

**SWARNANDRA COLLEGE OF
ENGINEERING & TECHNOLOGY**
SEETHARAMAPURAM- SARSAPUR-534 280, A.P.



**CODE OF CONDUCT
FOR
ADMINISTRATORS, TEACHERS,
OTHER STAFF
& STUDENTS**



SWARNANDHRA COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

Accredited by NBA, AICTE, NEW DELHI ● Accredited by NAAC with "A" Grade - 3.32/4.00 CGPA
Recognised by UGC Under Sections 2(f) & 12(B) of UGC Act 1956

Approved by AICTE, New Delhi, Permanent Affiliation to J N T U K, Kakinada

Seetharampuram, **NARSAPUR** - 534 280, W.G.Dist., Andhra Pradesh

CODE OF CONDUCT

FOR

ADMINISTRATORS, TEACHERS, OTHER STAFF AND STUDENTS

The Vasista Educational Society, Narsapur, West Godavari District, Andhra Pradesh which is established in 2001 by technocrats and architects. The Society has initiated an institution by name "Swarnandhra College of Engineering & Technology" to provide quality technical education to students hailing from both the rural and urban areas to evolve them into dynamic professionals.

The institute started its functioning in the year 2001 with the following Vision and Mission.

Vision

"To provide the society with the Center of Learning in Technical Education and Research that motivates the students to evolve into dynamic professionals."

Mission

- Providing quality education, student-centred teaching Learning process and state of the art infrastructure for professional aspirants hailing from both rural and urban areas.
- Evolving this organization into a centre of Academic and Research Excellence.
- Imparting Technical Education that encourages independent thinking develops strong domain knowledge and positive attitude towards the holistic growth of young minds.

MEMBERS OF THE SOCIETY:

- | | |
|--|---------------------------|
| • Sri T.V.L. Narasimha Rao, B.E., MISTE | Hon' President |
| • Sri K.V.Satyanarayana, B.A. | President |
| • Sri S. Kirthi Kumar M.S. | Vice-President |
| • Dr S. Ramesh Babu, M.Tech., PhD | Secretary & Correspondent |
| • Sri. K. Venkateswara Swamy, B.A., B.L. | Treasurer |
| • Sri K Venkateswarlu, B. A. | Member |
| • Smt. S. Indira Vani, B.A. | Member |
| • Sri P. Venkateswara Rao, M.Com., MBA | Member |
| • Sri A Sri Hari, M.A. | Member |
| • Sri S, Vinay Kumar, M.S. | Member |

- Sri. P. Thrinadha Swamy, IAF Member
- Sri K. Venkatesh, B.E., M. Tech. Member

GOVERNING BODY MEMBERS

S No	Name	Position
1	Sri T V L Narasimha Rao,	Honorary President Chairman
2	Dr S. Ramesh Babu	Secretary & Correspondent
3	Sri K.V. Satyanarayana	Member
4	Sri K. Venkateswara Swamy	Member
5	Sri A. Srihari	Member
6	AICTE / UGC Nominee	Member
7	RJD, Kakinada, State Govt. Nominee	Member
8	Dr L Pratap Reddy (Educationalist)	Member
9	Dr S.Suresh Kumar	Member Secretary & Principal
10	Dr V.Swaminadham,	Teacher of the College Member
11	Dr CH.Sai Babu,	University Nominee Member
12	Dr A.Gopi Chand,	Teacher of the College Member

Role of Top Management:

Secretary & Correspondent is the Chief Executive of Swarnandhra College of Engineering and Technology. He coordinates total activities of the college along with requirements such as infrastructure, equipment and faculty.

- To represent Swarnandhra College of Engineering & Technology in all transactions to the Government, statutory bodies, other Institutions or individuals concerned in all matters.
- To authorize a person or a team of persons to represent a team at university, CTE, AICTE, SRO and AP state Government wherever necessary when he cannot attend in person.
- To put into action all the programmes of the college management committee.
- To issue the appointment orders to the Principals, Teaching staff and other Staff.
- To sanction all kinds of leaves to the Principal.
- a) To open and coordinate the bank transactions jointly with the Treasurer of the CMC for the tuition fee amount collected from the

students.

- b) To maintain books of accounts in this regard
- g. a) To maintain the bank account jointly with Principal for caution deposits collected every year from newly admitted students.
b) To arrange for the refund of such deposits by the Principal to the outgoing students on completion of their courses.
c) To maintain the necessary accounts jointly with the Principal in this regard.
- h. To open and operate a bank account jointly with the Principal for special fee maintaining books of accounts.
- i. To open and operate an account and maintain funds jointly with the Principal for gratuity kind of payment maintaining books of account.
- j. To pay salary bills and other bills of expenditure.
- k. To take decisions on all such matters that need immediate compliance in action but not covered by any of the foregoing points. To present such actions to the management committee in the subsequent meetings.

Involvement of the leadership in ensuring-

- The policy statements and action plans for fulfilment of the stated mission:
 - Conforming to the statutory regulations of all the regulatory agencies, the promoter society is the highest authority. Governing Body fully conforms to the Vision and philosophy of the promoter Society and also conforms to the statutory regulations of all the regulatory bodies and affiliating university.
- Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:
 - The college has a Governing Body consisting of five members from the management, two eminent professionals from the area of Engineering and Technology, two Academicians of Excellence, Two senior faculty from the Institution, One representative of the Government and One representative of the University. The Principal shall be the member secretary of the Governing body and arranges governing body meetings and recording of the minutes of the meeting. The governing body meets for at least once in a year.
- Interaction with stakeholders:

- i) College brochure is prepared every year with updated information and circulated to all concerned stakeholders.
- ii) The regular interactions among all the stakeholders on various activities keep them informed and satisfied with ongoing developments in the latest technologies.
- iii) The Teaching-learning process is revised as per feedback from students and other stakeholders.
- iv) Investing in new technologies that enhance the career opportunities of the stakeholders.

Procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time

The governance is based on the vision of Swarnandhra College of Engineering & Technology belongs i.e. to set up and provide educational opportunities to the students satisfying the statutory requirements from time to time. The Governance of the college is based on the equity and objectivity in the application of rules and procedures that are developed and applied without favour or discrimination. There will not be any favoured employees or privileged student. The duties and responsibilities are well defined for the position in the organizational structure.

All the Policies of the Management are transparent and logical. Policy planning involves all levels of employees to make it acceptable and workable. It is believed that the motivational systems are such that, the rewards they deserve are more than any other consideration. Management will ensure that the above policy will be practised in Swarnandhra College of Engineering & Technology.




Dr S. Suresh Kumar
Principal
PRINCIPAL
SWARNANDHRA COLLEGE OF
ENGINEERING & TECHNOLOGY
(AUTONOMOUS)
NARSAPUR - 534 280, W.G.Dt.,

Details of the academic leadership and professional ethics for faculty

Duties and Responsibilities of the Principal

The Principal is the chief ACADEMIC ADMINISTRATOR and a bridge between the management, Staff and Students. He should be preferable of good academic, administrative and personal standing with sufficient experience in engineering colleges. The Principal shall be a source of inspiration to the staff and students particularly in matters of discipline and commitment to the institution.

Functions of the Principal:

1. To assist the College Management Committee/Secretary & Correspondent in the formulation of academic programmes, administrative policies, action plans for infrastructural development and schemes for Institutional development.
2. To implement all decisions of the College Management Committee/Secretary & Correspondent with regard to academic affairs and administrative matters that are entrusted to him.
3. To ensure effective academic management, monitoring all academic activities like day to day academic work, periodical evaluation, the achievement of good annual results etc.
4. a) To recommend the formation of various cells/committees for active pursuit of curricular, co-curricular and extracurricular activities for the approval of the CMC.
b) To ensure the effective functioning of such activity cells/committees.
5. To enforce discipline among the students on the campus or off the campus as the situation demands, taking necessary measures with the help of the staff; and the guidance/ help of the CMC when needed.
6. To inculcate work culture and discipline among the staff so as to keep them as models for students as envisaged by the sponsoring society/CMC/Secretary. While enforcing discipline among the staff, the Principal should act with due caution to protect the image and interests of the institution. The Principal needs to consult the Secretary & Correspondent and take his consent regarding disciplinary measures particularly in the case of senior faculty members in higher cadres.
7. To collect the SPECIAL FEE from students for various student activities as

determined by the CMC.

8. To open and operate a bank account for scholarships received from different sources including the state government.
9. The HODs will report to the Principal.
10. To prepare the budget for consideration of CMC and approval of the governing body.
11. The Principal shall invite the HODs for all the meeting convened by him.
12. To prepare salary statements and present it every month for the Secretary and Correspondent for disbursement.
13. To sanction leaves to staff as per leave rules, maintaining leave account.
14. To take steps for promotion of INDUSTRY-INSTITUTION INTERACTION and R&D work on his own or on the suggestions of the concerned Heads of the Department.
15. To provide consultancy services as can be offered by the members of faculty in their respective fields of specialization to the outside individuals or institutions as per their guideline from the CMC.
16. To participate in Quality planning at University/Government/AICTE level for the development of technical education.
17. a) To allow the individual members of faculty for participation in the orientation programs, refresher courses, spot evaluation, curriculum development sessions etc.
b) To permit the members of faculty and students for participation in inter-collegiate, inter-university competitions and festivals, talent and personality development programmes at various levels.
c) To recommend the names of faculty members for various awards notified by the various institutions like University, ISTE, IEI, State Government, Central Government etc., and process their applications for such awards.
18. To be the CHIEF WARDEN of hostels under the management of the college.
19. To sanction annual increment to the staff as approved by the CMC.
20. To open and operate an account and maintain funds jointly with the Secretary & Correspondent for gratuity kind of payment maintaining books of accounts.
21. To make a periodical review on the performance of the staff department wise or individually, taking the help of the Heads of Departments and presenting it to CMC and GB.

Duties of the Vice-Principal:

1. To assist the Principal in day-to-day administration.
2. To take up the responsibilities of faculties/committees as delegated by the Principal.
3. Maintenance of discipline in the College.
4. To help the Principal in the process of admission, examination, preparation and declaration of results.
5. To help the Principal in organizing various academic, co-curricular and extracurricular activities.
6. To take the feedback from the HOD Coordinators'/Supervisors/Conveners of committees etc. and report to the Principal.
7. To advise the Principal in certain Policy decision.

Duties of the Head of the Department :

1. To take advice/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
2. Assign duties to teaching and non-teaching staff of the Department.
3. To co-ordinate with the teaching and non-teaching staff of the department for smooth function of conduct of academic co-curricular and extracurricular activities of the department.
4. To present the Departmental budget/requirement to the Principal.
5. To take the lesson plan from the teachers and to ensure that they follow the plan and syllabi is completed on time.
6. To ensure that the Teaching learning process in line with Outcome-Based Education.
7. To ensure smooth conduct of examination including paper setting, assessment of
8. Theory and practicals and submission of result to the examination section.
9. To ensure that the purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
10. To ensure Quality, Maintenance and cleanliness of the department.
11. To recommend leaves of the Departmental Colleagues.
12. To assist the UGC bodies in making proposals regarding the UG/PG financial assistance.

13. To encourage research/innovative programmes in the department.
14. To organize need based workshop/seminars/symposia/ visits/training programmes.
15. To invite guest speakers for interaction guidance to UG/PG students.
16. To guide the students for career opportunities.

Duties of a Teacher:

1. A teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued hereunder from time to time by the University and the Central and State Government
2. A teacher attends classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall a lot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
3. A teacher shall help the Principal to enforce and maintain discipline amongst the students.
4. Teaching-learning process should be in line with Outcome-Based Education.
5. A teacher shall perform any other co-curricular work related to the institution as may be assigned to him from time to time by the Principal of the institution.
6. Executing Lesson Plan.
7. Completing syllabus within the stipulated time.
8. Report to the class on time.
9. Maintain attendance record of students.
10. To take feedback from students.
11. To be available to students to solve their difficulties (Academic and personal counselling).
12. To provide information about job opportunities in their respective field to the placement cell.
13. To guide the students for career opportunities.
14. To maintain teachers handbook.
15. To ensure quality, maintenance & cleanliness of the dept.
16. To carry out research/innovative programmes in the department.
17. To organize need based workshop/ seminars / symposia /visits/ training

programmes etc.

18. To invite guest speakers for interaction guidance to UG/PG students.



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Roles and Responsibilities of Committees

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with HODs for one academic year or until new committees are constituted.

The outgoing Conveners/ In-charges of the committees shall hand over all the relevant documents/files to the new Conveners /In- charges in the presence of the Principal or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above.

The procedure followed for constituting a committee is as follows:

- a) A notice is circulated among the faculty inviting their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Principal and HOD) they approve the same in consultation with the Secretary. In case of any tie or any mismatch, the team reassigns the staff member.
- b) However, for sufficient reasons, the Principal along with the HOD may appoint faculty to various committees with the approval of the Secretary.

1.1: IOAC

1.1: College Academic Committee:

The College Academic Committee shall consist of the following members:

- | | |
|---------------------------------------|---------------|
| 1. Secretary & Correspondent | Chairman |
| 2. Principal | Vice-Chairman |
| 3. Heads of the Departments | Members |
| 4. Two members nominated by Principal | Members |
| 5. TPO | Member |

To consider the recommendation of the Board of Studies / Academic Council, JNTU regarding the examinations, courses of study and syllabi of various programmes and make recommendations to the Governing Body.

1. Academic awards and scholarships
2. Keep liaison with JNTU regarding recognition of Universities / Boards and

qualifying examinations for admissions.

3. The procedure for registration of students and conduct of examinations.
4. Additional chances of courses.
5. To compile the data relating to examinations and sessions, attendances and project report for detention on account of attendance and or sessions.
6. To prepare the report on the academic performance of students for placing before the Governing Body.
7. To arrange for expert lectures, exhibitions, demonstrations seminars and other matters referred by the Governing Body / Planning & Monitoring Board / Chairman Executive Council.

Term of Office and Procedure for Meeting of College Academic Committee

1. The term of all members, other than Principal shall be two years.
2. Half of the total number of members shall form the quorum.
3. The committee shall meet as and when requires and at least once in two months. The notice shall state the venue, the date and time of the meeting. Notwithstanding the above provision, the chairman College Academic Committee may call an emergency meeting at a short notice to consider urgent special issues.
4. The minutes of the meetings shall be prepared by the Secretary and circulated after obtaining the approval of the Chairman.

1.2: Hostel Committee:

The Hostel Committee shall consist of the following:

1. Professor Appointed by Principal: Convener
2. Management Member: Member
3. Male Wardens: Member
4. Female Wardens: Member
5. Student representatives: Member

The terms of office of the members of the Hostel Committee will be two years.

Powers and functions of Hostel Committee:

1. The Wardens shall keep close contact with the residents and shall pay attention to their health, hygiene and general life in the hostel.
2. Each warden will be responsible for the resident students.
3. Each warden shall ensure that the residents in his or her charge observe the

hostel rules properly and maintain discipline and decorum and shall promptly report to the Convener all cases of misbehaviour, indiscipline and sickness of the residents in his or her charge.

4. The Wardens will be responsible for the proper upkeep and maintenance of such properties of the concerned hostel as are under his or her charge.

1.3: Mess and Canteen Committee:

The Mess and Canteen Committee shall consist of the following:

1. Professor Appointed by Principal: Convener
2. Management Member: Member
3. Male Wardens: Member
4. Female Wardens: Member
5. Student representatives: Member

Powers and functions of Mess and Canteen Committee:

1. The Mess In-charges shall prepare a hygienic menu for the students, staff and the guests, as when required.
2. The Mess shall maintain cleanliness and sanitation in the surrounding areas of the cooking section.
3. The Mess in-charges are responsible for the discipline of the students during their lunch and dinner sessions.

1.4: Grievances and Redressal Committee:

The Grievance Redressal Cell shall consist of the following:

1. Secretary & Correspondent : Chairman
2. Principal : Vice-Chairman
3. Two Professors Appointed by Principal : Members
4. Two lady staff members : Members
5. Administrative Officer : Member

The term of office of the members of the Grievance Redressal cell will be two years.

Powers and Functions of the Grievance Redressal Cell

1. The functions of the Grievance Redressal Cell shall be any grievances recorded in the grievance box or direct complaint to authority, to take action.
2. If grievance related to a girl student, women grievance cell will look into the matter.

1.5: Sports Committee:

The Sports Committee shall consist of the following:

1. Physical Director: Convener
2. Two/Three Professors Appointed by Principal: Members
3. Student Representatives: Members

The terms of office of the members of the Sports Committee will be two years.

1. Keeping stock of previous and current years' sports goods.
2. Ordering sports goods in consultation with the Principal.
3. Arranging the venues for sports events in consultation with the Principal.
4. To recommend students for permission to participate in the intra-or inter-college events.
5. To recommend sanction for Entry/Registration Fees to participate in various sports events.
6. To recommend attendance to students who have taken part in sports events.
7. Sort out any issues taking place during matches (team selections, objections, quarrels etc).
8. Maintaining discipline in all events happening in and outside the college.
9. Holding sports events for staff members.
10. Maintaining records of sports events attended by students outside the college, within the University and outside. This is especially important from the Annual Day point of view, as the information is required for the Principal's Report and Prize Distribution Ceremony.

1.6: Disciplinary Committee:

The Disciplinary Committee shall consist of the following:

1. Professor Appointed by Principal: Convener
2. Heads of the Departments: Member
3. TPO: Member
4. Physical Director: Member

The term of office of the members of the discipline committee will be two years.

Students Discipline:

1. For good and sufficient reasons, following / reforming measures by way of punishment may be imposed on the students of the institute for acts of

indiscipline as given below:

2. Disrupt teaching, study, examinations, research/consistency or administrative work, co-curricular or extracurricular activity or prevent any member of Institute and its staff from carrying on his / her work or do any act reasonably likely to cause such disruption or preventive such as locking of offices or any other building/premises.
3. Damage or deface any property of the institute or do any act reasonably likely to cause such damages or defacing, inscribing anonymous and indecent slogans on any property of the institution.
4. Engage in any conduct which is, or is reasonably likely to be clearly detrimental to the institute purposes.
5. Participate in any activities such as gherao, dharnas by camping inside institute boundaries, use of derogatory slogans, abuse and propaganda to incite hatred and violence, preparation for and resorting to violence or destruction of property.
6. Resort to ragging in any form or outraging the modesty of a person.
7. Take any other action which in the opinion the Principal / HODs / Librarian / TPO / DPE / and any other officers of the institute performing administrative, maintenance, security/watch and ward duties assigned to him or her within his / her preview is unbecoming of the student.

MINOR PUNISHMENTS:

- Fine up to Rs.1000/-
- Fine to recoup financial loss to the institution up to Rs.1000/-
- Suspension from institute pending enquiry by a committee.

MAJOR PUNISHMENTS:

- Fine up to Rs.1000/-
- Rustication from the institution based on the finding of the enquiry committee for a semester / or part thereof or for a greater period.
- Expulsion from the institution.
- Making an adverse entry in the character/conduct certificate to be issued by the institute at the time of leaving the studies.
- Debar a student from admission to any course / educational/training programme offered by the institution.

1.7: Career Guidance Cell:

The Career Guidance Cell shall consist of the following:

1. Principal: Chairman
2. Manager – HR: Convener
3. TPO: Member
4. Two/Three Professor nominated by Principal: Members

The term of office of the members of the Career Guidance Cell will be two years.

Powers and functions of the Career Guidance Cell:

1. The functions of the Career Guidance Cell shall be to train and guide the students to bridge the gap between the industry and academia.
2. To enhance the employability skills of the students.
3. To provide the guest lectures' of eminent personalities from reputed companies HRs.
4. To identify the prospective companies for the Campus Placement drives.
5. To get the campus drives and encourage the students.

Terms of Office of Members the Career Guidance Cell:

- All the members of the Career Guidance Cell shall hold office for a term of TWO years.
- The Career Guidance Cell shall meet at least twice a year or as when required.
- One-third of the strength of the members of the Career Guidance Cell shall form a quorum for a meeting. If at a meeting, the quorum is incomplete the meeting shall be adjourned for half an hour and reconvened with the same agenda. The strength of the members present at the reconvened meeting shall form a quorum.

1.08 : Anti Ragging Committee

The Anti Ragging Committee shall consist of the following:

1. Principal : Chairman
2. Heads of the Departments : Members
3. Three lady staff members : Members
4. Head, Training and Placement : Member
5. Administrative Officer : Member

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|------------------------------------|----------|
| 6. Station House Officer, Narsapur | : Member |
| 7. Legal Advisor | : Member |
| 8. Student Representatives | : Member |

The term of office of the members of the Anti Ragging committee will be two years

What Constitutes Ragging?

- a) Ragging constitutes one or more of any of the following acts:
- b) Any conduct by any student or students whether by words spoken or
- c) Written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- d) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- e) Asking any student to do any act which such student will not in the
- f) ordinary course do and which has the effect of causing or generating a
- g) sense of shame, or torment or embarrassment so as to adversely affect
- h) The physique or psyche of such fresher or any other student.
- i) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- j) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- k) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- l) Any act of physical abuse including all variants of it: sexual abuse,
- m) homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- n) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, the vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

Actions to be taken against students for indulging and abetting in Ragging in technical institutions Universities including Deemed to be University imparting technical education:-

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. Depending upon the nature and gravity of the offence as established by the Anti- Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be anyone or any combination of the following.
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation processes
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
 - (x) Fine of Rupees 25,000/-
 - (xi) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential ragging.
4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after the occurrence of such incident and inform the status of the case from time to

time.

5. Courts should make an effort to ensure that cases involving ragging are taken up on a priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

1.09 : Transport Committee

The Transport Committee shall consist of the following:

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|-----------------------------|----------|
| 1. Principal | Chairman |
| 2. Transport In-charge | Members |
| 3. Two Heads of Departments | Members |
| 4. Two female staff members | Members |
| 5. Administrative Officer | Member |

Powers and Functions of the Transport Committee

1. The functions of the Transport Committee shall be all the transport-related matters.
2. To get clearances from the various departments of Government.
3. To regularly monitoring the vehicles, whether they are running on time, regular stoppages at regular points.
4. Once in a month, committee members shall inspect the vehicles.

Terms of Office of Members Transport Committee:

- All the members of the Transport Committee shall hold office for a term of TWO years.
- The Transport Committee shall meet at least twice a year or as when required.
- One-third of the strength of the members of the Transport Committee shall form a quorum for a meeting. If at a meeting, the quorum is incomplete the meeting shall be adjourned for half an hour and reconvened with the same agenda. The strength of the members present at the reconvened meeting shall form a quorum.

1.10 : Purchases Committee

The Purchase Committee shall consist of the following:

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|------------------------------|-----------------|
| 1. Secretary & Correspondent | Chairman |
| 2. Principal | Vice – Chairman |

- | | |
|---------------------------|----------|
| 3. Purchase Officer | Convener |
| 4. Heads of Departments | Members |
| 5. Administrative Officer | Member |

Powers and Functions of the Purchase Committee

1. The functions of the Purchase Committee shall be all purchases of the institution (Lab equipment, lab material, lab consumables, stationery etc.
2. To Collect the requirements from all the departments and call for quotations accordingly and prepare a comparative statement and submit to the Chairman of the Committee.
3. After getting clearance from the Chairman the Committee, the purchase committee issue Purchase Order to the eligible party.

Terms of Office of Members of Purchase Committee:

1. All the members of the Purchase Committee shall hold office for a term of TWO years.
2. The Purchase Committee shall meet at least twice a year or as when required.
3. One-third of the strength of the members of the Purchase Committee shall form a quorum for a meeting. If at a meeting, the quorum is incomplete the meeting shall be adjourned for half an hour and reconvened with the same agenda. The strength of the members present at the reconvened meeting shall form a quorum.

1.11: Entrepreneurship Development Cell Committee:

The Entrepreneurship Development Cell Committee shall consist of the following:

1. Secretary & Correspondent :Chairman
2. Principal: Vice –Chairman
3. HOD, nominated by the Principal: Convener
4. Two/Three HODs: Members

Powers and Functions of the Purchase Committee

1. The functions of the EDC Committee shall be to identify the right individuals and kindle the entrepreneurship spirit among the students.
2. Identify the entrepreneurs/ entrepreneurship development institutions and interact with them to build relations with the institution.
3. Conduct Entrepreneurship Development Programmes such as guest lectures, seminars, workshops and training programmes with entrepreneurs / Entrepreneurship Development institutions.

Terms of Office of Members of Entrepreneurship Development Cell Committee:

1. All the members of the Entrepreneurship Development Cell Committee shall hold office for a term of TWO years.
2. The Entrepreneurship Development Cell Committee shall meet at least twice a year or as when required.
3. One-third of the strength of the members of the Purchase Committee shall form a quorum for a meeting. If at a meeting, the quorum is incomplete the meeting shall be adjourned for half an hour and reconvened with the same agenda. The strength of the members present at the reconvened meeting shall form a quorum.

1.12 : Research Coordination Committee:

The Research Coordination Committee shall consist of the following:

1. Secretary & Correspondent : Chairman
2. Principal : Convener
3. Doctorates in the Campus : Members

The term of office of the members of the Research Coordination Committee will be two years.

Powers and Functions of the Research Coordination Committee:

1. The functions of the Research Coordination Committee shall be guiding the research programmers on current, new and emerging areas to meet the future needs.
2. To guide the research team to take up the research programmes of National and International.
3. To provide the required equipment for the research team.

Terms of Office of Members Research Coordination Committee:

1. All the members of the Research Coordination Committee shall hold office for a term of TWO years.
2. The Research Coordination Committee shall meet at least twice a year or as when required.
3. One-third of the strength of the members of the Research Coordination Committee shall form a quorum for a meeting. If at a meeting, the quorum is incomplete the meeting shall be adjourned for half an hour and reconvened with the same agenda. The strength of the members present at the reconvened

meeting shall form a quorum.

1.13 : NSS Committee:

The National Service Scheme Committee shall consist of the following

members: Principal	: Chairman
NSS Programme Officer	: Member Secretary
Two faculty representatives	: Member
Two student representatives	: Members

Powers and Functions of NSS Committee:

1. To Motivate, recruit and select a student for NSS work
2. To prepare an orientation programme for NSS volunteers, explain to them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme
3. To coordinate NSS activities in accordance with the students' ability and community demands.
4. To keep the Principal, College Advisory Committee and the Programme Coordinator of the University informed of the activities of the unit;
5. To maintain a record of students participation and activities are undertaken.
6. To prepare progress report periodically for submission to college/school and university.
7. To inform the community about the scheme through press reports, radio and television programmes, pamphlets, seminars and speaker's forums.

Terms of Office of Members NSS Committee:

1. All the members of the NSS Committee shall hold office for a term of TWO years.
2. The NSS Committee shall meet at least twice a year or as when required.
3. One-third of the strength of the members of the NSS Committee shall form a quorum for a meeting. If at a meeting, the quorum is incomplete the meeting shall be adjourned for half an hour and reconvened with the same agenda. The strength of the members present at the reconvened meeting shall form a quorum.

1.14 : Library Committee

The Library Committee shall consist of the following:

1. Principal	Chairman
2. Librarian	Convener
3. All Heads of Departments	Members

Powers and Functions of the Library Committee:

1. To consider policy matters regarding Central Library/Departmental libraries including the policy for procurement of books and journals and render advice to the Purchase Committee for Library procurements.
2. To look into the day to day problems of the Library clientele, Library staff and send recommendations to the Principal.
3. To supervise the allocation and utilization of funds for different departments for the purchase of books and journals for the Central and Departmental libraries.
4. To maintain liaison between Central Library and various Academic Departments for the purchase of networking of Departmental libraries with the Central Library.
5. To consider and put forward the views of faculty members regarding books/journals selection, ordering process etc.
6. To consider and put forward the views of students and faculty regarding their problems and solutions sought thereof.



A handwritten signature in blue ink, appearing to read "Dr. S. Suresh Kumar".

Dr S. Suresh Kumar
Principal
PRINCIPAL
SWARNANDHRA COLLEGE OF
ENGINEERING & TECHNOLOGY
(AUTONOMOUS)
NARSAPUR - 534 280, W.G.Dt.,

CODE OF CONDUCT FOR OTHER STAFF INCLUDING NON-TEACHING STAFF

ADMINISTRATIVE STAFF

- A confidential report of the department should be part of the personnel file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by the Principal.

ACCOUNTANT

- The accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- The accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- The accountant should establish tables of accounts, and assign entries to proper accounts.
- The accountant should report to the Principal regarding the financial status of the college at regular intervals.
- The accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- The accountant should provide all the necessary account statements and documents for various committees of the institute.
- The accountant should provide all necessary accounting documents and financial statements for yearly account audits.

STUDENT SECTION

- Student section should
 - Ensure the eligibility of the students and prepare related documents to submit them to University within the prescribed time limit.
 - Ensure the student document verification by University within the time limit

- Ensure timely submission of examination forms
- Ensure caste certificate/caste validity from concern divisional office
- Provide all necessary student data to prepare various committee reports

4.1 LAB ASSISTANT

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register
- Lab assistant should keep the setup ready before the conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.

4.2 LAB ATTENDANT

- Lab attendant should help the lab assistant to carry out the lab related responsibilities.

4.3 CLERK

- The clerk should maintain service book of all staff of the Institute.
- The clerk should maintain college-level/department level all document files.

4.4 PEON

- Peon should report the college half an hour before the college time. Peon should maintain the cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.



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Principal

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CODE OF CONDUCT FOR STUDENTS

GENERAL RULES OF DISCIPLINE

1. The College Academic Committee has the power to supervise and control the residence and discipline of the students in the College. Misconduct in University examination if any, will be brought to the notice of Controller of Examinations through Principal.
2. The Principal / Secretary & Correspondent of the College are the custodians for the maintenance of discipline of students in the College.
3. The Principal / Secretary & Correspondent may frame from time to time disciplinary rules of a permanent or temporary nature regulating conduct within and outside the College or Hostel. The rules are to be observed by every student of the College.
4. Any breach of disciplinary rules will be viewed seriously and punishment is imposed.
5. In the case of serious indiscipline by students, the Principal will inform the parents or guardians, the nature of the acts of indiscipline committed by such students, before taking disciplinary action.
6. The Principal shall place himself in communication whenever necessary with parents or the guardians of the students who lag behind in studies and do not show improvement or whose attendance is irregular and conduct dissatisfactory. The names of the students found incorrigible even after the warnings may be removed from the rolls after intimation to the parents or guardians. The order of the Principal on this matter shall be final.

CONDUCT AND PROFESSIONAL ETHICS

1. Every B.Tech student shall wear a clean and neat college uniform from Monday to Friday. Saturday civil dress without Jeans & T. Shirts.
2. Every student shall carry his/her identity card as long as he/she is on the College premises.
3. Students are required to observe silence at all times in the College, making as little noise as possible while moving from one room to another room or laboratory.
4. Students are prohibited from loitering in verandahs or classes during working hours.
5. Smoking and Riding a Bicycle, Two Wheeler, and Car within the College campus strictly prohibited.

6. The students shall be gracious and courteous to the members of the staff and are expected to greet them whenever they meet each other
7. No student shall be allowed to leave the classroom without the permission of the staff or until the classes are dismissed.
8. Students who have no class in a particular period shall not disturb other classes at work. They should go either to the library or to the reading room.
9. Failure to submit assignments, irregularity of attendance, misconduct on the part of the student entail him/her such disciplinary action as may be deemed fit by the Principal.
10. Every student is required to attend lectures and practical classes (including extra classes) regularly.
11. College property is to be taken care of by the students. Students found responsible for any damage will be punished severely and the cost of damage along with fine will be recovered from them.
12. Students are forbidden to organize or attend any meeting on the campus or collect money for any purpose without the prior written permission of the Principal.
13. Students should not take part in any anti-social or subversive activity.
14. Students are forbidden from organizing Unions or Associations based on caste, colour, creed, community, language or political ideology within the campus.
15. Cell Phone usage strictly prohibited within the classroom premises.

RULES OF ATTENDANCE

1. Students are required to attend punctually at the stated hours of lecture and practical classes.
2. No student shall absent himself/herself from College without the permission of the Counselor. In the case where absence is due to unforeseen circumstances an application of leave must be submitted so as to reach the counsellor on that day or the next day after the event.
3. For leave in case of sickness, a medical certificate is to be attached along with a letter from the parent or guardian.
4. Students absenting from quizzes and model exams will be fined with Rs. 50/-. Further, they should not absent themselves for the subsequent examinations.

5. A student has to put up a minimum of 75% attendance in each subject failing which they will not be allowed to write the university examinations. Condonation can be given up to 10% on medical grounds by university authorities.

EXAMINATIONS

1. Quiz tests and model examinations will be conducted for all classes as per schedule.
2. The dates of examinations along with time table will be displayed in notice boards in regular intervals.
3. Students are expected to read the notices put up by the Principal regularly with regard to specific instructions to the students on important academic and administrative matters from time to time. Any failure to read these notices is not an excuse.
4. Consideration for absence from the quizzes/model exams on medical grounds is at the discretion of the Principal.
5. Prizes will be awarded to students for their performance in university examinations, for Top 3 places and securing 100% of marks in the examinations.

LIBRARY & READING ROOM

1. The library is open to the students & staff of the college.
2. Students with borrowers' tickets are allowed to take two books at a time.
3. Borrowers are eligible to keep books for Two weeks from the date of issue. At the end of the period, they may be re-issued to the student for another week if required.
4. The library functions from 8.00 AM to 8.00 PM from Monday to Saturday and 8-00 a.m. to 1-00 p.m. on Sundays
5. Borrowers failing to return the books in time have to pay a penalty of Rs. 1.00 per book per day. Unless and until the penalty is paid, no book will be issued to the students. Students appearing for examinations have to produce no dues certificate from the Librarian.
6. Students are expected to observe strict silence in the Library & Reading Room.
7. Books, files and other belongings must be kept in the place provided for that purpose.
8. Students will be held responsible for any damage done by them with respect to the periodicals or other property of the reading room and shall have to replace the same or pay value for thereof.

9. Popular dailies, periodicals and magazines are provided to the students for daily reading purpose.
10. Library tickets are not transferable. Tickets lost if any should be reported to the librarian. After due verification and collecting a fine of Rs. 10/- a new ticket will be issued.

Ragging within or outside the Institution is strictly prohibited

RAGGING

The nature of punishments awarded to the students indulging in ragging activities is given below. Ragging is an uncivilized activity and hence, it is strictly prohibited in all educational institutions. Ragging is a cognizable offence, punishable under act 26 of 1997 (Andhra Pradesh Prohibition of Ragging Act) promulgated by A.P. Legislative Assembly.

SALIENT FEATURES

Ragging within or outside any educational institution is prohibited. Ragging means doing an act which causes or is likely to cause insult or annoyance or fear or apprehension or threat or intimidation or outrage of modesty or injury to the student.

S. No.	Nature of Ragging	Punishment
1	Teasing, embarrassing and humiliating	Imprisonment up to 6 months or fine up to Rs. 1,000/- or both.
2	Assaulting or using criminal force or criminal intimidation	Imprisonment up to 1 year or fine up to Rs. 2, 000/- or both
3	Wrongfully restraining or confining or causing hurt	Imprisonment up to 2 years or fine up to Rs. 5,000/- or both.
4.	Causing grievous hurt, kidnapping or rapping or committing an unnatural offence	Imprisonment up to 5 years and a fine up to Rs. 10,000/-
5	Causing death or abetting suicide	Imprisonment up to 10 years and fine up to Rs 50,000/-

NOTE:

1. A Student convicted of any of the above offences will be dismissed from the College
2. A Student imprisoned for more than six months for any of the above offences will not

be admitted in any other college

3. A Student against whom there is prima facie evidence of ragging in a form will be suspended from the College immediately
4. The full text of Act 26 is placed in the College Library for reference

AMENITIES & FACILITIES

1. Canteen and stores are operating on the premises to cater to the needs of staff and students.
2. Photocopy Machine (Xerox).

SCHOLARSHIPS

The following scholarships are available according to eligibility.

1. Post Metric Scholarship for SC/ST/BC/EBC
2. National Merit Scholarship.
3. Scholarship for physically handicapped.
4. Scholarships from various other organizations.
5. Economically Backward Community.

HOSTELS

GENERAL

Separate hostels for boys and girls are available in the campus. Hostel accommodation is limited to those in need only. The hostels are meticulously planned and constructed to provide a conducive environment for studies.

RULES AND REGULATIONS

1. Rooms are allotted by the Deputy Warden.
2. Hostel membership will be terminated at the end of each academic year. Re-admission is necessary at the beginning of the next academic year.
3. All amounts due to the hostel are to be paid at the start of the academic year.
4. Girl students must be in their Hostel rooms by 7-00 PM.
5. Study hours are compulsory from 8.30 PM to 10.30 PM.
6. Students may be permitted to go out in the evenings of Saturdays, afternoons of

Sundays and other holidays after getting permission from the Deputy Warden.

7. No student is allowed to stay in the hostel during class hours without written permission from the Principal / Deputy Warden.
8. Students are responsible for furniture and fixtures in the rooms. Any damage caused is to be borne by all the inmates of that particular room.
9. The students are to maintain the hostel neat and clean.
10. The students have to take care of their belongings with the proper lock and key arrangement.
11. Students are advised to represent their problems, if any, to the Deputy Warden.

MESS RULES

1. The Mess provides only Vegetarian food. The timings are as follows.

Breakfast	:	07.30 a.m. to 08.30 a.m.
Lunch	:	12.30 Noon to 01.30 p.m.
Tea	:	04.45 p.m. to 05.30 p.m.
Dinner	:	07.30 p.m. to 08.30 p.m.

2. Students can entertain their guests, with the prior permission of the Warden. The guests are provided with necessary boarding facilities.
3. Students found violating the rules and regulations will be punished.




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STRATEGY DEVELOPMENT AND DEPLOYMENT

The Institution has a formally stated quality policy on the guidelines of AICTE, JNTUK and ISO-9001:2008.

The Institution has a well-drafted Quality Policy as -“Swarnandhra College of Engineering & Technology” strides towards excellence by imparting training and instructions of International Standards in an environment conducive for effective teaching and learning process with a goal to develop the organization as a trendsetter in the academic field and as a centre of excellence with emphasis on knowledge, vision and conduct.

To synthesize and analyze the potential needs of the society and global markets and to mould urban and rural youth to practice the engineering profession with confidence, courage and integrity for achieving universal acceptance.

In its pursuit to implement its Quality Policy, the institution has initiated a perspective plan for development.

Perspective plan for development

Strategic Plan for the four year period (2015-2019) is as follows:

- The college has identified few areas for achieving excellence in Research & Development like Energy systems, Nano Materials and Devices, Spatial Data Mining (Epidemic Identification System), Bio-Metric Information Systems, Mobile Communication (Android Apps.), Robotics, CAD/CAM, etc.
- The Institute intends to start new demand-driven PG programmes, like High voltage engineering, embedded systems etc.
- To enhance relevance and quality of currently offered UG programmes by gradually switching over from current teaching-centric, syllabus/subject-centric and examination –centric education to learning-centric, competence-centric, learning outcomes-based education.
- Discovery learning in teams and iterative engineering skills of design-build-test; using learning-centric teaching-learning processes in courses offered by

all departments in SCET.

- Gradually increasing the proportion of active learning methods like problem-solving, team building, discovery learning and collaborative learning, assessing the performance of students based on their learning attainments.
- Providing laboratory and workshop facilities for designing, fabricating and testing student's projects/products.

Quality improvement strategies of the institution Teaching & Learning:

- Increased research and development capacity in the identified areas with clear research, human resource and infrastructure development plan focusing on economically viable technological innovations.
- Strengthen UG and PG programmes with a focus on increased learning outcomes and employability.
- Improvement in teaching, training and learning facilities through strengthening existing laboratories and establishing new laboratories, strengthening library by increasing number of books/volumes, on-line journals and e-resources.
- Providing teaching and research assistance ship to increase enrolment in existing and new PG programmes in engineering disciplines.
- To improve teaching competence, domain knowledge competence, research competence, IRG competence, management competence and qualifications improvement; mentoring faculty in introducing innovations.

Research & Development:

- Explore potential clients for research and training in non-conventional energy design, product design and biodiesel research and enter into collaboration
- Provide incentives to faculty for acquiring higher qualifications and achievements (Patent, Consulting etc.,)
- Establish a well laid out incentive and revenue sharing policy
- Support hosting of Conferences and Workshops for exchange of experiences in education, research, and innovation
- **Community engagement**
 - To conduct outreach programmes for communities around SCET to bridge the digital divide, technology divide, and income divide.

- Ensure SCET has a strong presence in social networking spaces such as Face book, LinkedIn, Twitter etc.
- Extend library facilities to industries and other institutions in and around Narsapur to promote partnership.
- Create a video conferencing facility at the institution to build a partnership with industry, external faculty and alumni for interaction, placement and collaboration.
- **Human resource management**
 - Establish active human resource management and develop the unit on the lines of the corporate sector.
 - The institution is encouraging faculty to upgrade their qualification for Bachelors to Masters and form Masters to Doctoral.
 - Understanding the current level of student competencies for improving employability.
 - Create faculty retention policies and implement them.
 - Motivate and retain good faculty by
 - Deputing them for higher education and pedagogical training.
 - Offering them incentives for achievement in teaching and research.
 - Providing start-up and incubation facilities for faculty coming out with innovative ideas in translating research findings into practical action (patents, IP licensing, banking projects etc.).
- **Industry interaction**
 - Signing MOU's with industry and premier institutes
 - Setting up technology parks in collaboration with industries
 - To arrange industrial training for students and identify projects in industries
 - To encourage industry to collaborate in industry study tour programmes(ISTP)
 - Guest lecturers from eminent personalities, academics, leading industrialists at regular intervals
 - To arrange short term courses for the benefit of students and faculty of all disciplines by experts from the industry.

Role of Top Management in building Staff efficiency:

The top management of the institution conducts Governing Body Meetings at

least once in a year and passes the resolutions on

- Faculty Appointments.
- Faculty deputed for higher studies.
- Purchase of equipment.
- Library up-gradation.
- Review of the examination results.
- Infrastructural requirement.
- Faculty sponsorship for Training in advanced courses that are being conducted by NIT's / IIT's.
- Steps should be taken to conduct activities under student chapters of the professional bodies like ISTE, CSI, IEEE etc., and subscribe to reputed technical journals.
- All departments to be equipped with Handy-Cameras, LCDs, OHPs, Audio Systems for promotion of “Soft-skills and English Language”, seminar and guest lectures.
- Procedures must be evolved to identify good teachers who may be rewarded suitably. This may be extended to Non-teaching staff also for their contribution to the college.
- The college should plan to undertake “Community service” to the neighbouring villages by training artisans in trades like welding, plumbing, house wiring etc.,
- Analysis of the results of students admitted under different categories like social group (caste-wise) and Rural/ Urban may be taken up.
- In its constant endeavour to encourage the staff, the Management supported the departments by way of providing more opportunities for the faculty to develop technology and expertise in areas like Nanotechnology, Robotics, Wind Energy etc.
- funding from agencies like DST, AICTE, UGC-CSIR etc.
- academic freedom with a sense of responsibility and accountability.
- retaining qualified faculty to build reputation and status of the institution.
- improve national ranking and promotion of its programmes by creating a centre of excellence labs.

FACULTY EMPOWERMENT STRATEGIES:

Efforts made by the institution to enhance the professional development of its teaching and non-teaching staff.

- i) Delegation of powers.
- ii) Faculties are deputed for higher studies.
- iii) Faculty Development Programmes in the thrust areas.
- iv) To improve teaching competence, domain knowledge, mentoring faculty by introducing innovations.
- v) Providing teaching and research assistance ship.
- vi) Improvement in teaching, training and learning facilities by establishing new laboratories and strengthening library by online journals and e-resources.

Strategies adopted by the institution for faculty empowerment:

- Faculty will be deputed to upgrade their qualification. [M. Tech, PhD] under QIP programmes and also otherwise.
- Encouraging faculty to attend seminars / Conferences.
- Incentives in the form of advance increments for acquiring higher qualification.
- Motivating faculty for R&D and Consultancy.
- The staff and faculty from all the departments are involved in the college administration as per the responsibilities given.
- Awards and rewards are given by management for meritorious work.
- Subsidized canteen and transport facilities are provided for all the staff members.
- Staff members are encouraged for research publications by providing registration fee, on duty leave and travel allowances.
- Yearly increments are paid regularly. By providing study leave.
- Women faculties are provided with maternity leave.

Performance appraisal system of the staff:

A separate mechanism is developed to appraise the performance of the faculty with a well structured proforma. Peer evaluation by HODs and Principal is also taken for the entire faculty along with performance appraisal.

After the review of performance appraisal by management, the faculty members may be:

- a) Awarded by rewards by way of Cash and Gold Coins.
- b) Deputed for International and National conferences.
- c) Conducts staff development programmes.

Gives appropriate suggestions for improvement in teaching-learning processes

Welfare Schemes available to the Staff:

- Casual Leave And Special Casual Leaves
- On-Duty Leave
- Earned Leaves
- Maternity Leave
- Medical Leave
- Sabbatical Leave
- EDF
- INCENTIVES For Securing Cent Percent Results In Individual Subjects
- INCENTIVES For Securing 90% Results In Any Of The First Year Sections
- TA, DA And Other Expenses For Attending Paper Presentations And Training Programmes

Measures were taken by the Institution for attracting and retaining eminent faculty

All the staff members are given due recognition for their work and participation in the welfare activities of the college.

If any specific event is to be organized, interested faculty are encouraged to take lead in the conduct of the program.

- Sanction and disbursement of Increments to every staff member on their respective due dates.
- Promotions under the Career Advancement Scheme.
- Sponsoring for Higher Education/Research by the grant of leave/lien.
- Special pay to desirable faculty.
- The incentive for acquiring a PhD degree during service.
- Sponsoring National/International conferences for paper presentations, continuing education programmes.
- Cash award for Paper publications in Journals.
- Subsidized canteen/mess facility.
- Transportation: Concessional transport facility in buses for faculty.
- Professional Societies Membership registration fees are provided.
- Made easy HR policy for the employees of the organization.

PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as a workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.



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