



ADITYA ENGINEERING COLLEGE

An Autonomous Institution

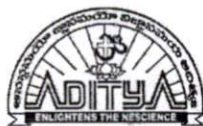
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Recognised by UGC under sections 2(f) and 12(B) of UGC Act, 1956

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

7.1.10. The Institution has a prescribed Code of Conduct for students, teachers and administrators and other staff and conducts periodic sensitization programmes

Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims		
S.No	Name of the Event	Page No
1	Details of the Monitoring Committee Composition	1
2	Minutes of committee meeting	2-3
2	Year wise summary sheets of Annual Awareness Programmes for students, Teachers and other staff	4-10
3	Annual Awareness Programmes for students, Teachers and other staff - 2021	11-18
4	Annual Awareness Programmes for students, Teachers and other staff - 2020	19-24
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Monitoring Committee for Code of Conduct

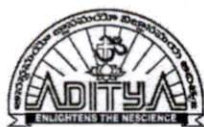
**Annual Awareness Programs On Code of Conduct for students, teachers,
administrators and other staff Members**

S. No	Academic Year	No. of events conducted
1	2021-22	2
2	2020-21	2
3	2019-20	2
4	2018-19	2
5	2017-18	2

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Monitoring Committee for Code of Conduct

**Annual Awareness Programs On Code of Conduct for students, teachers,
administrators and other staff Members**

S. No	Academic Year	Event Name	Date of Event
1	2021-22	Annual Awareness Program on Code of Conduct for staff	3 rd July 2021
2		Annual Awareness Program on Code of Conduct for students	7 th July 2021
3	2020-21	Annual Awareness Program on Code of Conduct for staff	16 th June 2020
4		Annual Awareness Program on Code of Conduct for students	16 th June 2020
5	2019-20	Annual Awareness Program on Code of Conduct for staff	3 rd July 2019
6		Annual Awareness Program on Code of Conduct for students	18 th March 2020
7	2018-19	Annual Awareness Program on Code of Conduct for staff	27 th July 2018
8		Annual Awareness Program on Code of Conduct for students	28 th July 2018
9	2017-18	Annual Awareness Program on Code of Conduct for staff	7 th July 2017
10		Annual Awareness Program on Code of Conduct for students	18 th July 2017


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**Annual Awareness Programs On Code of Conduct for students, teachers,
administrators and other staff Members for during 2021-22**

S. No	Event Name	Date of Event
1	Annual Awareness Program on Code of Conduct for staff	3 rd July 2021
2	Annual Awareness Program on Code of Conduct for students	7 th July 2021


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**Annual Awareness Programs On Code of Conduct for students, teachers,
administrators and other staff Members for during 2020-21**

S. No	Event Name	Date of Event
1	Annual Awareness Program on Code of Conduct for staff	16 th June 2020
2	Annual Awareness Program on Code of Conduct for students	16 th June 2020


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**Annual Awareness Programs On Code of Conduct for students, teachers,
administrators and other staff Members for during 2019-20**

S. No	Event Name	Date of Event
1	Annual Awareness Program on Code of Conduct for staff	3 rd July 2019
2	Annual Awareness Program on Code of Conduct for students	18 th March 2020


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Annual Awareness Programs On Code of Conduct for students, teachers, administrators and other staff Members for during 2018-19

S. No	Event Name	Date of Event
1	Annual Awareness Program on Code of Conduct for staff	27 th July 2018
2	Annual Awareness Program on Code of Conduct for students	28 th July 2018


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Monitoring Committee for Code of Conduct

**Annual Awareness Programs On Code of Conduct for students, teachers,
administrators and other staff Members for during 2017-18**

S. No	Event Name	Date of Event
1	Annual Awareness Program on Code of Conduct for staff	7 th July 2017
2	Annual Awareness Program on Code of Conduct for students	18 th July 2017


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Date: 01-07-2021

CIRCULAR

All the faculty are informed that there will be a meeting on 03-07-2021 to discuss about the code of conduct for the forthcoming academic year 2021-22. The meeting will be held in Seminar Hall, Cotton Bhavan at 3:30.PM. Hence, all the faculty are informed to attend the meeting without fail. The following is the agenda:

1. Admissions
2. Curricular Activities
3. Research Activities
4. Examinations
5. Any other

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Cc: All Staff

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Date:04-07-2021

Annual Awareness Programme on Code of Conduct

Minutes of Meeting held on 03-07-2021

The following points were discussed by the principal with all the faculty

1. Admissions

- The principal congratulated all the faculty for working hard towards increasing the number of admissions during this academic year. He asked the faculty to keep up the same spirit and work for the growth of the institution.

2. Curricular activities

- The principal instructed all the faculty to organise co-curricular activities like workshops, guest lectures and seminars to strengthen the profile of the institution.

3. Research Activities

- The principal requested all the faculty to publish research papers in reputed national/international journals with high impact factor.
- The principal instructed the faculty to focus on publishing articles in Scopus and web of science journals.
- All the faculty should engage themselves in research publications and enhance their profiles individually and the institution at large.

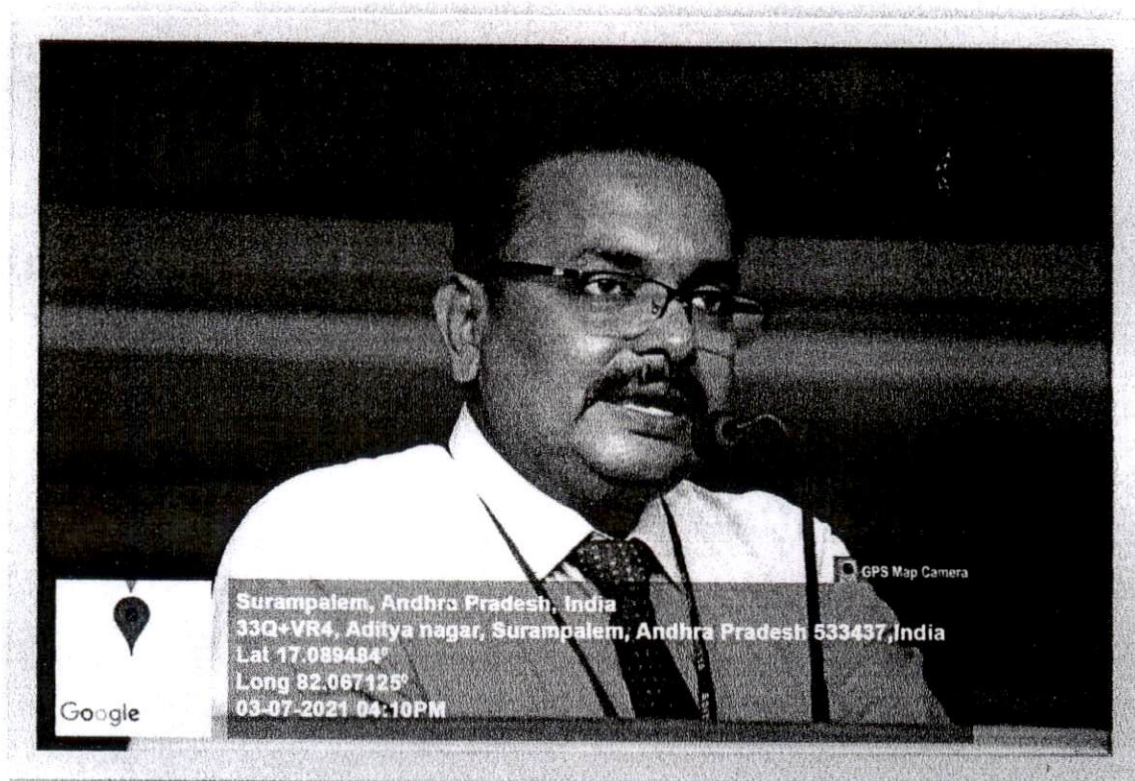
4. Examinations

- All the faculty are instructed to go through the examination schedule released by JNTUK and accordingly abide by the rule and regulations of conducting examinations.

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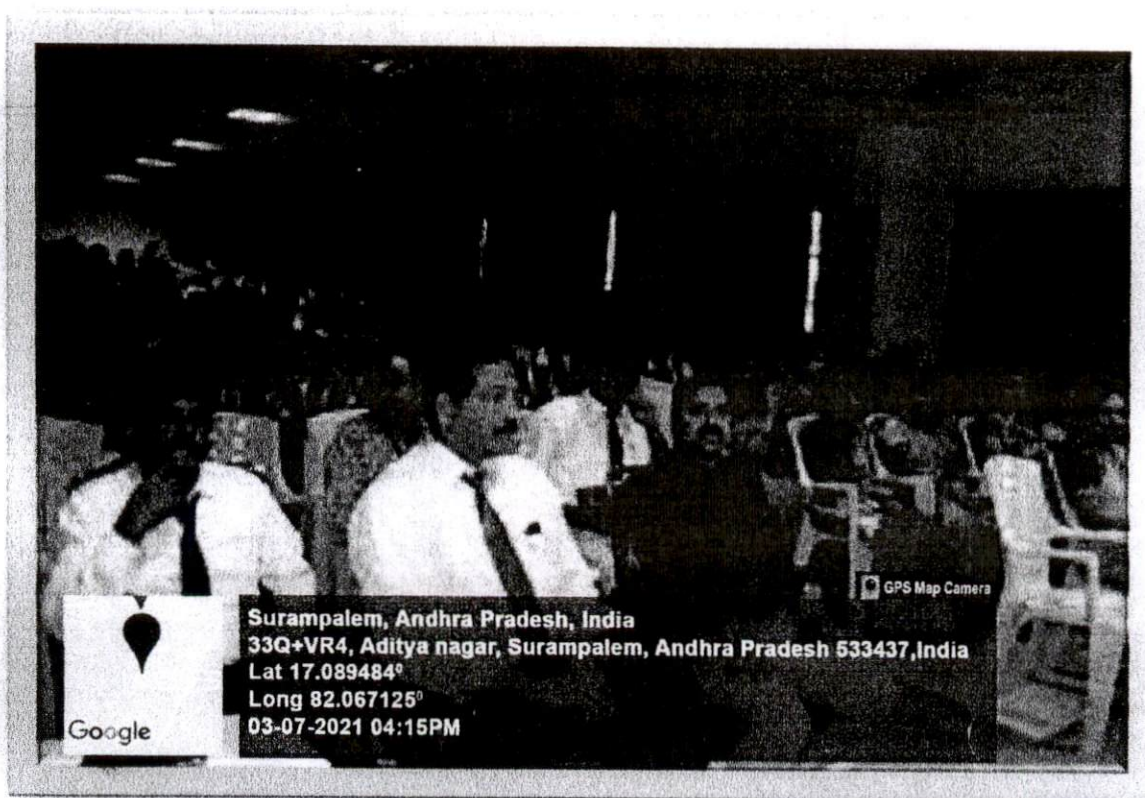
5. Other points

- All the faculties are requested to get vaccinated and resume their responsibilities physically as per the instructions of the state government.
- It was also instructed by the principal to maintain proper dress code and follow the code of conduct and ethics by teaching and non-teaching staff for the smooth functioning the academic activities.
- The principal advised the faculty to wear masks and use sanitizers to avoid spreading the virus and the same should be intimated to the students.



Code of Conduct programme for faculty on 03-07-2021


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Faculty attended for Code of Conduct on 03-07-2021

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Date: 06-07-2021

CIRCULAR

All the class representatives are informed that there will be a meeting on 07-07-2021 to discuss about the following points for the coming academic year 2021-22. The meeting will be held in Seminar Hall, Cotton Bhavan at 2:30 PM. In this connection all the class representatives are instructed to attend the meeting without fail.

The following is the agenda:

1. Syllabus
2. Co-Curricular Activities
3. Research/Project Activities
4. Examinations
5. Any Other

Cc: All HoD's & Students

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Date: 08-07-2021

Annual Awareness Programme on Code of Conducut

Minutes of Meeting held on 07-07-2021

The following points were discussed by the principal with all the students

1. Syllabus

- Principal instructed the students to go through the syllabus thoroughly and get accustomed to learning novel things.
- He advised the students to be regular to the college.
- He also said that they should maintain discipline to reach highs in academics.

2. Co-Curricular Activities

- The principal instructed all the students to participate in co-curricular activities like workshops, guest lectures and seminars to strengthen their knowledge.

3. Research/Project Activities

- The principal requested all students to involve themselves in research activities and be innovative and creative which is the need of the hour for engineering graduates.
- The principal instructed students to focus on their project work to enhance their knowledge as well as their profile.

4. Examinations

- All students are instructed to go through the examination schedule released by JNTUK and accordingly abide by the rules and regulations for conducting examinations.

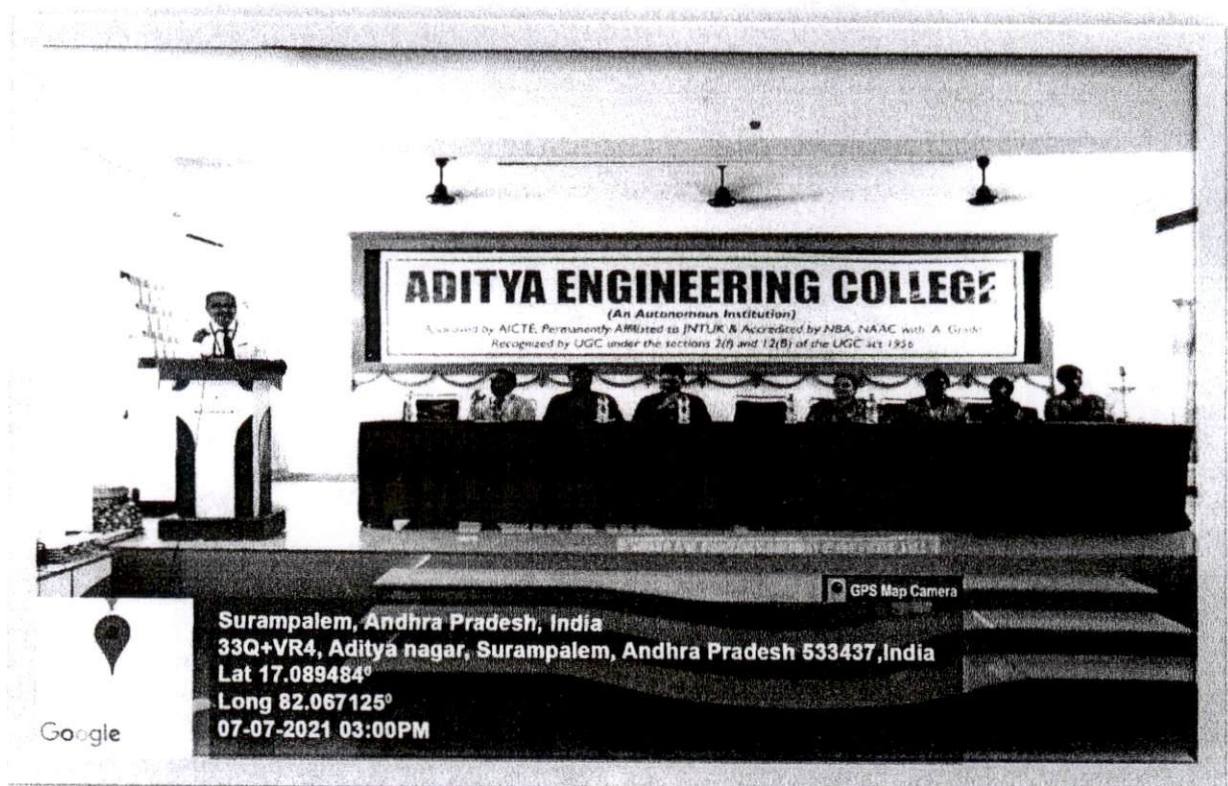
5. Other points

- All students are requested to get vaccinated and resume their responsibilities physically as per the instructions of the state government.

Signature

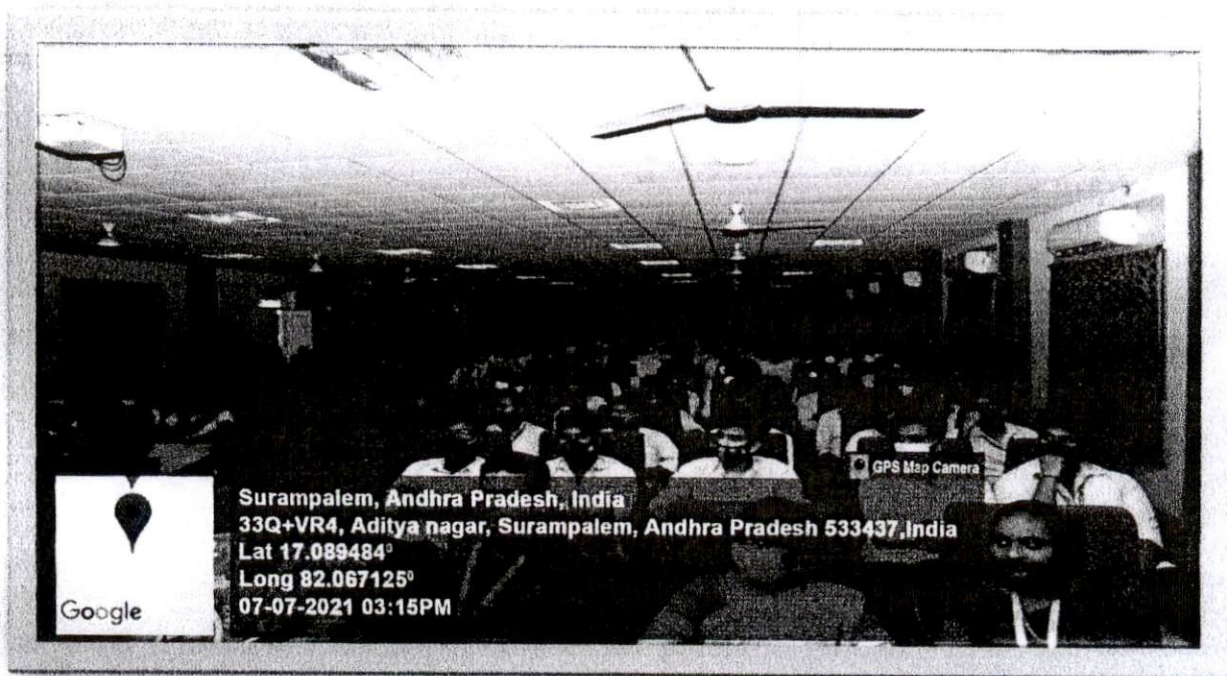
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- It was also instructed by the principal to maintain proper dress code and follow the code of conduct and ethics by students for the smooth functioning the academic activities.
- The principal advised the students to wear masks and use sanitizers to avoid spreading the virus.
- The students were instructed to be regular to college and be aware of attendance percentage to take final semester end examinations. Excuses of any kind on the part of students will not be encouraged to avoid disturbance in the schedule of examination and other class work.



Code of Conduct programme for students on 07-07-2021

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Students attended for Code of Conduct programme on 07-07-2021

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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.

The following is the agenda:

1. Online Classes
2. Examinations
3. Proctoring
4. Any other

Cc: All HoD's & students

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Date: 17-06-2020

Annual Awareness Programme on Code of Conduct

Minutes of Meeting held on 16-06-2020

The following points were discussed by the principal with all the students

1. Online Classes

- The principal informed all the students that online classes will continue for a few more months because of heavy increase in COVID cases.
- Principal also expressed that all students should take care of their health and stay safe.
- Students were instructed to take all measures to safeguard themselves from Covid and get ready to take exams once the regular classes are resumed.

3. Examinations

- Due to the heavy increase in COVID-19 cases, the principal said that examinations will be conducted without any delay once the orders are received from the state governments the same will be intimated to the students as and when the college gets information from JNTUK.
- All students are requested to prepare well for the exams.

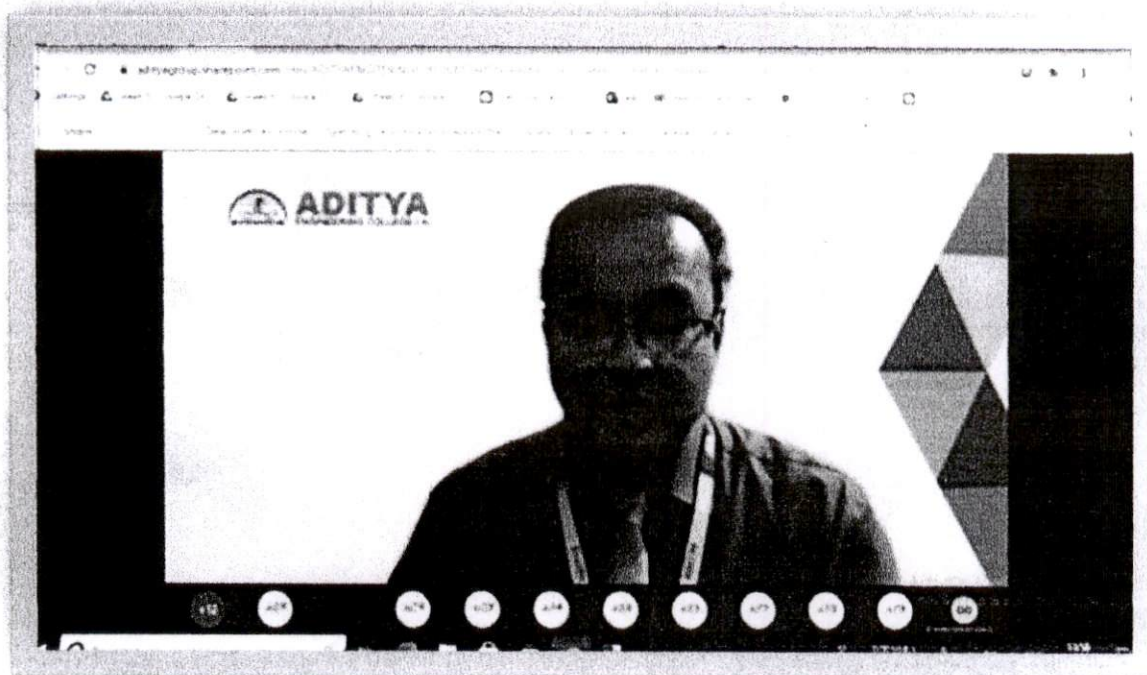
4. Proctoring

- For monitoring the student's behaviour and conduct, every student will be observed by their respective proctors in view of academics and discipline.
- Principal said that parents can also make calls to the proctors for any clarifications.

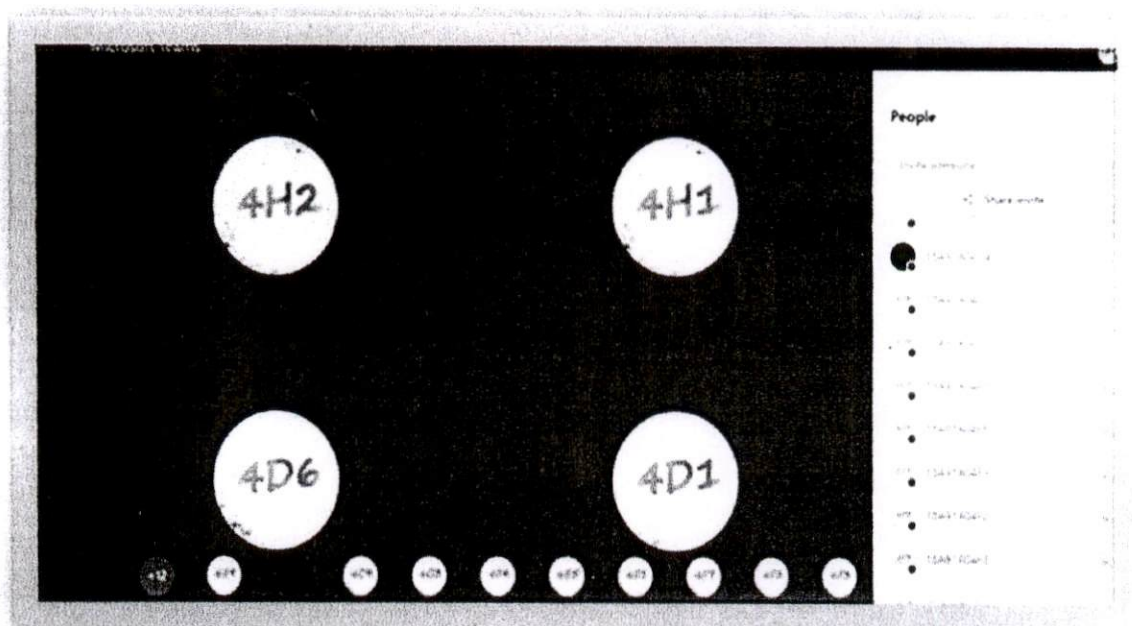
5. Other points

- Principal advised the students to be alert while answering attendance and not take things for granted.
- Principal said the students should not give lame excuses about online classes such as network issues, technical problems, etc., as attendance of 75 % is mandatory and every student should put up 75 % of attendance to write their end semester exams.
- Principal said that proper discipline should be maintained during virtual classes to avoid any confusion and cooperate with the management and faculty for the peaceful conduct of virtual classes.

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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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Date: 12-6-2020

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.

Agenda:

1. Online Classes
2. Admissions
3. Examinations
4. Proctoring
5. Any other

Cc: All staff

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Date: 16-06-2020

Annual Awareness Programme on Code of Conduct

Minutes of Meeting held on 16-06-2020

The following points were discussed by the principal with all the faculty

1. Online Classes

- The principal informed to all the faculty that online classes will continue for a few more months because of high rise in the COVID-19 cases.
- He expressed that all faculty should take care of their health and stay safe. The faculty should encourage and guide the students to attend online classes regularly.
- He also informed to the faculty that they should show PPTs while teaching the class, and have to send relevant materials to the students immediately after completion of the topic.

2. Admissions

The principal discussed that some faculty are given the task of admissions through online mode. In this regard the principal said that the respective faculty should make phone calls to the parents and students as provided in the list and council them to join Aditya.

3. Examinations

- Due to the heavy increase in COVID-19 cases the principal said that examinations are kept in abeyance and the same will be intimated to the students as and when the college gets information from JNTUK.
- So all the faculty are requested to motivate the students to prepare well for the exam.

4. Proctoring

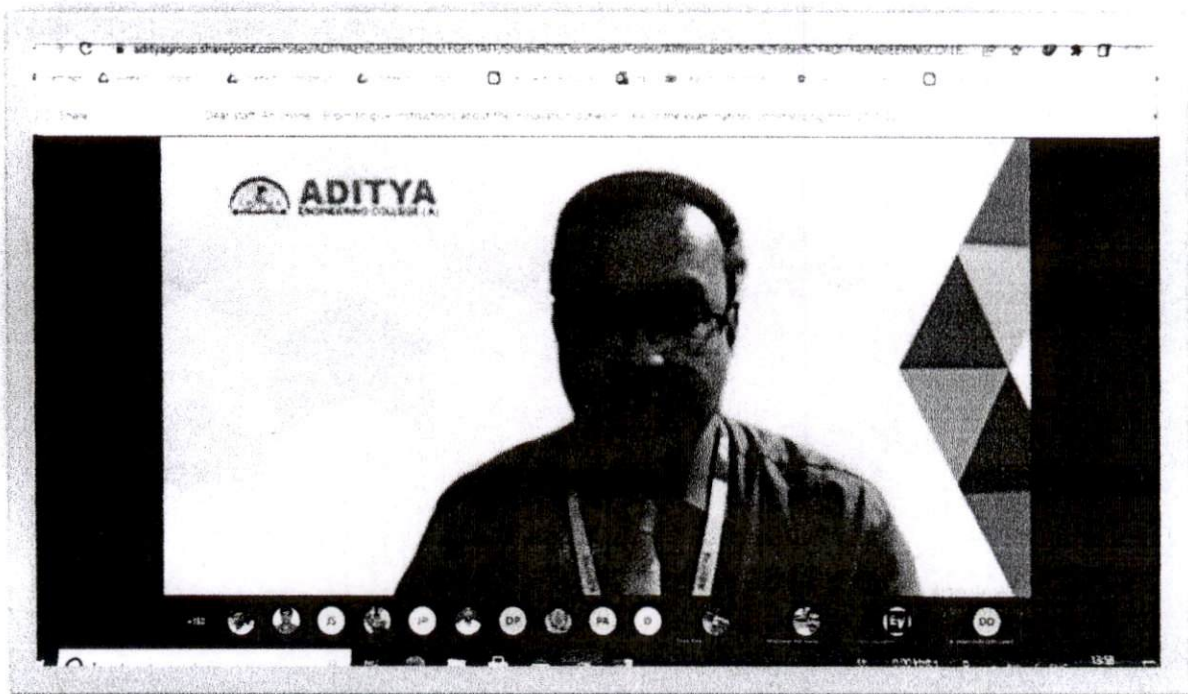
- All the faculties were instructed by the principal that they should give proper counselling and guidance to the parents about online classes by making phone calls to the parents.
- Faculty should inform to the parents about online classes and make the students to attend the classes regularly.
- Faculty should enter the same remarks in ECAP also

5. Other points

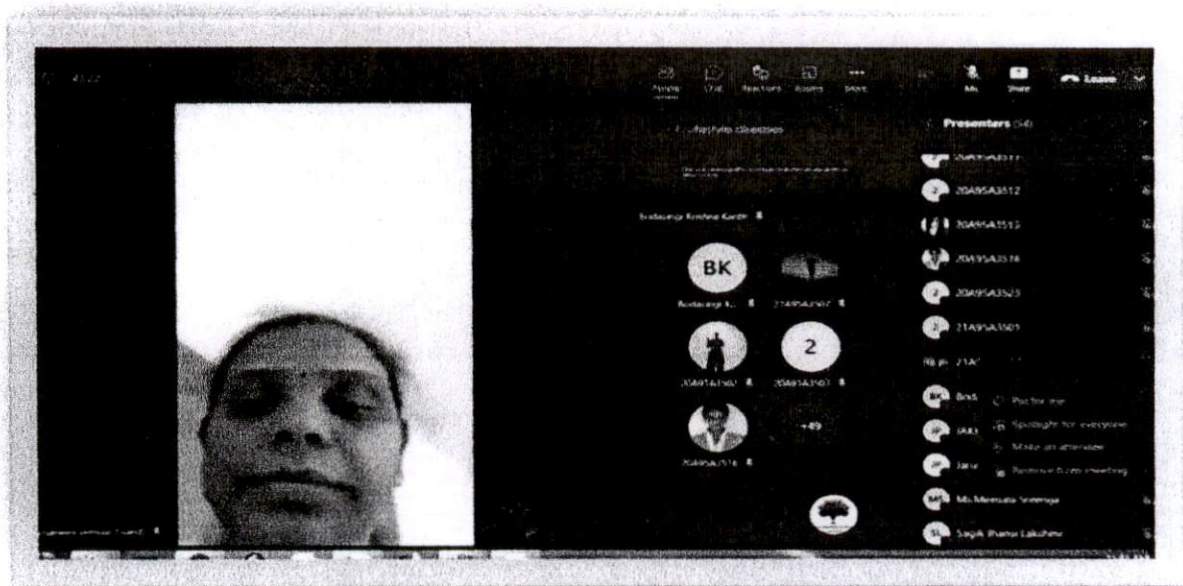
The principal advised the faculty to note down the attendance regularly in the E-cap. He also said that proper discipline should be maintained during virtual classes.

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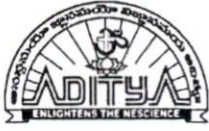
Code of Conduct programme for faculty in virtual mode on 16-06-2020



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

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Date: 1-7-2019

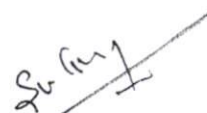
CIRCULAR

All the faculty are informed that there will be a meeting on 3-7-2019 to discuss about the code of conduct for the forthcoming academic year 2019-20. The meeting will be held in Seminar Hall, Cotton Bhavan at 3:30.PM. In this connection all the faculty are informed to attend the meeting without fail.

The following is the agenda:

1. Admissions
2. Curricular activities
3. Extracurricular activities
4. NPTEL Courses
5. Conferences/Seminars/Workshops
6. Code of Ethics

Cc: All Staff


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Date:04-07-2019

Annual Awareness Programme on Code of Conduct

Minutes of meeting held on 03-07-2019

The following points were discussed by the principal with all the faculty

1. Admissions

All the faculties were informed to execute their admission duties well and keep up the spirit of loyalty towards the institution. Faculty should encourage and guide the parents to join their children in our college.

2. Curricular activities

- All faculty should plan to organise curricular activities like seminars/conferences/guest lectures to improve the growth of the organization and help the co-faculty to develop their skills.
- They should also encourage other faculty to organize more activities and research-oriented programmes for the institutional growth.

3. Extracurricular activities

- All faculty should plan to organise extracurricular activities in their respective Clubs/Cells.
- At the same time, they should work hard to involve the students to participate in extracurricular activities.

4. NPTEL Courses

- The principal advised all the faculties to register for different courses offered by NPTEL and also asked the faculty to encourage the students to register for the courses as they are very useful.
- The principal also expressed that college will provide registration fee to all the faculty for enrolment in NPTEL courses. So, everyone should register for at least one course.

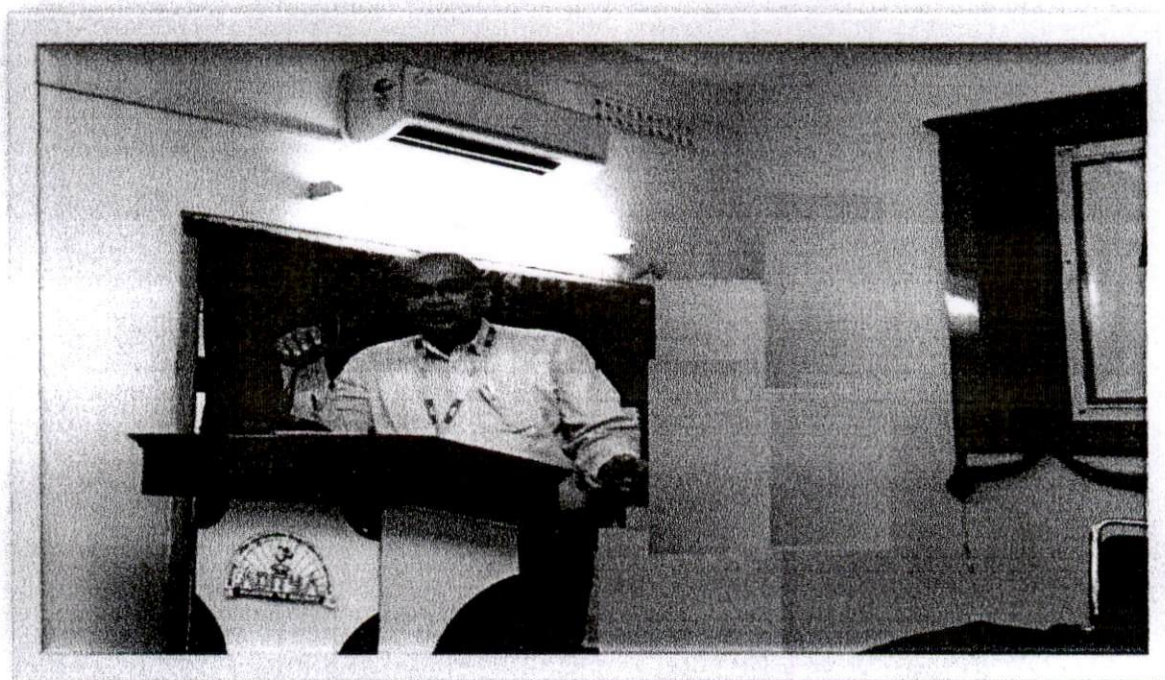
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5. Conferences/Seminars/Workshops

Keeping in view the forthcoming second cycle of NBA accreditation, the principal instructed all the faculties to participate/organise in Conferences/seminars/workshops and FDPs. The principal also advises the faculty to publish articles and avail the incentives offered by the management through R&D cell.

6. Code of Ethics

- All the faculties were instructed by the principal to take classes regularly and check the attendance particulars of the students regularly to enable smooth running of the classes.
- All the faculty are requested follow the code of ethics prescribed by the institution in all matters. The principal also emphasized that all faculty should set an example to students by following code of ethics.



Code of Conduct programme for faculty on 03-07-2019

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Faculty attended for Code of Conduct on 03-07-2019

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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: 17-03-2020

CIRCULAR

All the class representatives are informed that there will be a meeting on 18-03-2020 to discuss about the following agenda for the coming academic year 2019-20. The meeting will be held in virtual mode at 4.00.PM. Hence, all the class representatives are informed to attend the meeting through teams. The following is the agenda:

1. Online Classes
2. Microsoft Teams App
4. NPTEL Courses
6. Webinars
7. Code of Conduct

Cc: All HoD's & Students

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Date: 19-03-2020

Annual Awareness Programme on Code of Conduct

Minutes of Meeting held on 18-03-2020

The following points were discussed by the principal with all the students

1. Online Classes

- Principal discussed about the paradigm shift in the mode of teaching from offline/physical to virtual/online mode.
- Due to increase in the covid cases, the college will have to shift the mode of teaching/learning to digital platform. Hence all the students were instructed to buy Laptops and be ready to take classes through online mode.
- Principal expressed grief over sudden pressure laid on the students to buy laptops, but he said that there was no choice other than to continue classes through digital platform to avoid waste of time and also keep in tune with the orders and instructions given by the central and state governments.

2. Microsoft Teams App

- The students were instructed to download Microsoft Teams app as per the instructions given by the college authorities to ensure smooth and happy learning.

3. NPTEL Courses

- The principal advised all the students to register for different courses offered by NPTEL since the students will find ample of time during the covid season as the courses are very useful.
- The principal asked the students to register for at least one course to augment their knowledge.

4. Webinars

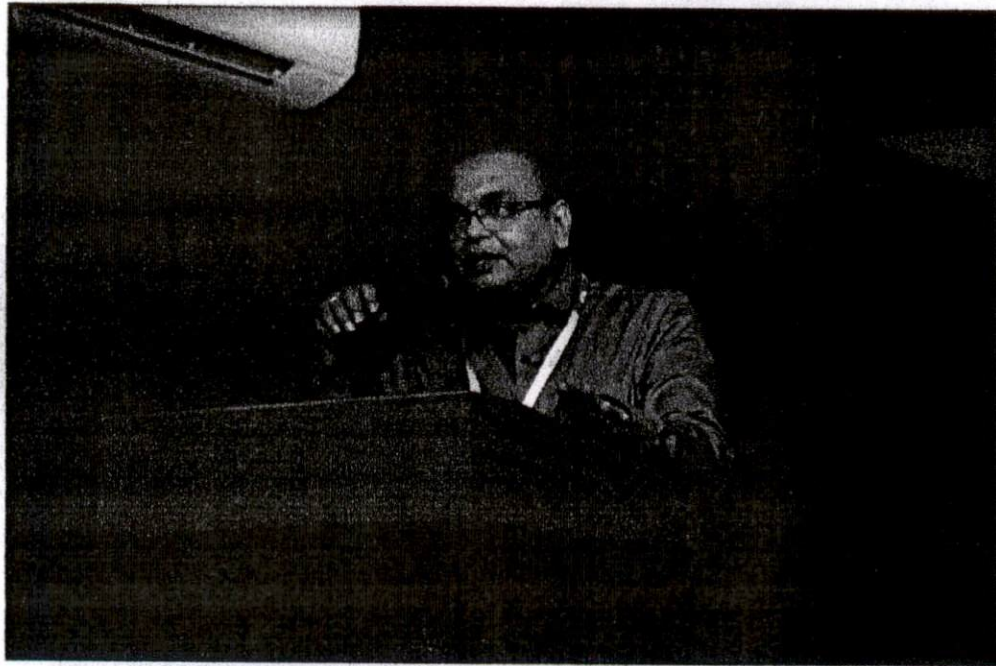
- Principal advised the students to participate in Webinars in their respective subjects and learn new things.

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- Principal also emphasised the certificates obtained from these webinars are very useful in the long run for employment.

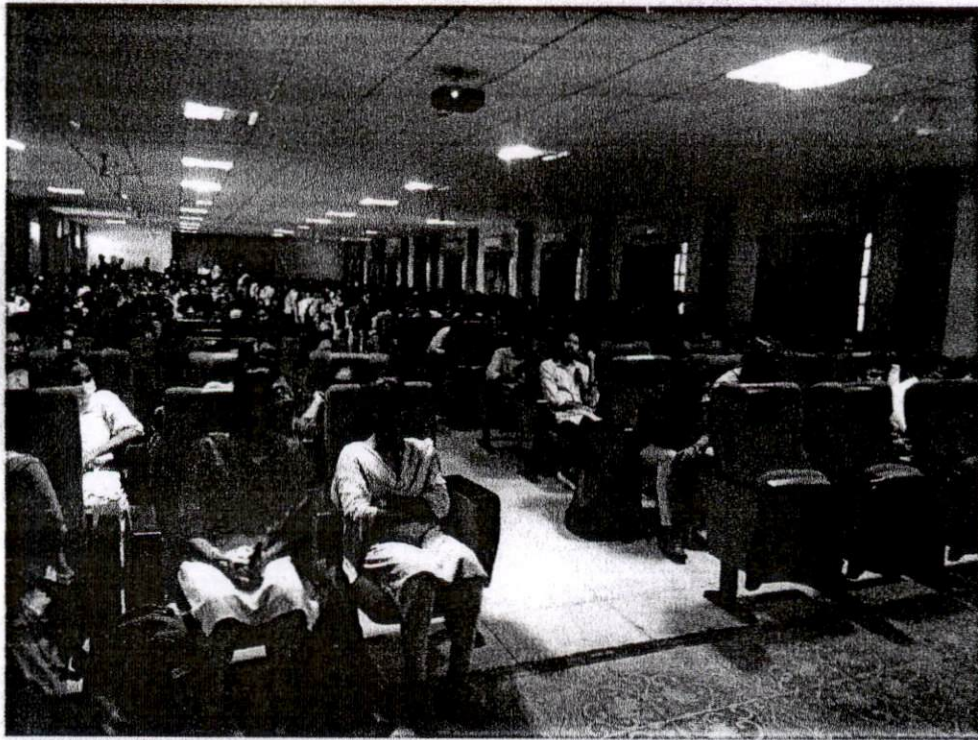
5. Code of Ethics

- All the students were instructed by the principal to take virtual classes regularly and check the attendance particulars to enable smooth running of the classes.
- All the students were advised to follow the code of ethics prescribed by the institution in all matters.
- The students were instructed to be on the virtual platform all through their classes from 9.30 AM to 3.30. PM and not just switch on their laptops/mobiles and pretending to listen and then joining only at that time of taking attendance by teachers.
- If any student is found violating any laws on the platform, they will be seriously punished.



Code of Conduct programme for students on 18-03-2020

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Students attended for Code of Conduct on 18-03-2020


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Date: 25-7-2018

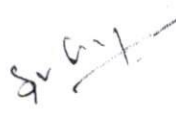
CIRCULAR

All the faculty are informed that there will be a meeting on 27-7-2018 to discuss about the code of conduct for the forthcoming academic year 2018-19. The meeting will be held in Seminar Hall, Cotton Bhavan at 3:30.PM. In this connection all the faculty are instructed to attend the meeting without fail.

The following is the agenda:

- 1.Admissions
- 2.Curricular activities
- 3.Extracurricular activities
- 4.Any other

Cc: All Staff


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

Date: 28-07-2018

Annual Awareness Programme on Code of Conduct

Minutes of Meeting held on 27-07-2018

The following points were discussed by the principal with all the faculty

1. Admissions

- All the faculties were informed to execute their admission duties well and keep up the spirit of loyalty towards the institution.
- The faculty those who are assigned with admission duty should report in Admission cell in time and execute their duties with sincerity and dedication.

2. Curricular activities

- All faculty should plan to organise curricular activities like seminars/conferences/guest lectures
- All faculty should write articles for different National/International journals, Web of Science and Scopus indexed journals.
- All the faculties were instructed by the principal to be active in academic activities and research programs.

3. Extracurricular activities

- All faculty should plan to organise extracurricular activities in their respective Clubs/Cells
- All the faculty should encourage students to participate in large numbers in extra-curricular activities to develop overall personality of the students.

4. Other points

- Faculty are permitted to organise as many programmes as possible to enrich the students
- All faculty should maintain proper code of conduct in the campus and be inspiring personalities to the students.

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Code of Conduct programme for faculty on 27-07-2018

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Faculty attended for Code of Conduct on 27-07-2018

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Date: 26-07-2018

CIRCULAR

All the class representatives are informed that there will be a meeting on 28-07-2018 to discuss about the Code of Conduct for the forthcoming academic year 2018-19. The meeting will be held in Seminar Hall, Cotton Bhavan at 3:45.PM. Hence all the B. Tech class representatives are instructed to attend the meeting without fail. The following is the agenda:

1. Code of Ethics
2. Curricular Activities
3. Extracurricular Activities
4. Any Other

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Cc: All HoD's & Students

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Date: 29-07-2018

Annual Awareness Programme on Code of Conduct

Minutes of Meeting held on 28-07-2018

The following points were discussed by the principal with all the students

1. Code of Ethics

- All the students were instructed to follow moral ethics and moral values in their respective classes and departments.
- Principal advised the students to behave well with all the faculty and HODs to ensure smooth and peaceful learning.
- Principal instructed the students to be creative and innovative in their thinking and concentrate more on learning novel things to enhance their knowledge and engineering skills.

2. Curricular Activities

- Principal advised all students should participate in co-curricular activities like Seminars/Conferences/Guest Lectures organised in and outside the college to expand their knowledge and have wide exposure in their respective subjects.
- All the students should involve in research activities and be an innovative thinker.

3. Extracurricular Activities

- All students should participate in extra-curricular activities to develop their all-round personality.
- They should involve in sports, games, Yoga, Meditation and other activities like cultural to enhance personality development

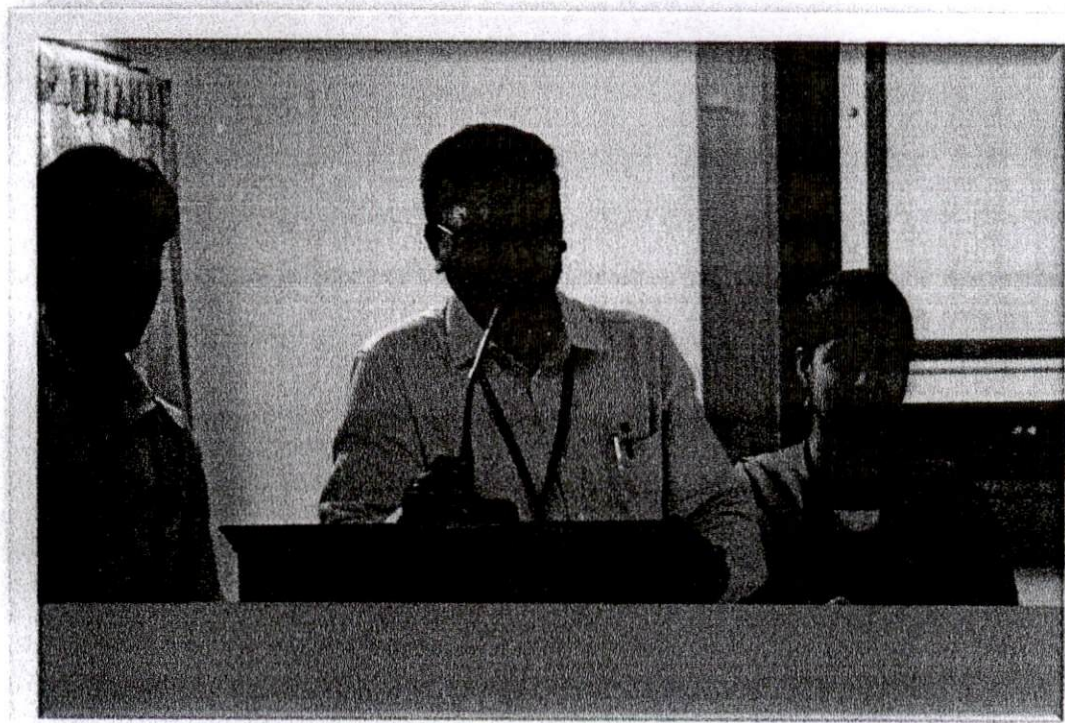
4. Other points

- Principal instructed the students to be active in their classes and be punctual to the classes to avoid any disturbance to others.


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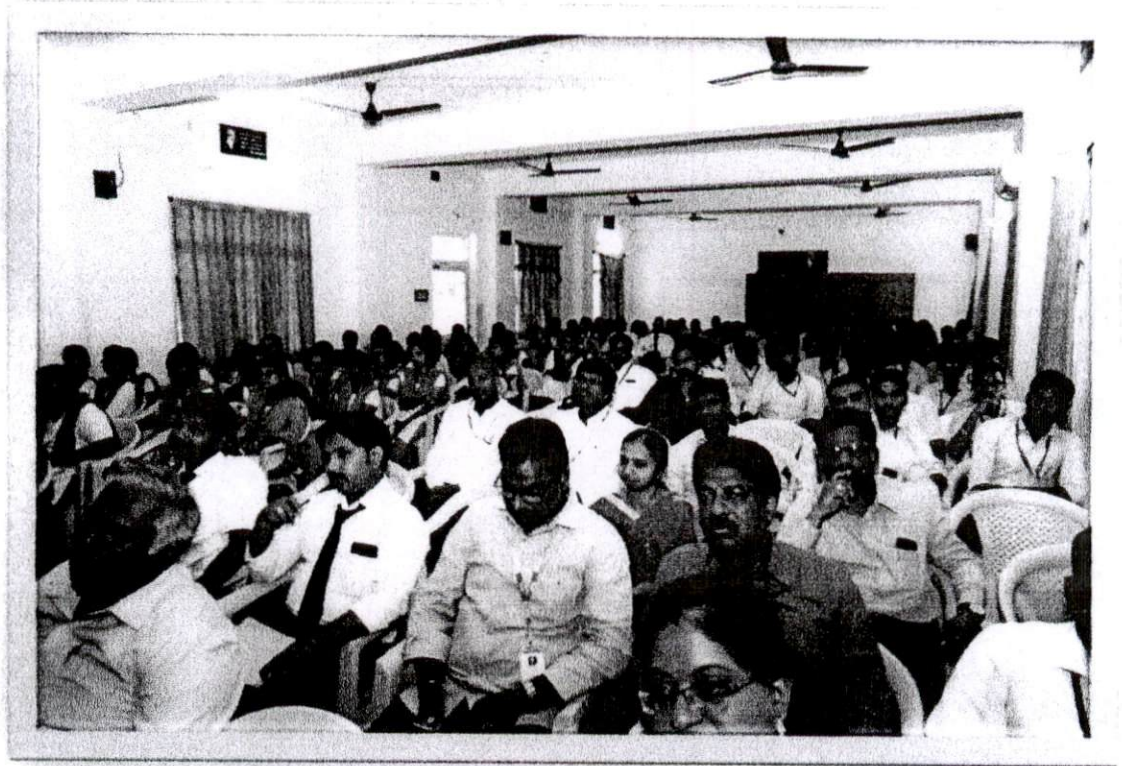
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- Students are also advised that ragging is strictly prohibited in the campus. All should maintain healthy and peaceful environment in the college.
- The students were asked to maintain proper engineering decorum to enrich their knowledge and also be dignified.



Code of Conduct programme for students on 28-07-2018


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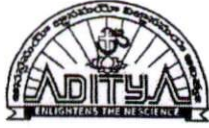
Students attended for Code of Conduct programme on 28-07-2018

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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.

The following is the agenda:

1. Academic calendar
2. Syllabus
3. Code of Conduct
4. Attendance
5. Any other

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Cc: All HoD's & Students

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Date: 19-07-2017

Annual Awareness Programme on Code of Conduct

Minutes of Meeting held on 18-07-2017

The following points were discussed by the principal with all the students

1. Academic Calendar

All the students were instructed to follow the academic calendar issued by JNTUK for all semesters and the classes for all branches will begin as per the schedule given by the university. So, all the students should attend the classes without giving any excuses.

2. Syllabus

- Principal requested the students to begin their studies right from day one onwards to ensure systematic studies and learning.
- Principal advised the students to be on time to the classes.
- Principal advised the students to pursue quality education to enhance their knowledge.
- It was also instructed by the principal that all students should go through the syllabus and get exposure to different subjects in engineering studies in their respective branches and be aware of the topics to ensure easy and comfortable learning.

3. Code of Conduct

- Principal instructed the students to be disciplined in the college premises and be role model to students.
- Principal expressed Aditya is synonymous with discipline in the state and across the district and hence all students should follow proper Code of Conduct-rules and regulations laid down by the institution and keep up the reputation of the college.
- Principal emphasised that all students should wear ID Cards regularly.

4. Attendance

- Principal instructed that every student should put up sufficient attendance that is 75% to take the end semester exams.
- Principal advised the students to be regular to both theory and laboratory classes and fulfil the requirements of attendance.

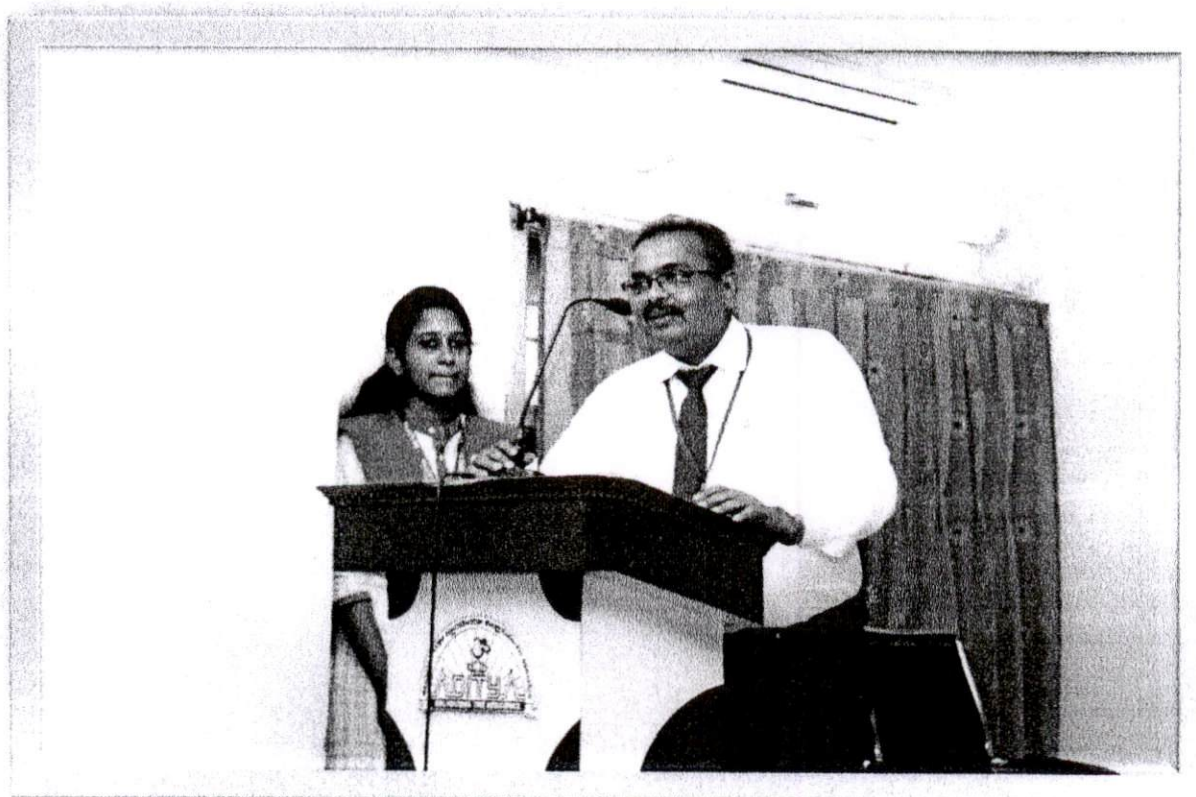
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- Principal advised the students to maintain proper discipline in the premises especially with regard to attendance.

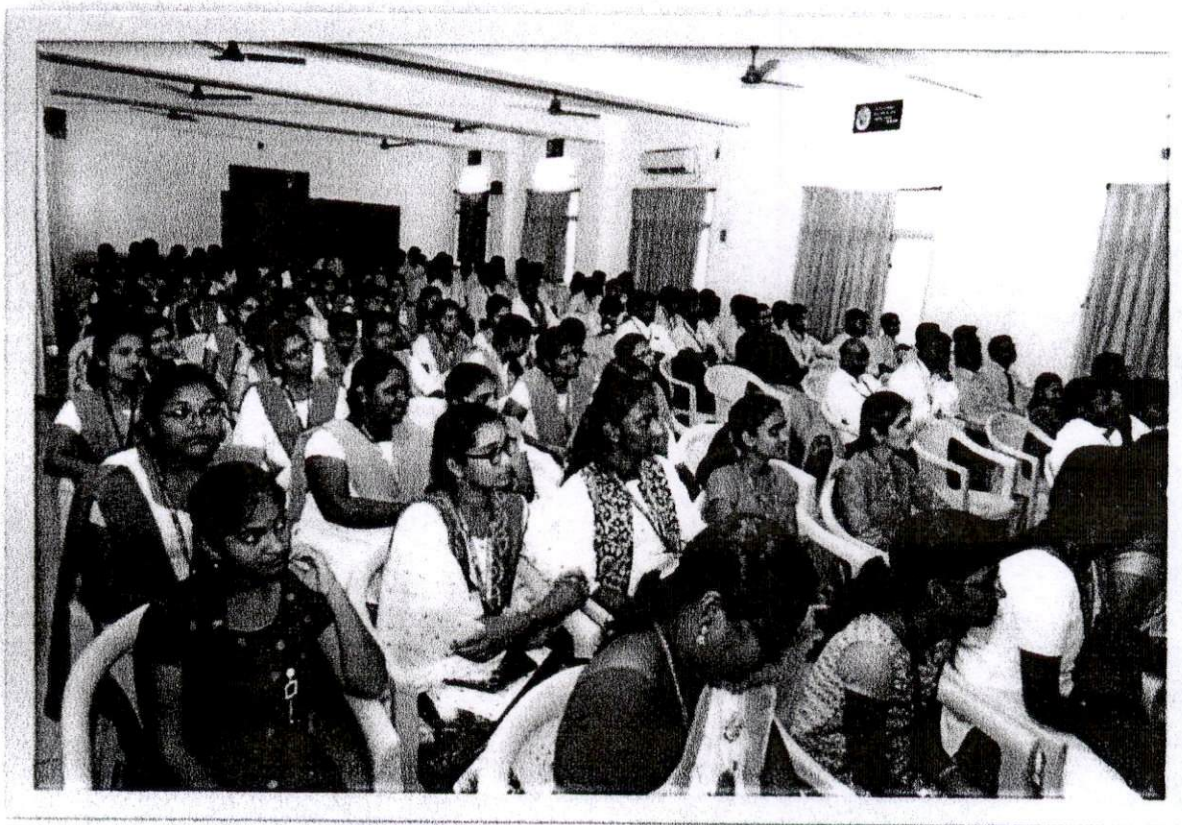
6. Any Other

- The principal instructed all students to wear their uniforms regularly- boys should come in in-shirt and shoes, clean shaven face and girls with modest uniform provided by the college.
- Principal instructed students -boys and girls- that their hair should be well kept.
- Principal emphasized that all should abide by the norms prescribed by the college and violation of any rule will be seriously penalised.



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

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

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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.

Agenda:

1. Code of conduct
2. Admissions
3. Examinations
4. Proctoring
5. Any other

Cc: All staff

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Date: 08-07-2017

Annual Awareness Programme on Code of Conduct

Minutes of meeting held on 07-07-2017

The following points were discussed by the principal with all the faculty

1. Code of Conduct

- The principal advised to all the faculty members to maintain proper dress code in the college. All the faculty members both men and women should wear ID card in working hours.
- All men faculty should come in shirt with proper trousers along with shaven face with polished shoes.
- All women faculty should come in modest dress code.

2. Admissions

- The principal discussed that some faculty are given the task of admissions.
- They are provided with student's data to follow up the parents and students.
- In this regard the principal said that the respective faculty should make phone calls to the parents and students as provided in the list and council them to join Aditya.

3. Examinations

- All the faculty members are instructed to follow the strict guidelines to conduct the examinations.
- Faculty should guide the students every now and then to prepare well for the exams.
- Proper counselling should be given to the students who are not performed well during examinations.

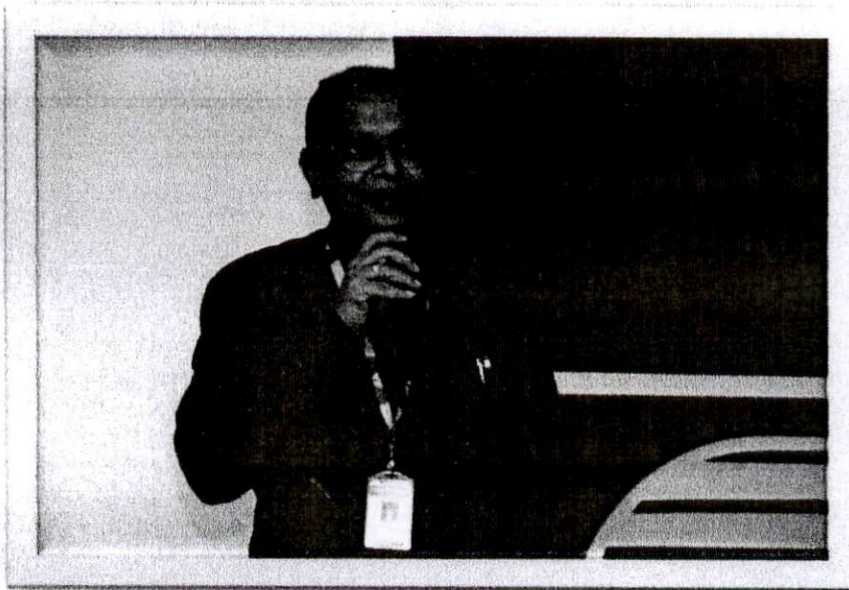
4. Proctoring

- All the faculties were instructed by the principal that they should give proper counselling and guidance to the parents about their children by making phone calls to the parents.
- The principal said the same should be noted in E-cap by the faculty.

5. Other points

- The principal advised the faculty to note down the attendance regularly in the E-cap. He also said that proper discipline should be maintained during the classes.

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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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