CODE OF CONDUCT FOR STUDENTS

VISWAM ENGINEERING COLLEGE
(Formerly Sir Vishveshwaraiah Institute of Science & Technology)
Madanapalle – 517 325

CODE OF CONDUCT

CODE OF CONDUCT FOR STUDENTS:
PREAMBLE
Viswam Engineering College is committed to maintain, endorse a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects students to uphold these standards in their day-to-day decisions, actions, and interactions. The code of conduct is necessary to mark the boundaries of this needed order. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code.

Students are expected to align their behavior with the Code of Conduct.

RESPONSIBILITIES OF STUDENTS
1. Shall read, understand and comply with institutes policies and take responsibility for actions
2. Shall abide by the institutions policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.

STUDENT COMMITMENT
1. Shall be in time to the institution.
2. Shall wear the ID card and follow dress code.
3. Shall be regular and punctual to the classes and maintain75% attendance to be able to appear for final examination.
4. Follow the instructions of the teacher carefully in the classrooms.
5. Maintain perfect order and strict silence inside the lecture hall/ drawing hall/laboratories/clubs and the corridors.
6. Be attentive in class, to bring calculators, drafter, charts and data handbooks as per the schedule of the classes.
7. Meet all deadlines of assignments, submission of projects and lab records.
8. Abide by the rules of various laboratories and not damaging the equipment's.
9. Cultivate the habit of looking at the notice boards of the institute/department every day.
10. Attend all counseling sessions convened by their mentors and feel free to explain their academic/personal/career difficulties and seek solutions.
11. Maintain silence in the library and utilize its resources and space without causing damage.
12. Not to be in the canteen during working hours of the institute.

ACADEMIC MISCONDUCT

1. To note, to follow principles of progressive discipline and any violence on the campus, destruction of the institute's property, manhandling of a person in the campus, and misbehavior with girl students will be viewed seriously. Erring persons will be liable for academic or financial consequences, if sustained they will be liable to disciplinary action such as suspension or rustication for specific period etc.
2. Note that defacing of the campus buildings, walls by writing on them or sticking bills, posters is prohibited. Also damaging the notices and posters displayed in the departments is forbidden.

DISCIPLINARY MISCONDUCT

1. Academic integrity must be maintained while pursing academic studies. To falsify or alter records of academic performance is an academic misconduct. To note that all types of malpractices and unfair means in the examination hall inclusive of the assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences as the malpractice guidelines of JNTUK, Kakinada.
2. Participate in various events, seminars, workshops organized by the institution and contribute towards their success.
3. Student participation is encouraged and must be strengthened through the involvement of students in all levels of college governance.
4. When attending events outside the campus and representing the institution, the code of conduct will still be in effect.

CAUSING DISREPUTE TO OTHER STUDENTS

1. Communicate opinions to others in a fair and constructive manner.
2. Voice any differences of opinion respectfully and directly to those members with whom you disagree and not in common areas.
3. Shall dressed in respectable attire, keep personal hygiene, tidiness, be well groomed and wear the institutes identification cards at all times.
4. Use Institutes resources (facilities, equipment, supplies, vehicles) lawfully
5. Avoid use of mobile phones in classrooms and common areas.
6. Not to form any formal and informal groups on the basis of caste, community and religion.
7. To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance.
8. To furnish in their own interest, the change in the address/ mobile numbers of parent/ guardian, if any, to the office/department.
9. Violation of University rules is strictly prohibited.
10. Promote sustainability and reduce the impact on environment in all our actions.
11. Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations. All students of the institution should abide by this policy. The institution will not tolerate misconduct and violations are subject to disciplinary actions.
12. The aggrieved student would submit in writing his/her grievance to the HOD/Principal.

PUNISHMENT AND PENALTIES

- Warning, suspension, monetary fines, dismissal, upholding of degree are the programme of actions which may be taken when a student has been found to have violated the student code of conduct.

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Viswam Engineering College
Angallu, Madanapalle-517325

CODE OF CONDUCT GOVERNING BODY POLICY

VISWAM ENGINEERING COLLEGE
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Code of Conduct - Governing Body
BOARD OF GOVERNORS

Need for Good Governance:

Independent and fully empowered Governing Body to:

- Support stated vision, mission and objectives.
- Adopt a stimulating environment and culture to attract talented faculty.
- Encourage a culture of innovation that improves productivity and support the sustainability and development of the institution.
- Construct Global, National and Local collaborations with Academic partners, research and industry to realize the vision.
- Develop a Sound strategy and Continual growth development truck.

Scope of Good Governance:

The benefits of Good Governance are demonstrated through:

Integrity in appointments in all levels, both external and internal. Strong leadership and management skills in all of the places where they are needed.

Processes in place for monitoring the quality of teaching and learning, within institutions for improving that quality with appropriate student involvement.

Flexible and Competent administration.

➢ Strong and transparent financial systems, especially regarding procurement and strong external and internal audit.

Effective and transparent mechanisms to determine remunerations at all levels.

Strong Human Resources processes such as appraisal, development and dealing with poor performance. Effective student support arrangements.

Student participation in management and governance at all levels. Contribution to better performance in accreditation.

Enthralled awareness in institutional outputs, especially increased employability.

Genesis of the Institution:

Viswam Engineering College was established with the Vision of "Providing Quality Education for Everyone" with envisaged importance of holistic development of students.

Vision:

To be a center of excellence for engineering and management education, research, and knowledge application for the good of society with a blend of moral principles and a global perspective.

Mission:

M1: To promote engineering research and development while offering top-notch education in the field.

M2: To foster entrepreneurship and the development of new, cutting-edge technological applications.

M3: To develop the students into strong, socially responsible leaders.

Objectives of the Institution:

The objectives of the Institution are to

- Offer UG and PG Programmes in the emerging areas of Engineering and Technology, Management.
- Produce technically competent engineers.
- Develop conducive environment for students and faculty members for academic and research purposes.
- Promote research culture in the institution
- Develop centers of excellence in all engineering disciplines offered by the institution.
- Strengthen industry institute interaction
- Develop and implement a comprehensive Human Resources plan
- To frame the Quality Policy for the academics and research

- To identify the best practices in the institution and to subsequently add more best practices
- To formulate various committees for effective functioning
- To conduct Periodic audits for academics and administration

Quality Policy:

Viswam is committed to provide quality education through dedicated and best in talented faculty, best in class infrastructure, Labs and updated research center to the students.

Approval:

The Programs run by the institution are approved by All India Council for Technical Education (AICTE).

Affiliation:

The institution is affiliated to Jawaharlal Nehru Technological University Anantapur (JNTUA).

- The Board of Governors is the highest body that monitors the progress of the college and suggests activities for the growth and overall development of the institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of education.

- The Board of Governors of the college has been constituted as per the University Grants Commission (UGC), New Delhi, India, guidelines

- The main objective of the Board of Governors (BOG) is to offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders.

THE PRIMARY ACCOUNTABILITY

The Board of Governors of an institution is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.

- TO APPROVE THE MISSION AND STRATEGIC VISION OF THE INSTITUTION

▸ The prime duty of the BOG is to develop and implement the mission, vision, quality policy, and strategic plan of the institution.

It has to review its short term and long-term goals and, if necessary, make changes in the priority as time passes.

- It should suggest to the institute to achieve quality both in internal and external parameters like teaching-learning process, good academic and administrative practices, bench marking, risk management including financial, physical, staff so as to meet the interests of stakeholders that is students, parents, alumni, employers, local communities, government and others representing public interest.
- The BOG should be supported by various other committees in aspects like operational planning of strategic issues to meet the meet the vision and mission statements in true sense. The Institutional Development Committee ensures the implementation of the BOG suggestions.
- The strategic plan may be reviewed once in Three years.

TO ENSURE THE ESTABLISHMENT AND MONITORING OF PROPER, EFFECTIVE AND EFFICIENT SYSTEMS OF CONTROL AND ACCOUNTABILITY

The Board of Governors shall ensure the preparation of annual budgets and review the audit and performance reports for the smooth functioning of the institution.

- To submit the expenditure report for the fixation of the fees and

other charges payable by the students who seek admission into the college, on the recommendations of the Finance Committee.

▸ Institute scholarships, studentships, medals, prizes and certificates on the recommendations of the respective committees/head of the institution.

▸ Follow proper procurement guidelines and ensure appropriate spending for the right cause.

▸ The associated risks shall also be reviewed from time to time and advise suitable remedial measures to have sustainability.

TO MONITOR INSTITUTIONAL PERFORMANCE AND QUALITY ASSURANCE ARRANGEMENTS

The Board of Governors shall advise the institute from time to time in respect of the following:

▸ Timely compliance of documents for accreditation
▸ Ensuring that the statutory supplies are met in respect of accreditation for the purpose of maintaining quality of education.
▸ Benchmarking to be taken up as a tool for performance monitoring to ensure credibility in the society for the institution
▸ Carrying out gap analysis and identifying the areas for improvement.

TO PUT IN PLACE SUITABLE ARRANGEMENTS FOR MONITORING THE PERFORMANCE OF MANAGERIAL AND ADMINISTRATIVE POSITIONS

Members of Board of Governors shall ensure that

- ▶   The Head of the institution implements the decisions of BOG in true spirit for the growth of the institution using the process of Reorganization
- ▶   The Head of the institution shall plan the future growth of the institution
- ▶   Processes to examine the performance of Head of institution are established.
- ▶   The required documentation is maintained to meet the statutory requirements

OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES

In order to maintain high ethical standards, transparency and openness are

to be ensured in the working of the institution by the Board of Governors

TO PROMOTE TRANSPARENCY AND OPENNESS AT EVERY LEVEL

- ▶   All the minutes of meetings of various committees must be available for the important stake holders
- ▶   Preparation of annual reports showing the activities in an academic year and putting the report on the website.

TO MONITOR INSTITUTIONAL PERFORMANCE AND QUALITY ASSURANCE ARRANGEMENTS

The Board of Governors shall advise the institute from time to time in

respect of the following:

- ▶   Ensuring that the statutory requirements are met in respect of

accreditation for the purpose of maintaining quality of education.

▸ Benchmarking to be taken up as a tool for performance monitoring to ensure credibility in the society for the institution

▸ Carrying out gap analysis and in identifying the areas for Development.

TO PUT IN PLACE SUITABLE ARRANGEMENTS FOR MONITORING THE PERFORMANCE OF MANAGERIAL AND ADMINISTRATIVE POSITIONS

▸ Conducting proceedings of governing bodies in as open a manner as possible (and permissible by statutes), including the review of those of the governing body and any reports on the outcomes of such reviews.

▸ Detailing student admission information to ensure public trust in the integrity of the processes used regarding the selection and admission of students using clear and transparent criteria, procedures and processes.

▸ Ensuring that vacancies are widely publicized both within and outside the institution.

MANAGING THE KEY ATTRIBUTES OF GOVERNING BODY

▸ The BOG has been constituted in accordance with the guidelines of the UGC. As per the guidelines, as and when required, independent members may be co-opted into the BOG to carry out primary responsibilities for duration of two years.

▸ The Chair of the Governing Body is responsible for the

leadership of the governing body, and is, therefore, ultimately accountable for its effectiveness. The Chair ensures the institution is well connected with its stakeholders.

▸ The Head of Institution is responsible to the governing body for advice on strategic direction and for the management of the
institution. The head of the institution is accountable to the governing body, and regularly reviews, having regard to the authority conferred by the instruments of governance.

Code of conduct
Policy-Faculty

VISWAM ENGINEERING COLLEGE

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Code of Conduct for Faculty

Code of Conduct:

Every employee of Viswam Engineering College shall devote his/ her whole time to the service of the college and shall not engage directly or indirectly in any trade or business / activity in any other institution which is likely to interfere in the proper discharge of his / her duties. This provision shall not apply to academic work like giving guest lecturers, talks or any other work undertaken with the prior permission of the principal.

a) Every employee shall at all times maintain absolute integrity and be committed to the development of the college and do nothing that can go against the dignity and prestige of the college particularly in his relationship with the Management, Principal, Staff, students and visitors to the college.

b) No employee, without the previous sanction of the Principal / Management, solicit or accept in any way to raise subscriptions in pursuance of any objective what so ever except for routine farewell or felicitation functions connected with the college.

c) No faculty shall engage himself or herself in undertaking coaching or private tuition for students for remuneration.

d) No employee, while in service, participates in politics or stand for elections either as an independent or on any party.

e) No employee shall invite or participate in strikes or induce there to pertaining to this service or other conditions which tends to bring dishonor to the college.

f) No employee shall take recourse to any organization / forum / courts or the press in order to vindicate or air his grievances. The Governing Body by the authority vested in it, shall exercise the power, after giving the employee concerned an opportunity to explain his/ her case.

g) No employee may absent himself / herself from duty without prior permission. In case of proceeding on leave in an emergency without earlier permission, he / she must explain the circumstances before rejoining duty.

h) Every employee shall be at work punctually at timings fixed unless permitted otherwise by his / her superior. After reporting for duty, no employee shall be absent during the period of work assigned to him / her.

i) Every employee should be punctual to the college. Report 15 minutes before the college timings.

j) Every faculty to maintain the dress code (Shirt tucked in, tie and shoes for men and saree for women).

k) Every employee to maintain day to day record in a note book and present it to the higher authorities as and when it is asked for.

l) Every faculty to take part in at least one workshop/seminar/conference in every semester.

m) Every faculty to publish at least one national/International level journal every year.

n) Every employee to take part in college promotional activities.

The following shall be considered as misconduct

a) Failure to exercise efficient supervision.

b) Insubordination or disobedience shown to his/ her superior officer.

c) Gross negligence in teaching or other duties.

d) No outsider should be allowed into the college premises so as to endanger college property.

e) Any act which is immoral and can be punished under the IPC.

f) Intemperate habits affecting the efficiency of teaching.

g) Failure on the part of an employee in suppressing factual information of his/ her previous history.

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Angallu, Madanapalle-517325

Code of conduct
Policy
Principal / Director

VISWAM ENGINEERING COLLEGE

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Madanapalle – 517 325

Code of Conduct for Principal/Director

The principal is the academic and administrative Final Authority of the institute and works for the growth of the institute. He/She will Introduce the policies approved by the highest decision-making body of the college. He/She shall Maintain coordination among Different statutory committees and non-statutory bodies including Academic Council.

- The principal is the academic and administrative Final Authority of the institute and works for the growth of the institute. He/She will Introduce the policies approved by the highest decision-making body of the college. He/She shall Maintain coordination among Different statutory committees and non-statutory bodies including Academic Council.

- He/She is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of the finance committee and also Chief Controller of Examinations. He/She Supervises admissions, examinations, evaluation for smooth functioning of the system.

- He/She is Vested the Power to nominate Coordinators, Conveners and other administration functionaries in the administration, with the approval of the Academic Council.

- He/She conducts the meetings of the Governing Body as per Set for the guidelines.

- He/She holds Academic meetings as per the norms.

- Coordinates and motivates the faculty, administrative authorities and the supporting staff, so as to fulfill their respective roles more effectively.
- Works to reach the common goal to providing effective education and guide to enable the students to from out promising career and lifelong learning.
- In the matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Council of the college.
- In matters of admissions, the principal will be supported by Coordinator Admissions.
- In matters related to academic work, he/she will be assisted by the Heads of the Departments as well as Co-ordinations.
- Shall closely monitor the class work as per the timetables and the academic calendar with assistance of faculty in-charges.
- Shall closely observe various academic activities like conduct of conferences, seminars, workshops etc.
- Shall hold meetings of the heads of departments to review the progress of the academic work and suggest effective measures to achieve desired academic Results.
- Shall instruct, if necessary, the heads of the departments to conduct remedial classes academically to support the slow learners.
- In matters related to internal examinations, semester end examinations (both theory and practical), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.
- Principal shall also ensure quality assurance and he/she should be assisted by coordinator IQAC.

- Should promote industry-institute interaction for better employability of the students.
- Shall promote internal revenue generation activities with the help of staff and students.
- Arrange finishing school for the students with the active association of Convener Placement and Counselling cell.
- Shall make efforts to look after the overall welfare of the staff and students.
- Shall forward monthly salary bills of all staff members of the college to the finance department for necessary action.
- Shall countersign all kinds of scholarship bills in respect of the students of the college.
- Shall have powers to sanction the purchase of stationary, library books, periodicals, consumables for laboratories, etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of the budget.
- Shall countersign T.A bills.
- Shall have powers to sanction advances and final withdrawal of GPF of the staff.

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CODE OF ETHICS FOR PLAGIARISM POLICY

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Code of Ethics for Plagiarism

Preamble:

Ethics and honesty are the two most important components of the academic activities (be it teaching or research). Teaching & research is a novel profession based on high moral values. There cannot be any room for claiming the credit for the work he/she has not undertaken. Many times, it is observed that some of the "academicians" knowingly or unknowingly publish or present other's work as their own. Such acts will affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual.

It is therefore important for an academic institute to have in place a policy on plagiarism to avoid such type of acts.

1. Definition of Plagiarism:

Plagiarism is defined as presenting another person's work as one's own work. Presentation includes copying or reproducing it without the acknowledgement of the source. Plagiarism involves copying of phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source. Plagiarism could be intentional (dishonest plagiarism) or non - intentional (negligent plagiarism).

2. Objective

- ➢ To create academic awareness about responsible conduct of research, study, project, assignment, thesis, dissertation, promotion of academic integrity- and prevention of misconduct including plagiarism in academic writing among students, faculty and other members of academic staff as well as any employee of the institute.
- ➢ To establish institutional mechanism through education and training to facilitate responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.

> To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty or staff committing the act of plagiarism.

3. Detection of Plagiarism

It is the prime responsibility of an institute or individual to distinguish original content from plagiarized work. The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person should also be aware of the tools available to detect the plagiarism. Our Institute will use the best software to detect plagiarism. It is of an at-most important for an academic institute to educate its student and teaching community about what constitutes plagiarism, how it is detected and of course the action that is going to follow if plagiarism is proved.

Procedure for handling alleged Plagiarism

Procedural Fairness:

The Institution is committed to deal with alleged plagiarism in accordance with the principles of procedural fairness, including the right to:

- Be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond.
- Have a reasonable period of time within which to respond to the

Allegations again them.

- Have the matter resolved in a timely manner.
- Impartiality in any investigation process.
- An absence of bias in any decision making.

Identification and Assessment of Alleged Plagiarism:

Where an examiner detects or is made aware of alleged plagiarism by any person, the examiner must report the alleged plagiarism to an empowered body which confirms first if there is a plagiarism or not; if it is, then whether it is negligent or dishonest type and what is the degree of plagiarism. This empowered body will then submit its report along with its recommendation to statutory bodies which are empowered to take disciplinary actions. The severity of plagiarism can be of categorized as Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

Similarities up to 15% - excluded
Level 1: Similarities above 15 to 45%
Level 2: Similarities above 45 to 65 %
Level 3: Similarities above 65%

Counseling:

As the detection of plagiarism and steps to prevent it are important, equally important is to educate students about the dangers of plagiarism. Institution

needs to take steps to strengthen the moral of students so that they do not take support of the unfair-means.

5G Guidelines for Action:

The Institution will form a committee of about 5 experts who will establish whether there is a plagiarism or not, if it is then what is the level. This committee will have a Head of the Department or the Principal as an ex-officio member. This committee will submit its report to the Academic Council for a final decision in this regard.

The committee of experts will use the best possible software's provided National Knowledge Commission for detecting the plagiarism. Depending on the severity of crime the punishment could be

- Fine or warning.
- Rustication for limited period
- Rustication for Permanent

Teaching and Research is a novel profession based on moral values. Ethics and honesty are very important components of teaching and research. Presenting others work as their own is not healthy practice. It may distress on the reputation of the institute. The Research& Development Committee of the college motivates faculty members and students to take up innovative and creative projects, participation at national and international level competitions and publishing research work in the form of journals or books. In practice, due care is taken in terms of code of ethics and plagiarism. All Students and staff must follow the code of ethics:

Rules for the promotion of Academic Integrity and Prevention of Plagiarism

- ➢ Students enrolled in academic program must follow the code the ethics. Violation of code of ethics includes submission of item of academic workthat has previous been submitted without fair citation of the original work or authorization by the faculty member supervising the work.
- ➢ It is responsibility of a faculty of the institute to distinguish original content from plagiarized work. The disclose of the plagiarism is a judgement to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person would also be aware of the tools available to detect the plagiarism.
- ➢ Every student of the college submitting project report/ research paper in U.G. or P.G. thesis is required to submit an undertaking by statingthat the report or the document that has been prepared by him/her is the original work and is free from plagiarism. There must also a statement in the undertaking that the report has been checked through a plagiarism tool. A plagiarism report must be included in the project report.
- ➢ A certificate must be submitted by all the guides or project supervisors indicating that the work done by the student under him/her is free of plagiarism.

- If anyone detects that a case of plagiarism has happened in any document, he/she shall report the matter to the principal and the complaint will be referred to the College authorities to take appropriate action.

Code of Ethics: Plagiarism is a Cognizable Offence

- The core work carried out by the student, faculty and staff shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism.
- The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations
- Every submission related with research will be accompanied by an undertaking by the researcher indicating that the document is his/ her original work and free of any plagiarism and contain a bibliographic reference of the copied part.

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Policy Document
on
Code of Ethics

POLICY DOCUMENT ON CODE OF ETHICS

Viswam Engineering College has well defined code of ethics for its students and employees. Both codes are explained below.

Student's Code of Ethics

Viswam Engineering College adopted a similar Code of Ethics, cited by its members during the convocation day which states:

"I, as a student of Viswam Engineering College shall recognize this code for guiding my conduct throughout my studies, personal life and career. I shall act at all times with honesty and trustworthiness towards my peers and society.

Accordingly, I shall

1. Hold paramount the safety, health and welfare of the public within the Institution and workplace by promoting a welcoming, respectful and ethical environment that values everyone equally.

2. Uphold the academic integrity of Viswam Engineering College and of the Faculty of Institution and submitting work that is founded on personal achievement and without plagiarism.

3. Conduct myself with fairness and avoid conflicts of interest.
4. Give credit where it is due and accept, as well as give, honest and fair professional comment.
5. Report any concerns to the appropriate governing body.

Employee's Code of Ethics

1. **Individual Responsibility:** As an employee of Viswam Engineering College, you have an individual responsibility to deal ethically in all aspects of your work and to comply fully with all laws, regulations, and policies. You are expected to assume the responsibility for applying these standards of ethical conduct and for acquainting yourself with the various laws, regulations, and policies applicable to your assigned duties. Institution's administration, department heads, and others in supervisory positions must assume responsibility for ensuring that their conduct and the conduct of those they supervise complies with this Code. If you are ever unsure about the appropriate course of action, please immediately request assistance from the head of the Institution. However, no one at Institution is authorized to instruct you to engage in any illegal activities under any circumstances.

2. **Confidentiality:** The Institution is entrusted with many kinds of confidential, proprietary, and private information regarding its stakeholders and other associates. It is imperative that those who have access to this information do not make any unauthorized disclosures of the information, either during or after

employment. Records containing personal data of employees and students are confidential. They are to be carefully safeguarded and kept current, relevant, and accurate. They should be disclosed only to authorized personnel having a "need to know" or pursuant to lawful process as approved by the Head of the Institution.

3. **Honesty and Fairness:** Viswam Engineering College expects from each of its employee's honesty and fairness in dealing with others. You are expected to accept responsibility for your actions and to report information accurately to fellow employees and supervisors. Supervisors have a responsibility to set examples of honesty and fairness in their relationships with their employees.

4. **Institutional Records:** All Institutional records and other essential data must be prepared accurately. Preparing an intentionally false or misleading report or record of measurement is considered a serious offense.

5. **A Government Corrupt Practices:** You are strictly prohibited from giving governmental officials business gratuities or gifts. You should be aware that the Government of India can and has imposed criminal sanctions on individuals and entities that have improperly given gifts to Indian government personnel, and the promise, offer, or delivery to an official or employee of the Indian Government of a gift or other gratuity would not only violate Institution's policies, but might also be a criminal offense.

6. **Honesty and Fair Dealing:** Viswam Engineering College aims to meet its goals honestly and fairly, and seeks advantages through superior

performance, hard work, and intellectual skill. The Institution believes that strong competition is the cornerstone of its economy and that unethical or illegal business practices have no part in this competition. The Institution strives in all instances to deal fairly with its customers, suppliers, alumni, competitors, officers, employees, and students and their families that could raise questions of potential or apparent conflicts between personal interests and the Institution's interests. If you become aware of an unapproved conflict of interest on the part of anyone at the Institution,

7. **Reporting Requirements:** From time to time, Viswam Engineering College is required to report matters to public or government agencies. Whether or not you are directly involved in that process, you have several responsibilities and need to comply with them from time to time as per the requirements of the Institution.

8. **Use of Institutional Resources:** You have a responsibility to use Institution's resources, including time, materials, and equipment, for business purposes only. You may not use Institutional property (such as grounds, buildings, office equipment and systems, tools, materials, assets, and facilities) for anything other than Institutional purposes. Institution's property shall not be sold, loaned, given away, intentionally damaged, destroyed, or otherwise disposed of, regardless of condition or value, without proper authorization. Copyright or otherwise licensed material (including books, articles, computer software programs and tapes) should not be infringed.

9. **Reporting Any Illegal or Unethical Behavior:** If you ever think that anyone connected with the Institution may have taken, or is about to take, any illegal or unethical behaviour, or has otherwise violated this Code, you should promptly report the incident to the head of the Institution immediately.

10. **No Retaliation:** Viswam Engineering College will not tolerate retaliation of any kind against any person who in good faith reports to the Institution's potential issues relating to violations of law or this Code by another party or parties. Consequences of Violations of Policies You are responsible for ensuring that your own conduct and the conduct of anyone reporting to you fully comply with this Code and with the Institution's policies. Violations will result in the taking of appropriate disciplinary action up to and including discharge from employment. Disciplinary action will be taken in accordance with the procedures applicable to faculty or staff, as the case may be. Conduct representing a violation of this Code may, in some circumstances, also subject you to civil or criminal charges and penalties.

If you are ever unsure about whether some action or situation would be consistent with this Code of Ethics, or if you encounter a situation and you are unsure what to do, you should discuss it with your supervisor or an appropriate authority of the Institution before taking further action.

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ETHICS IN HIGHER STUDIES POLICY

VISWAM ENGINEERING COLLEGE

(Formerly Sir Vishveshwaraiah Institute of Science & Technology)

Madanapalle – 517 325

ETHICS IN HIGHER STUDIES POLICY

Keywords: higher education, leadership, ethics, moral values, cultural values.

Introduction:

Education is a sole quality of mankind. It is a very important for the development of the students and an important tool for accelerating the well-being and prosperity. It is a process which continues lifelong from womb to tomb. Education is a tool for total development of a child, if any one aspect of human personality is neglected, it results will be adverse. Without including ethics and moral values in higher education, human development will be incomplete. Concept of Value Based Education (VBE) imparts integrity character, social, moral, spirituality and many more. It develops the quality of humility, strength and honesty in students. Value based education is the only means which can give to our youth into the right direction. It is the urgent needs for value-based education system in India.

All the reports of commissions and committees on education like the Radha Krishna Commission; the Kothari Commission; National policy on education; Ramamurti Committee; Central Advisory Board of Education Committee on policy; Planning Commission core group on value orientation of education, suggest that education plays vital role in designing and developing the national characters.

The values instructed among young generation would remain with them permanently. According to Swami Vivekananda "if education is identical with information, libraries are the greatest sages of the world. and encyclopedias are "RISHIS". Concept of Ethics, Moral values and Education.

1. What is ethics?

    It is the branch of Philosophy that deals with the morality. The word ethics has been derived from the Greek word „ethos" which means character. Ethics covers the following dilemmas:

    a. How to live a good life?
    b. What are our rights and responsibilities.
    c. The language of right and wrong etc.

2. Moral decisions – 1. What is good and bad to a person?

The concept of ethics have been resulting from religions, philosophies and culture "it is the activity of man directed to secure the inner perfection of his own personality."

3. What are moral values?

These are the set of some precious principles which helps a person in becoming a good human being these values involve a lot of factors like morality, respecting others, helping others, loving others etc. According to Jerry Springer: "we are all born as empty vessels which can be shaped by moral values."

The root of word Education is derived from Latin words, „Educare", „Educere" and„Educatum". The Word „Educare" means to bring up and to nourish. The word „Educere"means to lead out. The word „Educatum" means to train. So we can say that education is to bring up, to developing and shaping up the individual talent and his inner potentialities. "Education is an ornament in prosperity and a refuge in adversity

Quality of higher education in India

Higher education is a leadership education. Indian higher education system is the third largest system in the world, next to the China and United States. In India The higher education system has grown in a extraordinary way, particularly after independence period, to become one of the largest system of its kind in the world. However, the system has many issues of concern at present, like financing and management including access, equity and relevance, re-orientation of programmes by laying emphasis on health consciousness, values and ethics and quality of higher education together with the assessment of institutions and their accreditation. These issues are important for the country, as it is now engaged in the use of higher education as a powerful tool to build a knowledge based information society of the 21st century.

Causes of ethical fading in Indian higher education system

1. Privatization of educational Institutes: Privatization of educational institutes is another major cause for the declining ethical values in education system. The private institutes are unable to produce a complete „human capital" with ethical standards.
2. Corruption: The major cause of ethical fading in education system is rapidly spreading corruption. Corruption in education can include bribes and illegal fees for admission and examination; academic fraud, with holding teacher salaries, preferential promotion and placement, teacher absenteeism and illegal practices in the textbook procurement, meal provision and infrastructure.
3. Teacher's absenteeism: Teachers are the role models of students and in most rural communities, they are the most educated and respected personality. Teacher absenteeism is one of the most serious.
4. Educator's pedagogy does not engage properly teaching methodologies: Evaluation stresses on routine remembrance. Curriculum design is done by the university and little collection of topics and subjects out ot the syllabus. The accumulation or presentation of data is not enough to decide the criteria for quality education.
5. Lack of value education in Curriculum: Value education is included in the primary education curriculum but at adult stage, which are the most sensitive stages to build the character of the youth, the curriculum finds no space to value education.
6. Guru and Shishya Bounding going away: There are many more things to discuss, student sould learn to respect Guru (teacher), A Guru should selflessly teach his shishya (student), these days the bounding between Guru-Shishya is going away, and there is no respect of Guru. Strengthening the Ethical culture of Higher education

A. Inter-institutional Level: Include ethics in higher education in the accreditations and monitoring policies and training programmes of accreditation institutions and council such the international council for open and distance education.

B. Individual and Interpersonal Level – Promote character education (for student and teachers) as a task of individual and interpersonal. Self-responsibility in order to became or remain globally responsible leaders.

C. Communication Level: Strengthen the communication strategy of the institutions for higher education so that integrity, credibility, responsibility and honesty are included.

D. Intra-Institutional Level: The following dimensions are part of it –
   1. Develop and integrate special ethics curricula in all faculties and reflect on aspects of values in all courses.
   2. Balance technological innovation with social and organisational innovation.
   3. Integrate in staff recruitment values driven behavior in addition to professional knowledge.
   4. Develop a policy on research ethics with a research ethics committee.
   5. Spiritual Level: Enable spiritual praxis of different faith communities on the campus of institution of higher education as a foundation for ethical integrity.
   6. Action Level: Strengthen values driven behavior not only by words, but also through individual level and collaborative action such as community service.

Conclusion

Education enables one to lead a better physical, mental intellectual and spiritual life. Ethics deals with the morality and morality refers to personal or cultural value code of conduct or social values. Higher education makes the quality of leadership in students. The Ethics and moral values adept in universities heavily affect the future leaders. It is important to state that the moral value of ethics in life explores what is our origin as human beings. Ethics education is the prospect for a new value alignment. Such education guarantees the training of both the teacher and the student, develops new technologies and conclusively allows a new vision, a new policy, a new market new resources and a new system.

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Policy on Providing Financial Support to the Teachers

VISWAM ENGINEERING COLLEGE

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The Policy on Providing Financial Support to the Teachers

This policy is in force in order to attend conferences workshops organized by Institutions of National repute, Universities and Colleges and towards membership fee of professional bodies

OBJECTIVES

- To encourage the teaching staff for presentation of research papers in conferences workshops
- To support the teaching staff to avail opportunities for discussing the novel developments. the emerging challenges. future perspectives in their fields Of interest.
- To support the teaching staff to promote teaching-learning. research. Extension activities and governance through participation in conferences workshops.
- To enhance their academic credentials in line with UGC expectations

POLICY AND GUIDELINES

Major categories for providing financial support to the teachers to promote

- Teaching Learning and related activities

- Research and related academic activities

- Co-curricular, Extracurricular and Professional development Activities

ON DUTY LEAVE

Duty leave of a maximum of 30 days in an academic year may be granted for the following

- Attending conferences, congresses, symposia and seminars on behalf of the college and attending meetings of recognized Teacher Associations

- Delivering lectures in institutions and universities / colleges at the invitation of such institutions or universities, received by the colleges, and accepted by the Principal & Director

- Working in another Indian or foreign university, any other agency, institution or organization when so deputed by the university / college

- Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university / college or any other academic body;

- The duration of leave shall be such as may be considered necessary by the Sanctioning Authority on each occasion. In case where duty leave exceeds 21 days at a time in view of travel time or any other relevant reason, the sanctioning authority shall consider sanctioning additional time on each occasion.

ELIGIBILITY
a) Those invited to attend academic conferences/ seminars/ symposia/ workshops. The level of the programme and the standing of the institution organizing the event should also be truly international/ national/professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.
b) Financial assistance may be provided in the following purposes

- For Teachers delivering key- note addresses/ plenary lectures.
- Those contributing a paper.
- Those invited to Chair a session.
- Those invited under International Collaboration Exchange Programmes.
- Those invited to give SymposW talks/ invited lectures or invited to discuss arts.
- For enhancing knowledge base through training and attending workshops
- Professional/ Faculty Development Programmes.

PATTERN OF ASSISTANCE
- Each eligible teacher is entitled to a grant of Rs 10,000 per anum to spend on these activities
- Admissible expenditure will cover economy class Train fare by the shortest route; Railway Station tax, registration fees; and daily allowance as per rule. Late registration fee will not be reimbursed.
- TADA will be admissible as per rule.
- If the lodging and boarding charges are included in the registration fee, DA shall be regulated accordingly. This will apply to both categories of travel.

APPLICATION PROCEDURE

Employees shall apply in the proper format to the principal at least 20 days before the date of commencement of international / national event respectively. For international events, the application shall be submitted through the respective Head of Department which will be placed before a Standing Committee and sent to the principal with its recommendations. In case of Officers, these shall be routed through respective Controlling Officers.

Mode of Approval

- The Standing Committee shall scrutinize the applications to be forwarded to the competent authority. The Committee shall consist of the, Principal, Head Of respective Department and a subject expert (from within the school) shall form the Standing Committee to scrutinize the applications of teachers. (For international events only)

- The Committee shall verify the suitability of the event for academic progression of the applicant, standing/status of the organizing agency; and likely impact on the departmental academic activities.

- The applicant's proven record of research output and publication of the previous presentation for which such assistance was taken, if any, will be the important criteria.

- In respect of officers, the possible impact of the proposed programme on overall administrative functioning shall be considered.

- In case if multiple applicants are there from the same department preference may be given to those applicants who have secured partial assistance from external sponsors / sources.

- Granting of financial assistance will depend on the grant received from UGC for the purpose and availability of funds in the College

- As far as possible Professors and Assistant Professors should be encouraged to go on invitation.

Monitoring the Outcome

- The faculty should submit a detailed report along with the bills for adjustment (preferably) within a month of returning from the event.

- If the settlement/adjustment is not been processed in one month's time of return, 25% of the sanctioned amount shall be withdrawn as penalty. However, in extraordinary circumstances, the Director may condone this.

- For faculty attending the Training programme/Workshop/ should give a presentation in the department explaining the outcome/learning.

- The Faculty attending International Conference/Seminar/Symposia, should publish his/her paper in a peer reviewed International/National journal within a year failing which his/her sanction would be withheld till his publication subsequent to sanction.

- However, for local languages, the decision of the School Academic Committee shall be final.

- The faculty attending National event Conference/Seminar/Symposia should publish his/her paper/abstract in proceedings or in some other journals.

- The officer availing the facility should make a presentation about how the skills learnt may be utilized to strengthen the administration.

Processing of the Application

The Principal's decision is binding and final. Prior permission for at least a month needs to be taken given the deadline-based nature of the events, and likely increase in the registration and travel cost due to delay, it is in the better increase in the applicant to abide by this. The institute will not be responsible increase in costs due to delays.

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POLICY FOR MAINTAINING FACILITIES

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POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

- The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose as per the requirements in the interest of students.
- Laboratory: Record of maintenance account is maintained by Lab Technicians, Lab In charge and supervised by HODs of the concerned departments.
- Maintenance of laboratories are as follows: - The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.

Library:

- The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the principal.
- Suggestion box is installed inside the library room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- Other issues such as weeding out of old titles, schedule of issue return of books etc. are chalked out / resolved by the library committee.

Sports:

Regarding the maintenance of sports equipment in the college physical director is deputed. College participated in various indoor and outdoor sports

competitions organized inside and outside college.

Computers:

1. Centralized computer center established to enrich the students.
2. Each department having appropriate computer for their requirements.
3. Internet and WIFI Enabled campus.
4. Open access journals facilities are available.

Classrooms:

1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the principal regarding classroom furniture and other.
2. Administrative officers will take in charge for student's academic requirements.

Additionality:

1. There are lab assistants in every department, who maintains the stock register by physically verifying the items round the year.
2. Department wise annualstock verification is done by concerned Head of the Department.
3. Regular maintenance of Computer Laboratory equipment's is done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge.
4. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
5. College campus maintenance is monitored through regular inspection.
6. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
7. Updating of software's is done by lab assistants.

POLICY ON ENVIRONMENT AND ENERGY UTILISATION

POLICY ON ENVIRONMENT AND ENERGY UTILISATION

Viswam Engineering College bequeaths a clean and ecologically pleasant campus, where eco-friendly teaching and activities work together to foster sustainable and environmentally friendly behaviour. The Green Campus concept allows the institution to take the lead in the regeneration of environmental culture by promoting environmental ideals among students and faculty. In order to imbibe eco-consciousness in themselves and the world around them, the Institute also encourages students and staff to adopt, implement, and support environmentally friendly practices. The growing human footprint on the planet is generating significant environmental issues that are only going to become worse over time. A massive effort is required to offset the detrimental impacts of human activities on the environment, which, in turn, affect how we interact with the world and with one another. All problem-solving strategies must be used in order to create appropriate change.

Objectives:

- To encourage the students to maintain a clean and green environment.
- To educate the students to create awareness amongst the public.
- To instill in the students, the value of the environment and the issues that it faces.
  This environment and energy policy is binding for all the components of the institution and applies to all its staff and students to the various activities undertaken by the institution. It will help us to implement efficiency and environmental awareness to conserve natural resources and limit their usage.
- To assess our energy usage and measure its impact on the environment.
- To install solar panels for the generation of alternate energy.
- Turn off your monitor when you leave your table. Whenever possible, shut down rather than log off.
- Turn off unnecessary lights and use daylight instead.
- Use LED or compact fluorescent bulbs as much as possible.
- Switch off lights, and fans in conference rooms, classrooms, and lecture halls when they are not in use. Avoid the use of decorative lighting.
- Use the fans only when they are needed.
- In hostels install water heaters with non-conventional energy resources.
- To reduce local air pollution emissions using bicycles, public transportation, and use of pedestrian–friendly roads.
- To undertake a tree plantation drive.
- To encourage the use of advanced technology to minimize energy consumption, atmospheric emission, and noise.

Promotion of "Save Energy Tips" in and outside the Institute:

- Activate power management features on your computer and monitor so that it will go into a low-power "sleep" mode when you are not working on it.
- Turn off your monitor when you leave your Table.
- Activate power management features on your laser printer.
- Whenever possible, shut down rather than log off.
- Turn off unnecessary lights and use daylight instead.
- Avoid the use of decorative lighting.
- Use LED or compact fluorescent bulbs.
- Keep lights off in conference rooms, classrooms, and lecture halls when they are not in use.
- Use the fans only when they are needed.

Renewable energy

Solar energy is the cleanest and most abundant renewable energy source. The Institute promotes solar energy, the stakeholders are encouraged for promoting and adopting renewable energy.

Pedestrian-friendly pathways:

The campus has sufficient space for parking vehicles of staff and students. Roads inside the campus are well maintained. Pedestrians can walk safely on the pathways.

Waste management

The Institute practices the three R's (Reduce, Recycle, and Reuse) to tackle waste.
Some initiatives are as follows:

1. Green dust bins are used for bio-degradable (wet-waste). Blue dust bins are used for non-biodegradable (dry-waste).
2. Utilizing half-used paper for rough work.
3. Women's restrooms are provided with incinerations to destroy sanitary napkins for easy disposal in an environmentally friendly way.
4. Canteen waste is used in biogas production.
5. The waste from vegetables and food is composted and used as fertilizer.
6. Encouraged to use the electronic form of content instead of paper.

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GREEN CAMPUS POLICY

POLICY ON GREEN CAMPUS

Mother Earth is not a resource, she is an heirloom.

-David Ipina

A Green Campus is a place where environmentally friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to the environment, social and economic needs of the mankind.

Objectives of the go green program: The first step of the Go Green Program involves establishing a viable Green Campus Committee, within the organizational structure of the Institute. Hence, to give this initiative more clarity and authenticity, we now roll out a POLICY DOCUMENT spelling out the strategies, plans, and other allied tasks to make this Program functional officially.

We believe that greening the campus is all about sweeping away wasteful inefficiencies and using conventional sources of energy for its daily power needs, correct disposal handling, purchase of environment-friendly supplies, and effective recycling program. The administration of the Institute believes that everyone has to work out time-bound strategies to implement green campus initiatives. These strategies need to be incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus. Every individual of Viswam Engineering College will work, may he/she be a student, faculty, and support staff to foster a culture of self-sustainability and make the entire campus environmentally friendly.

- Understanding various environmental issues and the need to address them.
- Sensitizing people about the need for the protection of the environment for a sustainable and healthy future.
- Instill a sense of responsibility for the environment and a personal commitment to protect and preserve the environment.
- Undertaking technological setup aimed at an environmentally and economically strong impact.
- Ensure environment-friendly practices in the college.

Green Campus Initiatives:

- Installation of Solar Power Station
- Waste water Management/ Rainwater harvesting
- Maintenance of water bodies and distribution system in the campus

- Plastic free Campus
- Tree Plantation Drive
- Use of LEDs only
- Digital Library

Waste Management: Our college believes in reducing or minimizing the waste. The following initiatives are practiced:

- Use more read-out material in soft form. Reduce the hard readout material. Use more E-mail for officially communicating the information needed, online reading, etc.
- Keep a stack of paper that has been printed on one side and use it for day-to-day rough work.
- Minimize the use of fertilizers and pesticides in the college grounds, opting for the use of compost produced on-site wherever possible.
- Ensure that all cleaning products used by college staff have a negligible harmful impact on the environment.
- Use two types of bins separately for biodegradable and non-biodegradable wastes in the college campus as well as in hostels. Reusing the classroom furniture by altering them, thereby reducing the metal waste.
- Providing washrooms to women with incinerators to destroy sanitary napkins

  for easy disposal in an environmentally friendly way.

Viswam Engineering College has taken initiative to generate awareness on the green campus. To protect its own environment with its green campus initiative and keeps pollution-free campus.

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POLICY ON HUMAN VALUES & PROFESSIONAL ETHICS

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HUMAN VALUES & PROFESSIONAL ETHICS POLICY

Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth, etc. that enhance the fundamental goodness of human beings and society at large. They are the values that human beings cherish and hold in common, consciously and otherwise, in most places and times and practice. They enable the interpretation of "right and wrong" and provide ways to understand humans and organizations.

Objectives of Professional Ethics & Human Values in Engineering

- To understand the moral values that ought to guide the Engineering profession and resolve the moral issues in the profession.

- To justify the moral judgment concerning the profession.

- To develop a set of beliefs, attitudes and habits that engineers should display concerning morality.

- To create an awareness of Engineering Ethics and Human Values.

- To inspire Moral and Social Values and Loyalty.

- To appreciate the rights of others.

The principal human values include

- **a)** Love & Compassion: Love manifests in sincere care for others, kindness, empathy and compassion for all. True unconditional love leads to compassion. It may be seen in operation in human acts of generosity, mercy and charity.
- **b)** Peace: Peace contains values like equality, humility, optimism, patience, self-confidence, self-control, self-esteem etc. Its scope includes peace at the levels of individuals, society and the world.
- **c)** Truth: Truth is eternal and unchanging, as it deals with ultimate and unchanging reality. It is marked with values like accuracy, fairness, honesty, sincerity, justice, fearlessness, integrity, quest for knowledge, determination, etc. In professional life, the simplest manifestation of truth is in-sincerity which can be seen in terms of commitment to work.

- **d)** Non-Violence: Non-violence refers to restraint from consciously doing any harm through one's thoughts, speech or action to any entity, living or Handbook of Human Values and Professional Ethics, GNDU, Amritsar Page 2 of 6 non-living. Non- violence demands abstinence from hatred and nurturing love and compassion for all beings.
- **e)** Righteousness: Righteousness is the backbone of core human values as it involves the conduct of life and action by practicing propriety and decorum at every stage. It covers ethical guidelines, ethical behavior and moral values.
- **f)** Renunciation: Renunciation connotes a caring attitude towards all living beings without any selfish motives. It is seen in the austerity, self-control, and selflessness of a person.
- **g)** Service: Service is an action performed out of love. It also stands for compassion and sacrifice for others. The value of service demands equanimity without any conditions or discrimination based on caste, creed, race, region and religion.
- **h)** Peaceful co-existence: Peaceful co-existence describes cohesive and coherent relationships. It contains psychological and social values such as benevolence, compassion, consideration, morality, forgiveness, brotherhood, equality, perseverance, respect for others, environmental awareness, etc.
- **i)** Discipline:Discipline indicates regulated values followed by the individual for all beings. It contains values like regulation, direction, order, etc. Values are to be learned through practices to form the foundation of strong human culture.

The core values followed by Viswam Engineering College

- Quality Education and Research
- Striving for Excellence
- Strong Professional Ethics
- Student Centric Academic Environment
- Social Well-being and Development
- Respect for All

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Policy Document on Providing Financial Assistance to the Faculty

RESEARCH POLICY

VISWAM ENGINEERING COLLEGE
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RESEARCH POLICY

Academic institutions are expected to perform threefold activity which includes teaching research and extension. Research happens to be one of the pioneer aspects of aspect of academic activities which help the institution to achieve excellence in the field of education. It also includes the quality of learning and knowledge development. Research and developmental activities help to create and disseminate new avenues in knowledge, promotes innovation and these will motivate better learning and teaching among faculties and students of Viswam Engineering College (VISM)

Research is the foundation of knowledge that brings new energy, builds state-of-the-art facilities, promotes research publications, develops collaborations, and becomes part of an active community that shares the mission objectives. Taking these into consideration, (VISM) framed and implemented its Research Policy.

Purpose

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and inculcate research aptitude among the students the policy shall serve as an overall framework within which research activities may be carried out. It also aims to identify thrust areas of research having social relevance and thereby supplementing the Vision and Mission of the college. The Research policy also emphasizes contribution towards society and to the nation at large.

Scope

This Research Policy forms the basics of the research ethics of the college and is implemented in all the departments it serves as the guidelines for the functioning of the Research council of the college.

Custodian of the Policy

The implementation and updating of the research policy are carried out by the Director of the Research Council. The Research policy shall have a Research advisory Cell to function under the Principal, Viswam Engineering College, Madanapalli and to assist and advise in matters related to research within the college.

Objectives of Research Policy

The principal objectives of the Research Policy are as follows:

- To develop desired awareness regarding research in the faculty of Viswam Engineering College, Madanapalle
- To establish the right kind of research culture through various research initiatives and programs.
- To establish Research Centers in different disciplines with emphasis on socially relent topics.
- To encourage faculty members to publish research papers and undertake various research projects of social and academic importance.

- To publish a research journal, to provide a dais to the faculty members, as well as researchers and academicians in the college as well as in those from academia across the country
- To create awareness in society through various research initiatives and by giving due publicity to the socially useful research projects that will be undertaken by the college.

Research Policy

The college shall have a well-defined research quality which shall act as a guideline for the scholar, teachers, and all other concerned personnel.

- To encourage original quality basic and applied research in the fields of science, literature commerce, and all related and other relevant fields.
- To identify the emerging areas of research and encourage the faculty members to undertake research in these areas.
- To establish links with industries and business organizations to identify potential areas of research, surveys, and her basic research inquiry.
- To acquire Projects, market surveys, and other research activities to acquire assistance from other business houses, industries, NGOs, boards, and forums.
- To identify faculty members who can work as leaders in the field of research and encourage them to undertake research projects, studies, and surveys.
- To provide financial assistance for the publication of research papers and research findings.
- To offer a suitable platform to the faculty members, scholars, and students of Viswam Engineering College to publish their research

findings and encourage them to bring to the notice society issues of contemporary importance.

- To organize various workshops to develop appropriate research skills among the scholars and faculty members
- To depute faculty members to various workshops, seminars, and conferences in their respective fields as areas of contemporary importance.
- To establish suitable infrastructure in the college that will help to undertake different research projects.
- To enrich information and data resources suitable for undertaking quality research projects and enquires.
- To undertake all other such activities which will inculcate research culture in the college.

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SC, ST, OBC & DIVAYNJAN RESERVATION POLICY

Reservation Policy for Admissions into B.Tech, MBA,M.TECH

As per Andhra Pradesh Government rules and regulations, 52.5% of the total seats in B.Tech and MBA are reserved for Scheduled Castes, Scheduled Tribes, Backward Classes, PH, NCC, Sports, Extra Circular Activities, Ex-service men, defense personnel residing in either of the two states. Remaining 47.5% of these seats are reserved for Open Category as well as for above said castes. The Category wise reservation is as follows as per rules enforced.

S.No	Category	Seats to be reserved
1	Schedule Castes	15%
2	Schedule Tribes	6%
3	Other Backward Classes	25%
4	Physically Handicapped	3%
5	NCC, Sports & Extracurricular Activities	1.5%
6	Children of Current or Ex-Servicemen	2%

33.33% or 1/3rd of total seats have to be reserved for girls category wise where there are no separate colleges for them.

However the student has to get minimum cut off marks in EAPCET test for B.Tech admission, ICET test for MBA admissions & PGECET for M.TECH Admissions.

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Policy for Women Safety

Policy on Women's Health, Empowerment, Respect & Safety

Viswam Engineering College is committed to gender equity, nondiscrimination and women empowerment. We, are committed towards the inclusion of women's talents, skills, experience and energies across all sectors and levels of economic activity. As we strongly believe that we have a duty of care towards our women employees and in the wake of increasing incidents of violence and atrocities against women, the College felt the need to formulate a policy on women safety, travel guidelines to be adhered to equally by the College and by the women employees (collectively titled the "Policy"). As always, we are committed to giving every woman employee a just and fair hearing on issues raised with respect to their safety.

This Policy applies to all employees and students in various departments, sections of Viswam Engineering college

In tune with the national policy, the College strives towards the following

- Equal access to education for women.
- Eliminate discrimination, increase enrolment and retention rates of women
- Improve the quality of education for women to facilitate life-long learning as well as development of occupation/vocation/technical skills by women.
- Developing gender sensitive curricula to address sex stereotyping as one of the causes of gender discrimination.

Strategic Objectives

The College aims to maintain its positive gender balance in its student community and teacher community.

- Women students' representation to be maintained above 60% in both undergraduate and postgraduate levels of programs
- Women teachers' representation to be maintained above the national average of 42%. PROPOSED

Proposed Action Plan

- Continue the women-friendly practices of the College

- Sensitization of students and staff about the National and College policies regarding gender equity, non-discrimination and prevention of harassment.
- Highlighting presence of women and achievements in admission campaigns and promotional activities.

Guidelines for the College

These guidelines of the College can be classified under the following heads:

- Physical Guidelines
- Educational Guidelines

Physical Guidelines

This focuses on the safety of female employees, whilst they are on the job/ inside office premises. The College shall ensure adherence to the below mentioned guidelines:

- Establishment of Women Empowerment Cell
- Establishment of Women Counselling & Guidance Cell
- Establishment of Prevention of Sexual Harassments Committee (POSH Committee) as per the UGC (Prevention, Prohibition & Redressal of Sexual Harassment of Women Employees & Students in Higher Education Institutions) Regulations, 2015
- Enactment & thorough enforcement of the Annual Gender Sensitization Action Plan through which various promotional or awareness activities could be organized at different levels
- Effective Grievance Redressal Mechanism
- Identification documents (driving license, photo ID, address proof, Finger prints) to be collected from all employees, security guards and casual staff visiting the premises of the College.
- Adequate number of professionally hired security guards shall be posted at all campuses and at all times especially during the late evening working hours.
- 24 X 7 Helpline Number to be provided by the College
- CCTV Cameras and other safety devices at almost every corner at various campuses

Organizational Guidelines:

The College will create a positive atmosphere at the College where woman/ female students are encouraged to come to study/ work, secure in the knowledge that she will be treated with dignity, respect and will be protected from harassment.

- Clearly displayed emergency contact numbers and a designated officer(s) available round the clock to be contacted in emergency.
- Well lit work areas, staircases and parking lots till the last woman employee/ student leaves the premises of the Universities.
- Strict surveillance of visitors- Details of all the visitors such as name, organization, address, purpose of visit, person visited, time in and time out to be recorded in a register. This

should apply not only to the visitors coming for educational purposes but also to courier staff, delivery boys etc.

- Ensure to provide training and refresher training of the College's policy on sexual harassment, on gender discrimination or gender biased approach and the complaint process.

Guidelines for the woman employees:

As the College believes in maintaining the highest safety standard for its women employees, in keeping with that efforts, we encourage employees to plan their day better and avoid staying back at office beyond 7:00 pm. In case a women employee needs to work beyond 7:00 p.m., the following procedure needs to be followed:

- Needs to get approval from Campus Unit Head ("Campus Head") and Principal/ Director well in advance by providing required details as prescribed by the College from time to time.
- Based on the written approval from the Campus Head and the Principal/ Director, women employees can stay beyond 7:00 p.m. The employee may report any concern that she may have with respect to the any awkward or intolerant incident immediately to the Campus Head and the Principal/ Director.

Policy on Prevention, Prohibition & Redressal of Sexual Harassment at the Workplace

Introduction

we have zero-tolerance for Sexual Harassment (as defined below). We value each individual Employee (as defined below) working at our College and wish to protect their dignity. In doing so, we are determined to promote a working environment in which persons of both genders work and complement each other as equals in an environment that encourages maximum productivity. This Policy covers every Employee across the College as defined in more detail below. The College encourages every Employee who has been sexually harassed to use the Sexual Harassment Redress System, as described in more detail below that has been laid down within this gender-neutral policy. We are committed to giving every employee a just and fair hearing on issues raised with respect to sexual harassment. The College will take very serious disciplinary action against any victimization of the Complainant (as defined below) or the respondent (as defined below) that may result from a Complaint (as defined below).

Scope: This Policy applies to all Employees including permanent and contract employees.

Definitions: For the purposes of this Policy, the following terms shall have the meaning attributed to them below unless the context clearly requires otherwise:

Act: The Act refers to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and its related Rules, as they are amended from time to time.

Aggrieved Individual: An Aggrieved Individual, in relation to a Workplace (as defined below), is a person, of any age, whether an Employee or not, who alleges to have been subjected to any actor Sexual Harassment.

Complaint: A Complaint is any complaint under this Policy.

Complainant: A Complainant is any Aggrieved Individual (or if the Aggrieved Individual is unable to make a Complaint on account of his/her physical or mental incapacity or death or otherwise, any other person permitted under the Rules) who makes a Complaint alleging Sexual Harassment under this Policy.

Employee: Employee means a person employed by the College, for any work on regular, temporary, adhoc or daily wage basis, either directly or through an agent, including contractors, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name.

Respondent: A Respondent means the person against whom the Complainant has made a Complaint.

Student: A student means a person as defined under the UGC (Prevention, Prohibition & Redressal of Sexual Harassment of Women Employees & Students in Higher Education Institutions) Regulations, 2015

Sexual Harassment

"**Sexual Harassment"** may include any of the following but not limited to:

- Any unwelcome sexually determined behaviour, or pattern of conduct, that would cause discomfort and/or humiliate a person at whom the behaviour or conduct was directed;
- Physical contact and advances such as touching, stalking, sounds which have explicit and /or implicit sexual connotation/overtones, molestation;
- Display of pictures, signs etc. with sexual nature/ connotation/ overtones in the work area and work-related areas;
- Verbal or non-verbal communication which offends the individual's sensibilities and affect her/his performance and has sexual connotation/ overtone/ nature;
- Demand or request for sexual favours;
- Sexually coloured remarks or remarks of a sexual nature about a person's clothing or body;
- Showing pornography, making or posting sexual pranks, sexual teasing, sexual jokes, sexually demeaning or offensive pictures, cartoons or other materials through email, SMS, MMS etc.;
- Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person's wishes;
- Unwelcome sexual advances involving verbal, non-verbal, or physical conduct, implicit or explicit;
- Giving gifts or leaving objects that are sexually suggestive;
- Eve teasing, innuendos and taunts, physical confinement against one's will or any such act likely to intrude upon one's privacy;
- Persistent watching, following, contacting of a person; and xiii. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any actor behaviour of sexual harassment may amount to Sexual Harassment:

- Implied or explicit promise of preferential treatment in employment;

- Implied or explicit threat of detrimental treatment in employment;
- Implied or explicit threat about the present or future employment status;
- Interference with the person's work or creating an intimidating or offensive or hostile work environment; or
- Humiliating treatment likely to affect the person's health or safety.

The point of consideration should be the effect that the conduct of one person has on another rather than whether the behaviour was intentionally offensive or not. Further, not only face to face harassment but Sexual Harassment by electronic means, such as using social media, as well shall constitute Sexual Harassment. Sexual Harassment does not have to be repeated or continuous to be against this Policy.

"Sexual Harassment" may occur not only where a person uses sexual behaviour to control, influence or affect the career, salary or job of another person, but also between co-workers. It may also occur between a College Employee and someone that Employee deals within the course of his/her work who is not employed by the College.

Third Party Harassment
As per the Act, if Third Party Harassment occurs as a result of an act or omission by any third party or outsider, the College and person-in-charge will take necessary and reasonable steps, as per law, to assist the Aggrieved Individual in terms of support and preventive action including assisting an Employee/guest who wishes to file a complaint with the local police.

This case is particularly relevant in our industry where our Employees are constantly in touch with third parties through their interaction with guests and clients and working at various client locations. Our Employees must be assured that the College will support them in preventing or prosecuting any such case of misconduct.

Workplace or College Campus

- Any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled by the College and/or where the regular activities of the College is conducted.
- All College related activities performed at any other site away from the premises of the College.
- Places visited by the Employee arising out of or during employment including transportation provided by the College for undertaking such journey.
- Any mis-behaviour in the nature of Sexual Harassment on any social networking website shall also be considered Sexual Harassment at Workplace irrespective of whether such sexual behaviour was shown during or outside of office hour.

Sexual Harassment Redressal System

The Act has stipulated that all companies setup an Internal Complaints Committee ("POSH Committee") at each administrative units or office of the said College, to redress Complaints on Sexual Harassment The committee is responsible for:

- Receiving Complaints of Sexual Harassment at the various Campuses.
- Initiating and conducting inquiry as per the established procedure.
- Submitting findings and recommendations of inquiries.
- Coordinating with the employer in implementing appropriate action.

- Maintaining strict confidentiality throughout the process as per established guidelines.
- Submitting annual reports in the prescribed format to the College

Redressal Procedures

A Complainant can make a Complaint, in writing, to the POSH Committee, within a period of 3 (three) months from the date of incident and in case of a series of incidents, within a period of 3 (three) months from the date of last incident. The POSH Committee may, for the reasons to be recorded in writing, extend the time limit of 3 (three) months, if it is satisfied that the circumstances were such which prevented the Complainant from filing a Complaint within the said period.

The Complaint may be submitted to the POSH Committee electronically at rajanidineshnadella@gmail.com or may be submitted personally, to any POSH Committee member.

Conciliation

Prior to initiating an inquiry, the POSH Committee may, at the request of the Complainant, take steps to settle the matter between the Complainant and the Respondent through conciliation, provided that no monetary settlement is made the basis of such conciliation. In case a settlement has been arrived at, the POSH Committee shall record the settlement so arrived and forward the same to the College to act as specified in the recommendation of the POSH Committee. The POSH Committee will provide copies of the settlement as recorded to the Complainant and the Respondent. Upon a conciliation being reached, the POSH Committee would not be required to conduct any further inquiry.

Inquiry

- The POSH Committee will conduct a prompt, thorough and objective investigation of all complaints received. Once a Complaint is received from an Aggrieved Individual, the POSH Committee will setup a meeting with the Aggrieved Individual to obtain more details about the Complaint. It will conduct further investigation to corroborate the facts. This investigation will include interviewing the relevant persons including the Respondent and potential witnesses. The principle of natural justice will be adopted during investigation. Thus, both parties, the Complainant as well as the Respondent, will be given a platform to produce their respective views of the event/s and will be given an opportunity to explain their sides. The investigation shall be completed by POSH Committee within a period of 90 (ninety) days.
- The conclusions of the POSH Committee will then be informed to the parties in writing following the investigation. The POSH Committee will recommend action to be carried out by the HR Department of the College

Action during Pendency of Inquiry

During the pendency of an inquiry, on a written request made by the Complainant, the POSH Committee may recommend the following actions to be taken:

- Transfer the Aggrieved Individual or the Respondent to any other Workplace;
- Grant leave to the Aggrieved Individual up to a period of 3 (three) months;

- Grant such other relief to the Aggrieved Individual as may be prescribed under applicable law; and/ or
- Restrain the Respondent from reporting on the work performance of the Aggrieved Individual or writing his/her confidential report and assign the same to another officer.

Disciplinary Action

On the completion of an inquiry, the POSH Committee shall provide a written report of its findings to the College within a period of 10 (ten) days from the date of completion of the inquiry and such report be made available to the concerned parties. If the POSH Committee arrives at the conclusion that the allegation against the Respondent has not been proved, it shall recommend to the College that no action is required to be taken in the matter.

If the POSH Committee arrives at the conclusion that the allegation against the Respondent has been proved, possible disciplinary action will be taken against the Respondent indirect proportion to the seriousness of the offence. It could range from:

- Written apology, warning, reprimand or censure.
- Withholding of promotion.
- Withholding of pay rise or increments.
- Termination of the Respondent from service
- Immediate transfer, suspension or termination without pay for a Complaint of harassment that is written or if more than one Complaint is lodged against a single person for a minor offence.
- Deduction from the salary or wages of the Respondent such sum as it may consider appropriate to be paid to the Aggrieved Individual or to his/her legal heirs. In case the College is unable to make deductions from the salary of the Respondent due to his being absent from duty or cessation of employment, it may direct the Respondent to pay such sum to the Complainant. In case the Respondent fails to pay the sum referred above, the POSH Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned district officer.

The College shall act upon the recommendation given by the POSH Committee within 60 (sixty) days of receipt of the recommendation.

Non-Retaliation

For the purposes of this Policy, "Retaliation" means and includes any hurtful employment action against any individual/s. The College will not accept, support or tolerate Retaliation in any form against any Employee who, acting in good faith, reports suspected misconduct, asks questions or raises concerns. Any person who engages in such Retaliation directly or indirectly, or encourages others to do so, may be subject to appropriate disciplinary action.

Malicious Complaint

In the case where a false Complaint has been filed and the investigation has proved that the motivation of the Complaint was purely to defame the Respondent, disciplinary action must be initiated against the Complainant in the same way as stated in serial number 9 above. Mere inability to substantiate a complaint or provide adequate proof need not make the Complaint malicious nor should it attract action against the Complainant. The malicious intent on part of the Complainant

needs to be established through the inquiry process before any action against such Complain antis recommended by the POSH Committee to the College.

Procedure for filing an Appeal

If any person is aggrieved from the recommendations made by the POSH Committee or non-implementation of such recommendations, he/she may appeal to the appropriate authority, as specified by law, within period of 90(ninety) days of the recommendations.

Confidentiality

The strictest confidentiality will be observed in respect of any Complaint and all relate matters under this Policy, with information provided or generated being restricted to the smallest possible group. It must be sure that the processes brief and quick. Any attempt by the members of the POSH Committee or the witnesses or any other persons involved in the inquiry to discuss or disclose this information to anyone except those directly involved with the Complaint will be treated with disciplinary action.

PRINCIPAL

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