary activities, which are against to the rules of the college.
- Students should have Ethics and values to ensure good learning in the college.

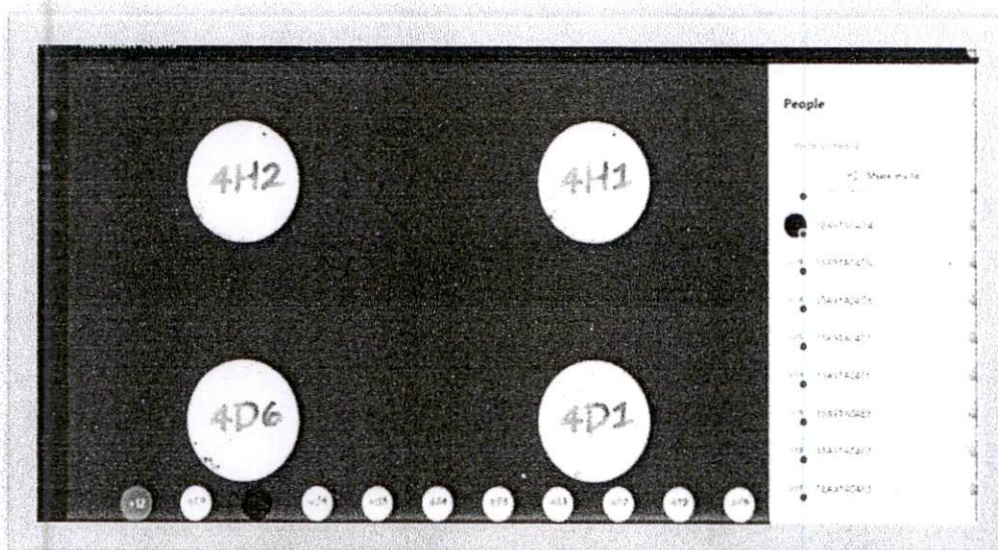
Closing remarks:

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 in virtual mode on 16-06-2020



Students attended for Code of Conduct in virtual mode on 16-06-2020

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