



## **MALLA REDDY ENGINEERING COLLEGE**

(UGC Autonomous Institution, Affiliated to JNTUH,  
Accredited 2<sup>nd</sup> time by NAAC with 'A' Grade)  
Maisammaguda (H), Medchal-Malkajgiri District,  
Telangana State – 500100

# Code of Conduct for students, teachers, administrators and other staff

No.: MREC/POLICY/FEB-2020/02



# Malla Reddy Engineering College

## (AUTONOMOUS)

(An UGC Autonomous Institution approved by AICTE and affiliated to JNTU Hyderabad, Accredited by NAAC with 'A' Grade (II - cycle)  
NBA Accredited Programmes - UG (CE, EEE, ME, ECE & CSE) PG (CE - Structural Engg., EEE-Electrical Power Systems, ME - Thermal Engg.).

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### Code of Conduct - Handbook

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The Director shall

1. Provide inspirational and motivational value-based academic and executive leadership to the Institute through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the Institute;
3. Be accountable to plan and control the budgetary provisions and financial audited statements of the Institute.
4. Act as steward of the Institute's assets in managing the resources responsibly, optimally, effectively and efficiently for providing a conducive working and learning environment;
5. Promote the collaborative, shared and consultative work culture in the Institute, paving way for innovative thinking and ideas;
6. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
7. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.
8. Adhere to maintain confidential information which impacts the Goodwill of the Institution.
9. Be liable for the submission of an annual report on the progress achieved in different developmental programs to the Management.

The Principal shall

1. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
2. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
3. Delegate his authority to the heads of the department to ensure disciplinary actions as and when required for the smooth functioning of academic regulations.
4. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
5. Adhere to a responsible pattern of conduct and demeanor expected of him/her by the community;
6. Manage his/her private affairs in a manner consistent with the dignity of the profession;
7. discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
8. Participate in extension, co-curricular and extra-curricular activities, including the community service.
9. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

The Governing body shall

1. Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
2. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
3. Approve new programmes of study leading to degrees and/or diplomas.
4. Approve annual budget of the college before submitting the same at the UGC.
5. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

The Academic council shall

1. Scrutinise and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
2. Make regulations regarding the admission of students to different programmes of study in the college.
3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
4. Recommend to the Governing Body proposals for institution of new programmes of study.
5. Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
6. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
7. Perform such other functions as may be assigned by the Governing Body.

The Dean (Academics) shall

1. Be responsible to play a key role in all Academic affairs to bring higher performance among all the departments.
2. Be accountable for monitoring overall quality and standards in teaching, learning practices by practicing experiential learning as teaching pedagogy.
3. Be responsible to maintain and monitor updated Academic regulations in execution.
4. Ensure to perform a periodic assessment of teaching faculty particularly attendance, Syllabus coverage and submit a report with suggestions and observations to the Director through the Principal.

The Dean (Research & Development) shall

1. Be responsible for strategic planning to develop research orientation among faculty by publishing research opportunities to all the teaching community.
2. Accept financial power related to all projects covered under innovation initiation research works.
3. Be accountable to report on the status of Sponsored Research and Consultancy Projects undertaken by the Principal Investigators in the Institution.
4. Be responsible to monitor and control financial transformations related to Consultancy Projects and research publications.
5. Be accountable to be a liaison officer in between institution and Industry Institution Interaction Cell (IIIC).

The Controller of Examinations shall

1. Be responsible to plan & control rules and regulations for examination policies & Procedures for the effective functioning of the Examination branch and will report to the Director through the Principal.
2. Coordinate with Examination ACEs, Department coordinators, and HoDs for the smooth functioning of Examination Procedures.
3. Be accountable to maintain confidentiality towards examination related affairs and adheres to the Academic Regulations & Academic Calendar.

4. Ensure zero tolerance of indiscipline during examination time and publish a timely issue of Grade Cards to the students

The Dean (Student affairs) shall

1. Be responsible to develop, execute and control campus regulations to ensure discipline among students.
2. Be accountable to promote health academic relations among students by organizing awareness programs.
3. Adhere to the institution's policies and procedures in connecting to bring efficiency in student conduct.
4. Collaborate with faculty, Non-teaching staff, and students to manage and address issues related to students.
5. Be responsible to encourage appropriate standards of individual and group behavior, and promote ethical standards in students as citizens.

The Dean (Industry Institute Interaction Cell) shall

1. Be responsible to liaison the interaction between the institute and the industry.
2. Be instrumental in identifying relevant industry / firm, suitable to individual departments and lay the path for entering in MoU with them at the college level or department(s) level.
3. Coordinate with HoDs in identifying suitable persons from industries as Industry nominee in the respective Boards of Studies.
4. Collaborate with the industries to ensure suitable summer internship programme to all the eligible students.
5. Liaison the MoU process between Corporate world and the institution, in coordination with the Training and Placement Officer.



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The Training and Placement Officer shall

1. Be accountable to plan, execute and control end – to – end training and placement functions for the benefit of students, institute and other stakeholders.
2. Ensure that training programs are organized, as scheduled for all streams of students.
3. Take an active initiation to introduce corporate senates with the institution and result it with MoUs.
4. Be responsible to communicate opening opportunities to the coordinators at the department level.
5. Be accountable pertaining to the pre-placement process, during a Campus visit, post-placement process for supporting students.
6. Liaison with the Heads of Departments to provide need based training to the students.

The Heads of Departments shall

1. Be responsible for smooth functioning of their respective departments to bring excellence in services.
2. Adhere to the Policies and Procedures laid by the Governing body and Academic council from time to time and ensure quality practices in their departments.
3. Collaborate with Administrative senates like Director, Principal, Dean Academics and other Deans for efficiency and effective utilization of resources to build strong Academic competencies.
4. Be aware of the academic regulations and monitor the implementation of the same.
5. Be liable for meeting the department level vision and mission and ensure fair



practices towards faculty and students.

6. Take an active role to plan for the semester and academic year, in terms of activities, guest lectures, workshops, student participation etc. for the benefit of the students and faculty.
7. Plan the procurement of lab consumables, library books and necessary infrastructure for the upcoming semester.
8. Plan the establishment of new labs (if any) required as per the academic regulations in vogue.
9. Inform the parents of the detained students (either due to attendance or due to lack of credits) and ensure the students' registration for the semester as and when they meet the eligibility norms.
10. Monitor the attendance of the students and counsel the irregular students.
11. Get the necessary arrangements done for the Parent Teachers' meeting.
12. Monitor the course file preparation.
13. Counsel the faculty members with poor feedback and help them improve their feedback.
14. Finalise the list of Open / Professional electives in the last week of the current semester which will be offered to the students in the upcoming semester.
15. Send a formal communication to his counterparts in the other departments through proper channel requesting allocation of the faculty members for the Open electives or any other courses offered by that department.
16. Finalise the guide allocation to the UG and PG students as per the guidelines issued by the Dean (Academics).
17. Evaluate at different stages, the Project work done by the UG and PG students by forming appropriate committees.
18. Identify a suitable person to act as HoD in-charge of the department in case of availing leave. Prior intimation should be given to the Principal and the Director through Dean (Academics)
19. Conduct Pre BoS meetings
20. Conduct the BoS meetings as per the guidelines issued by the statutory bodies from

time to time. Documentation process should be completed within one week of the completion of the BoS meeting and a compliance report in proper format should be submitted to the Dean (Academics).

21. Be accountable to monitor and conduct academic activities of the department by conducting Course Monitoring Committee meetings as per the schedule.
22. Encourage the faculty members to take up active research and plan for the necessary research infrastructure in the departments.
23. Liaison with the Training and Placement officer to plan and implement the need based training to the students.
24. Plan the necessary skill development training to the students.
25. Organize mandatorily Workshops, FDPs, Guest lectures and Seminars in every semester.
26. Organize a National / International Conference at least once in an academic year or once in every two years as the feasibility may be.
27. Assess the potential of each faculty and accordingly allocate the work load to them with meaningful proportions of teaching, research assignment and administration tasks.
28. Motivate the staff members to work in teams and strengthen the department.
29. Shall plan the necessary up skilling trainings for the non teaching staff as the case may be.
30. Shall conduct the meeting with the non teaching staff to collect the feedback regarding the infrastructure facilities in the department and any other issues related to them.
31. Be responsible to prepare the department budget requirements and other needs of any resource for the department.
32. Imbibe any innovative practices adopted by the fellow Heads of the departments.

The faculty members shall

1. Be accountable to report to the college before the commencement of college timing.
2. Follow the dress code on all working days (Male faculty – wear formals, tuck with shoe, jeans trousers are permitted only on Saturdays; Female faculty – wear sarees, chudidars are permitted only on Saturdays; On all working days wearing ID card is mandatory for all the faculty members during their stay in the campus).
3. Shall restrict the usage of mobile phone to his / her cabin / staff room.
4. Shall mark the class attendance in [www.mrecacademics.com](http://www.mrecacademics.com) using the mobile phone and put the mobile phone in silent mode while conducting the class.
5. Be responsible to meet academic roles with regards to teaching, training and department level administrative assignments for the development of the institution.
6. Stick on to leave policy - getting the prior approval with the authority/ HOD by doing appropriate alternate arrangements with the co- faculty.
7. Prepare a course file that includes course material, lesson plan, unit wise Assignment questions, e-resources, case studies and gets approved by HOD and other higher ups.
8. Strictly avoid unethical practices within and outside the college premises.
9. Strive to prepare academically to meet all the challenges and requirements in the methodology of teaching for the student community at large.
10. Maintain Mentor - Mentee books for all students allocated, to analyze the progress of students.
11. Utilize Information Communication Technology (ICT) resources for the effective delivery of lectures to students.

12. Be responsible for doubts clarification to students in order to have clear conceptual knowledge benefit.
13. Conduct ACT hours in collaboration with the fellow faculty members, in the scheduled hours in the time table so as to ensure proper learning by the students.
14. Collaborate with other faculty members in the department to help them in conducting ACT hours.
15. Support the personal and professional development of students.
16. Maintain a professional relationship with colleagues that will be helpful in their career growth.
17. Develop their core competencies through their own professional learning and development.
18. Shall involve themselves in the preparation & demonstration of models, charts, experimental setup and up gradation of the laboratory.
19. Shall involve in regular tutorials and remedial classes for improving the students' performance.
20. Be responsible to attend examination duties in terms of preparation of question paper, moderation before the end exam.
21. Be liable to maintain confidence towards professional ethical practices.
22. Submit their Self Evaluation Report at the end of every academic year in the prescribed format.
23. Should attend seminars, workshops, conferences, faculty development programs for enhancing their knowledge.
24. Mandatorily publish research papers in listed journals which will be incentivized by the management as a token of encouragement.
25. Be responsible to encourage students to participate in competitions, conferences, extra-curricular activities for developing their confidence levels to cope up with the competition in the outside world.
26. Take up any additional responsibilities as assigned by HOD and other higher ups in academic, co-curricular or extra- curricular activities.

The Administrative staff / Non – Teaching staff shall

1. Be accountable to report to the college before the commencement of college timing.
2. Adhere to the college policies and procedures to maintain a confidential report of the documents and files.
3. Be accountable for professional and ethical practices in all the administrative functions.
4. Accept responsibilities as and when required and assigned by the Director / Principal / HoD.
5. Follow the dress code as mentioned in point number (2) for the faculty members.

The Students shall

1. Report to the college before the commencement of college timing.
2. Be accountable to maintain a minimum of 75% attendance in a semester.
3. Adhere to the Academic Calendar specified by Academic Authorities to ensure the smooth completion of their program.
4. Strictly follow the dress code on all working days except Saturday.
5. Strictly follow the dress code meant for the particular laboratory session.
6. Carry all the stationery items like pen, pencil, eraser, sharpener, calculator, mini drafter etc as required for the theory / laboratory sessions.
7. Wear the ID cards at all times during their stay in the campus.
8. Attract severe punishment if found involved in - any kind of misbehavior with the faculty members or students / in disciplinary acts causing inconvenience to others / damaging or theft of the college property / ragging the fellow students or juniors.
9. Follow updates regularly on the notice boards, college website or in the official Whatsapp groups meant for sharing such information so as not to miss any important information.
10. Not bring outsiders or strangers into the campus without prior permission of authorities.
11. Not involve in anti-social, anti-national, immoral practices and anti-institutional activities within the campus.
12. Be accountable to meet all academic credentials including actively participating in

Educational tours or industrial visits accompanying Faculty members after obtaining required Undertaking from Parents/Guardian as a mandatory process.

13. Be conscientiously honest in all academic activities and with all staff and co-students.
14. Switch off their mobile phones while in the classroom, Laboratory, and Library, etc.
15. Not carry the mobile phone under any circumstances to the exam hall during the examination.
16. Be accountable to complete all academic standards including Practicals' Record submission, participating in workshop etc as per schedule.
17. Be present at the examination hall half an hour before the commencement of the examination. Communication in any manner with other students is strictly not permitted during the examination.
18. Adhere to the rules and regulations by the examination department as specified in the Hall ticket and follow instructions prescribed in the Answer booklet.
19. Not use unparliamentary language.
20. Not have an impolite talk with other students or staff which offends them. If it is proved serious action would be taken by the authorities.
21. Utilize the free time to spend in the library and refer books.
22. Participate in seminars, discussions, presentations under the guidance of faculty and mentors in their respective interested areas of the discipline.
23. Follow all the guidelines with respect to seminars and project submissions to their mentors and guides.

  
Principal

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