



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(f) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/ Ethics committee/2018-19/ Convening order of EC

Date: 23/06/2018

ETHICS COMMITTEE

CONVENING ORDER

The college management has been planned to make a road map for ethics to be followed in the campus and is maintained by the Ethics Committee with well experienced and eminent faculty members. Therefore, the Ethics Committee is constituted with the following members for AY 2018-19.

SL. No.	Name of the Faculty	Designation	Role
1.	Dr T. K. Ramakrishna Rao	Principal	Chairman
2	Mr Y.K.S.Subba Rao	HOD-MECH	Convener
3	Mr K Manoj Kumar Reddy	HOD-EEE	Member
4	Dr Pullela.S.V.V.S.Ravi Kumar	HOD-CSE	Member
5	Mr G.Rama Krishna	HOD-ECE	Member
6	Dr T. Anil Kumar	HOD-PT	Member
7	Mr M.Srinivasu	HOD-HBS	Member
8	Ms Komara Lakshmi Harika	I year, B.Tech H&BS,	Member (Student)
9	Ms Jumapala Neelima	II year, B.Tech, EEE	Member (Student)

Functions and Responsibilities:

- To propose the Code of Ethics for the Institution.
- To organise ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- To report breaches of the Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- To formulate policies for corrective actions.
- To coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

Frequency of Meeting: Once in a year or as and when required.


Principal

Copy to

1. All members of Ethics Committee.

PRINCIPAL
Aditya College of Engineering
SURAMPALAM-533 437



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Ref: ACOE/Ethics committee/2018-19/SOP

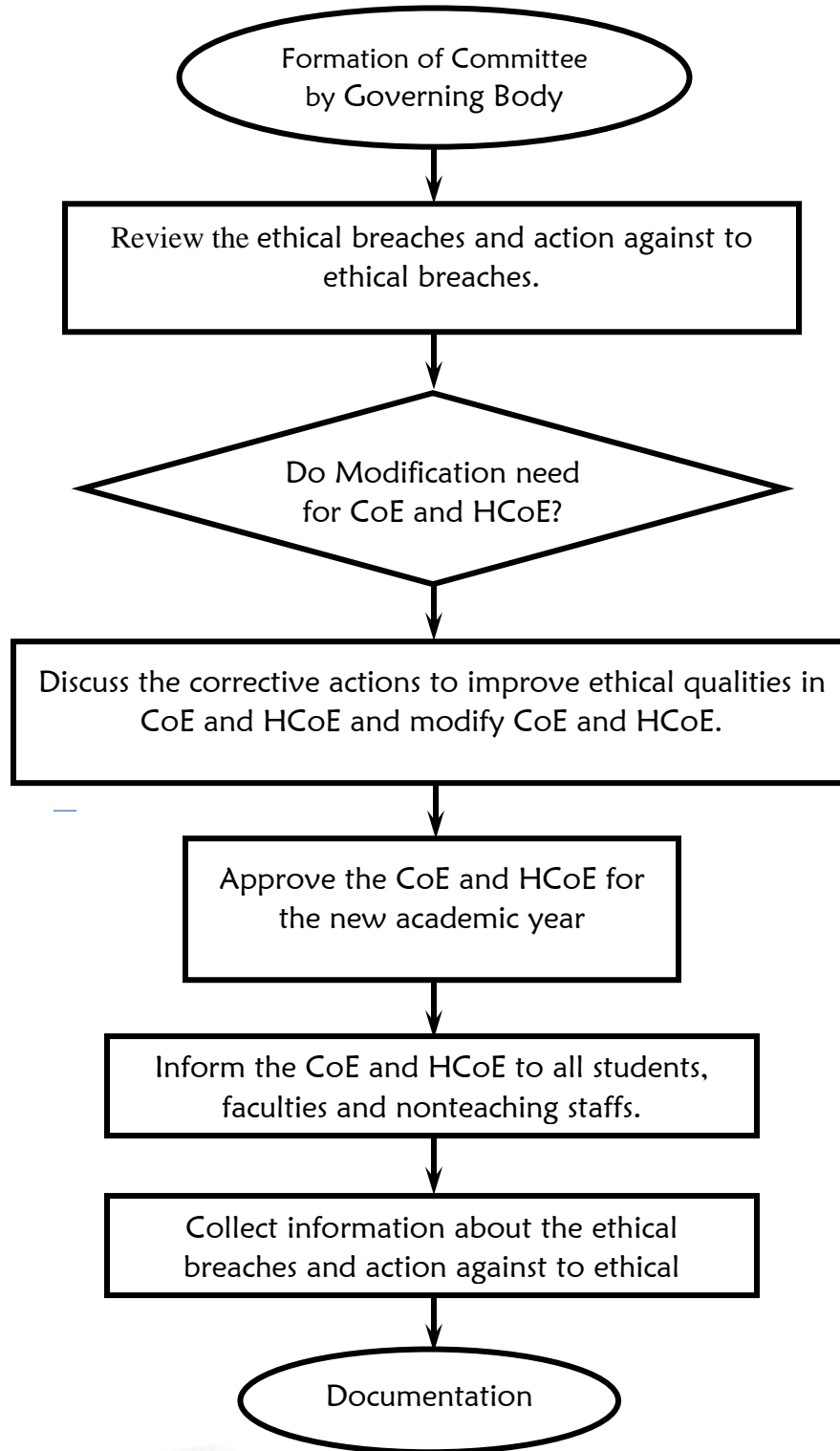
Date: 29/06/2018


ETHICS COMMITTEE

STANDARD OPERATING PROCEDURE

1. Convener and Constituting-members for the ethics committee are constructed under the leadership of the Principal by Governing Body.
2. Review the ethical breaches and the counteraction against ethical breaches.
3. Discuss required corrective actions to improve the *Code of Ethics (CoE)* and *Students' Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE)*.
4. Propose *Code of Ethics (CoE)* and *Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE)* for the new academic year.
5. Disseminate *Code of Ethics (CoE)* and *Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE)* with the students, faculties and nonteaching staffs.
6. Create awareness on ethics and ethical practices by
 - i. Display various national and international icons' ethical and motivational quotations inside the classrooms, labs and college premises.
 - ii. Display Anti Ragging boards in various parts in College.
7. Study and analyze the department wise information regarding the ethical breach of students, faculties, and nonteaching staffs and enhance code of ethics to counteract the same.

Flow chart for Standard Operating Procedure (SOP)




Convener


Principal



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Ref: ACOE/ Ethics committee/2018-19/Code of Ethics for Staff

CODE OF ETHICS FOR STAFF

RESPONSIBILITIES OF ETHICS COMMITTEE

- Propose the Code of Ethics for the Institution.
- Organise ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- Report breaches of Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- Formulate policies for corrective actions.
- Coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

ETHICS POLICY PURPOSE

Ethics policy of our college warrants the ability to distinguish good from evil, right from wrong, and the commitment to do what is right, good and proper for each individual within the College.

ACADEMIC ETHICS

- To create an environment within the College Campus, where ethical behaviour is the norm.
- To enhance the worth, dignity, potential, and uniqueness of each individual within the institution.
- To commit to contributing to the comprehensive education of students, protecting human rights, advancing knowledge of student growth and development.
- To promote the effectiveness of institutional programs, services, and organisational units.
- To emphasise commitments to safety and environmental protection.

Ethical Conduct for Faculty and Non-Teaching Staffs toward Students and Parents

The faculty accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. Ethics Committee (EC) strongly affirm parents as the primary moral educators of their children. Nevertheless, EC believes all faculty are obligated to help adopt civic qualities such as integrity, diligence, responsibility, cooperation, loyalty, commitment, and respect for the law.

- The faculty, he or she is accepting of public trust, measures success not only by the progress of each student toward realisation of his or her potential but also as a citizen of the greater community
- The faculty deals selflessly and fairly with each student and seeks to resolve problems, including discipline.

- The faculty and non-teaching staff do not reveal confidential information concerning students unless required by law.
- The faculty and non-teaching staff make a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
- The faculty and non-teaching staff should present facts without distortion, bias, or personal prejudice.
- The faculty and non-teaching staff make concerted efforts to communicate to parents all information that should be revealed in the interest of the student.
- The faculty and non-teaching staff activities to understand and respect the values and traditions of the diverse cultures represented in the community.
- The faculty and non-teaching staff establish a positive and active role in college/community relations.

PERSONAL ETHICS

- Actions and beliefs of all individuals consistent with the Six Pillars of Character -Trustworthiness, respect, responsibility, fairness, caring & citizenship
- Assure ethical behaviour by self-regulation and promotion of tolerance
- Treat fairly all persons regardless of such factors like caste, skin color, religion, regional, gender, disability, or nationality.
- Do to others as you would expect others do to you.

RESEARCH ETHICS

- Uphold the reputation of the College as a centre for adequately conducted, high-quality scientific research in thrust areas.
- Promote honesty, carefulness, responsible publication, and respect for Ethics of Intellectual Property.
- The ethical approval from an impartial committee helps the College to ensure that the research conducted is of high moral standard, sound integrity, and following good research governance and legal requirements.



Convener



Principal

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Ref: ACOE/ Ethics committee/2018-19/Handbook on Code of Ethics

HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES FOR STUDENTS

1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Aditya College of Engineering (hereinafter referred to as the 'College') for all students enrolling with the College for pursuing varied courses. All students must know that it is mandatory upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. That the College's endeavour utilizing enforcing this Code is to pioneer and administer a student discipline process that is equal, conscientious, efficient and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

2. JURISDICTION

2.1 The College shall have jurisdiction over the conduct of the students associated /enrolled with the College and to take cognisance of all acts of misconduct, including incidents of ragging or otherwise which are taking place on the college campus or in connection with the college-related activities and functions.

2.2 The College may also exercise jurisdiction over conduct which occurs off-campus or on-campus violating the ideal student conduct and discipline.

- ❖ Any violations of the Sexual Harassment Policy of the College against other students of the College.
- ❖ Physical assault, threats of violence, or conduct that threatens the health or safety of any person, including other students of the College.
- ❖ Possession or use of weapons, explosives, or destructive devices off-campus
- ❖ Manufacture, sale, or distribution of prohibited drugs, alcohol, etc.
- ❖ Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The College, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the College shall consider the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. Ethics and Conduct

- 3.1 This Code shall apply to all kinds of conduct of students that occur on the college premises, including in University-sponsored activities, functions hosted by other recognised student organisations, and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.
- 3.2 Once the students completed the admission; the student has accepted this Code and also accepting
- ❖ he/she shall be regular and must complete his/her studies in the College.
 - ❖ In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the College subject to the written consent of the Principal.
 - ❖ As a result of such relieving, the student shall be required to clear all pending dues including hostel/mess dues.
- 3.3 College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- 3.4 All students must deter from indulging in any forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of misconduct include:
- 3.5 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- 3.6 Intentionally damaging or destroying College property or property of other students and/or faculty members.
- 3.7 Any disruptive activity in a classroom or an event sponsored by the College
- 3.8 Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards.

3.9 Participating in activities including

- ❖ Accepting membership of religious or terrorist groups banned by the College/Government of India
- ❖ The unauthorised possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or Policy.
- ❖ The unauthorised possession or use of harmful chemicals and banned drugs.
- ❖ Smoking on the campus of the College.
- ❖ Possessing, consuming, distributing, selling of alcohol in the College and/or throwing empty bottles on the campus of the College.
- ❖ Students are not allowed to drive any vehicle inside the College without proper permission.
- ❖ Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- ❖ Theft or unauthorised access to other resources
- ❖ Misbehaviour during any activity of the College.
- ❖ Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the College.

3.10 Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College authorities.

3.11 Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.

3.12 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.13 Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.

3.14 Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorised entry, use, tamper, etc. of College property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

3.15 Damage to, or destruction of, any property of the College, or any property of others on the College premises.

3.16 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

3.17 Indulging in any form of Harassment which is defined as conduct that is severe and objectively, conduct that is motivated based on a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

4. If there is a case against a student for a possible breach of Code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of the misconduct.

4.1 WARNING - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

4.2 RESTRICTIONS - Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

4.3 COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

4.4 EXPULSION - Expulsion of a student from the College permanently. Indicating prohibition from entering the College premises or participating in any student-related activities or campus residences etc.

4.5 MONETARY PENALTY - May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 SUSPENSION - A student may be suspended for a specified period of time which will entail prohibition on participating in student-related activities, classes, programs etc. Additionally, the student will be forbidden to use various College facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

4.7 Ineligibility to reapply for admission to the College for three years.

4.8 Withholding the exam results (Mid Exams) or certificate for the courses studied or work carried out.

5 APPEAL: If the delinquent student is aggrieved by the imposition of any of the abovementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

5.1 accept the recommendation of the committee and impose the punishment as suggested by the committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

5.2 Refer the case back to the committee for reconsideration. In any case, the Principal's decision is final and binding in all the cases where there is possible misconduct by a student.

Convener

Principal

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Ref: ACOE/ Ethics committee/2018-19Circular

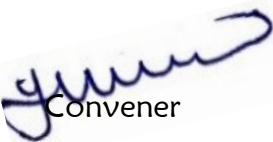
CIRCULAR

Date: 25/06/2018

All the members of the ethics committee are hereby informed that the meeting of the ethics committee will be held on 29th June 2018 at 2:30 PM in the Conference room, Ramanujan Bhavan. So, all the members are requested to attend the meeting without fail.

Agenda:

1. To review ethical breaches and the counteraction for the previous academic year.
2. To discuss modifications in Code of Ethics (CoE) and Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE).
3. To review and approve the modifications in CoE and HCoE.
4. To plan distribution methods for CoE and HCoE.
5. To collect all information about ethical breaches and counteraction against it.


Convener


Principal

Copy to

1. All members of Ethics Committee.

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Ref: ACOE/ Ethics committee/2018-2019/Minutes

29/06/2018

ETHICS COMMITTEE MINUTES OF THE MEETING

Date of meeting	Venue	Duration	Reference
29/06/2018	Conference room, Ramanujan Bhavan	2.30 PM to 4 PM	ACOE/Ethics committee/2018-19/ Circular dated 25/06/2018.

Minutes of the meeting of the ethics committee held at Aditya college of engineering on 29/06/2018.

Meeting agenda:

1. To review ethical breaches and the counteraction for the previous academic year.
2. To discuss modifications in Code of Ethics (CoE) and Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE).
3. To review and approve the modifications in CoE and HCoE.
4. To plan distribution methods for CoE and HCoE.
5. To collect all information about ethical breaches and counteraction against it.


Minutes and Resolutions:

1. The members of the committee discussed the previous academic year ethical breaches and the counteraction for the ethical breaches by following CoE were discussed.
2. It is resolved that no modification in CoE is suggested, so current CoE and HCoE will be continued for the new academic year.
3. It is resolved to circulate CoE and HCoE with the students, faculties and nonteaching staffs.

4. It is resolved to conduct one day workshop on ethical practices.
5. The members of the committee resolved that all the necessary information regarding the ethical breaches and counteraction against ethical breaches should be collected and analyzed by the convener.
6. It is resolved to collect all the necessary information regarding ethical practices and create display boards on ethical quotations and anti-ragging instructions.



Convener



Principal

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Copy to

1. The Principal
2. All HODs



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Ref: ACOE/ Ethics committee/2018-19/ Perspective Plan

Date: 29/06/2018

ETHICS COMMITTEE

PERSPECTIVE PLAN

S.No	Month	Plan	Description	Strategy	Budget
1.	June, 2018	Convening of Ethics Committee	The faculty members and students from each department along with Principal as chairman	Issuing circular for conducting committee meeting	Nil
2.	June, 2018	Committee meeting	Collect and review ethical breaches in the college premises and update code of ethics.	Coordinating the events and activities	Nil
3.	July, 2018	One day workshop on Ethical Practices	Organize one day workshop for improving the ethics of students.	Coordinating events and activities.	Rs- 5,000/-

Convener

Copy to

1. All members of Ethics Committee.

Principal

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Date: 29/06/2018

ETHICS COMMITTEE

ACTION TAKEN REPORT

S.No	Month	Plan	Description	Strategy	Budget	Remarks
1.	June, 2018	Convening of Ethics Committee	<ul style="list-style-type: none">The faculty members and students from each department along with Principal as chairman	Issuing circular for conducting committee meeting	Nil	Plan Implemented successfully
2.	June, 2018	Committee meeting	<ul style="list-style-type: none">Collect and review ethical breaches in the college premises and update code of ethics.	Coordinating the events and activities	Nil	Plan Implemented successfully
3.	July, 2018	One day workshop on Ethical Practices	<ul style="list-style-type: none">Organize one day workshop for improving the ethics of students.	Coordinating events and activities.	Rs- 5,000/-	Evidence

Convener

Principal

Copy to

1. All members of Ethics Committee.

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Surampalem,
30/06/2018.

To
The Principal,
Aditya College of Engineering,
Surampalem.

Sub: Request for permission to conduct One day workshop on "Ethical Practices"-Reg

Sir,

As discussed in Ethics Committee meeting on 30th June 2017, to create awareness and improve our college ethical practices all the committee members suggested to conduct One day workshop on "**Ethical Practices**" on 12th July 2017 in Seminar hall, Ramanujan Bhavan. So, we need your permission for conducting this Course.

Yours sincerely,

Convener
(Ethics Committee)



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Surampalem,

02/07/2018.

To
Convener,
Ethics Committee
Aditya College of Engineering,
Surampalem.

Sub: Acceptance for conducting One day workshop on "Ethical Practices" - Reg

Sir,

As per your request for conducting **One day workshop on "Ethical Practices"** for B.Tech and M.Tech students on 16th July 2018 in Seminar Room - Ramanujan Bhavan is granted.

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Surampalem,
03/07/2018.

All B.Tech and M. Tech Students are hereby informed that One day workshop on “Ethical Practice” will be conducted on 16th July 2018. So, all the interested students can enroll their names on or before 12th July 2018.

Resource Person: Dr T. K. Ramakrishna Rao

Venue: Seminar hall, Ramanujan Bhavan

Yours sincerely,

Convener
(Ethics Committee)

Copy to:
All the Staff Members



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REPORT

Title: One day workshop on “Ethical Practice”

Speaker: Dr T. K. Ramakrishna Rao

Designation: Principal.

Objective: To create awareness and improve our college ethical practices.

Venue: Seminar hall, Ramanujan Bhavan

Date: 16-07-2018

Aditya College of Engineering organized a One day workshop on “Ethical Practice” by Dr.P.S.V.V.S.R.Kumar, Principal. During the session, the speaker explained about Code of Ethics (CoE) and Handbook on Code of Ethics and Conduct along with Standard Procedures (HCoE). He explained the purpose of ethics policies and the importance of academic ethics for the students. He also explained about Six Pillars of Character - Trustworthiness, respect, responsibility, fairness, caring & citizenship.

He also explained about research ethics, it should be followed during B.Tech and M.Tech project works.



Surampalem, Andhra Pradesh, India

	Decimal	DMS
Latitude	17.09882	17°5'55" N
Longitude	82.067100	82°4'1" E

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Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops.

* This information is confidential and will only be read by the Office of Research Services *

PARTICIPANT INFORMATION

Name (Optional): _____ Workshop(s): One day workshop on "Ethical Practice"
Date: 16-07-2018 Presenter(s): Dr T. K. Ramakrishna Rao, Principal

EVALUATION

SCALE: 1- STRONGLY AGREE; 2 - AGREE; 3 - NEUTRAL; 4 -DISAGREE; 5 - STRONGLY DISAGREE

Comments

1. The pre-workshop administration was appropriate and informative.

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. The workshop was scheduled at a suitable time.

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. The workshop facilities and location were appropriate and satisfactory.

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. The workshop material was presented in a clear and organized manner.

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. The presenter responded to questions in an informative, appropriate and satisfactory manner.

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Handouts (if provided) were clear and useful.

1	2	3	4	5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Overall, the session was informative and valuable.

1	2	3	4	5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. In what ways could this workshop have been improved to better suit your needs?

9. Would you recommend this session to a colleague?

Yes ☒ No ☐

10. Other comments.



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Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops.

* This information is confidential and will only be read by the Office of Research Services *

PARTICIPANT INFORMATION

Name (Optional): _____ Workshop(s): One day workshop on "Ethical Practice"
Date: 16-07-2018 Presenter(s): Dr T. K. Ramakrishna Rao, Principal

EVALUATION

SCALE: 1- STRONGLY AGREE; 2 - AGREE; 3 - NEUTRAL; 4 -DISAGREE; 5 - STRONGLY DISAGREE

Comments

1. The pre-workshop administration was appropriate and informative. ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

2. The workshop was scheduled at a suitable time. ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5

3. The workshop facilities and location were appropriate and satisfactory. ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

4. The workshop material was presented in a clear and organized manner. ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

5. The presenter responded to questions in an informative, appropriate and satisfactory manner. ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

6. Handouts (if provided) were clear and useful. ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

7. Overall, the session was informative and valuable. ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

8. In what ways could this workshop have been improved to better suit your needs?

9. Would you recommend this session to a colleague? Yes ☒ No ☐

10. Other comments.



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Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops.

* This information is confidential and will only be read by the Office of Research Services *

PARTICIPANT INFORMATION

Name (Optional): _____ Workshop(s): One day workshop on "Ethical Practice"
Date: 16-07-2018 Presenter(s): Dr T. K. Ramakrishna Rao, Principal

EVALUATION

SCALE: 1- STRONGLY AGREE; 2 - AGREE; 3 - NEUTRAL; 4 -DISAGREE; 5 - STRONGLY DISAGREE

Comments

1. The pre-workshop administration was appropriate and informative.

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. The workshop was scheduled at a suitable time.

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. The workshop facilities and location were appropriate and satisfactory.

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. The workshop material was presented in a clear and organized manner.

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. The presenter responded to questions in an informative, appropriate and satisfactory manner.

1	2	3	4	5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Handouts (if provided) were clear and useful.

1	2	3	4	5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Overall, the session was informative and valuable.

1	2	3	4	5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. In what ways could this workshop have been improved to better suit your needs?

9. Would you recommend this session to a colleague?

Yes ☒ No ☐

10. Other comments.