

**Code of
Ethics and Conduct
Policy for Student,
Faculty and Staff**

For Academic Year 2023-2024



Viswam Engineering College

Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu

Accredited by NAAC with A-Grade

Recognized under 2(f) UGC ACT. An ISO 9001:2015 Certified Institution

Angallu, Madanapalle-517325, Annamayya Dist., A. P

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Code of Ethics for Students



Viswam Engineering College

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Policy Document on Code of Ethics

VISWAM ENGINEERING COLLEGE

(Affiliated to JNTUA, Anantapuramu)

Anamayya Dist.A.P.517325

Website: www.viswamengg.in

Email: principal@svtm.in

POLICY DOCUMENT ON CODE OF ETHICS

Viswam Engineering College has well defined code of ethics for its students and employees.

Both the 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.


PRINCIPAL
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Viswam Engineering College
Angallu, Madanapalle-517325



Viswam Engineering College

Angallu, Madanapalle - 517325



CIRCULAR No. 418, DATED: 23/02/2024

It is hereby informed to all the students & teaching, non-teaching staff that it is our responsibility to maintain proper dress code and displaying our identity in the campus starts from entry of the Gate to until exit from the campus. Every time we no need to remind you about your dignity and decency. It is viewed very strictly from this moment onwards any violation in this regard will be treated appropriately.

Faculty Dress code:

Gents: Tucked in shirts, formal Shoes & ID Card.

Ladies: Saree, *2d Card*

Students Drees Code:

Dress Code for BOYS:

- Should wear only formals with shirts tucked in and not fold the shirts in their hands.
- Jeans, T-Shirts, Dhoti, shorts , Pants and Shirts with more packets, designs, embroidery work etc. must not be used.
- Must wear formal pure black shoes.
- Sports or canvas shoes are not allowed.
- Wearing short chains around the neck, bracelets are not permitted.
- Lab coats and prescribed shoes are to be worn during laboratory classes.

Dress Code for GIRLS:

- Should wear only Chudidar with Dupatta (chunni) must be decent with sleeves and no transparent material allowed.
- Should not wear leggings, short tops, jeans and palazzos to the college.
- Cut Shoes or Formal shoes are only allowed (pure black only).
- Loose hair is not allowed. Hair should be plaited or tied.
- Lab coats and shoes are to be worn during laboratory classes.

Note:

- Exception is given to only students on Saturday
- Keep mobile phones in switched off mode in college.

[Signature]
Principal

[Signature]

Info: To Chairman

Copy to:

- (i) All the HODs
- (ii) All the Staff Members.
- (iii) To be Read in all the Students class rooms
- (iv) Office file

1. CSE: *[Signature]*

2. ECE: *[Signature]*

3. E.E.E: *[Signature]*

4. CIVIL: *[Signature]*

5. Mechanical: *[Signature]*

6.H&S : *[Signature]*

7. MBA *[Signature]*

8. AIDS *[Signature]*

9. Library *[Signature]*

10. Account *[Signature]*

11. Transport

12. Physical Director

13. *[Signature]*

14. *[Signature]*

Code of Ethics for Faculty and Staff



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Code of conduct Policy-Faculty and Staff



VISWAM ENGINEERING COLLEGE

(Formerly Sir Vishveshwaraiah Institute of Science & Technology)

Madanapalle – 517 325

Code of Conduct for Faculty and Staff

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

- o) Failure to exercise efficient supervision.
- p) Insubordination or disobedience shown to his/ her superior officer.
- q) Gross negligence in teaching or other duties.
- r) No outsider should be allowed into the college premises so as to endanger college property.
- s) Any act which is immoral and can be punished under the IPC.
- t) Intemperate habits affecting the efficiency of teaching.
- u) Failure on the part of an employee in suppressing factual information of his/ her previous history.


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Note:

- Exception is given to only students on Saturday
- Keep mobile phones in switched off mode in college.

[Signature]
Principal
[Signature]

Info: To Chairman

Copy to:

- (i) All the HODs
- (ii) All the Staff Members.
- (iii) To be Read in all the Students class rooms
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1. CSE: *[Signature]*

2. ECE: *[Signature]*

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6.H&S : *[Signature]*

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8. AIDS *[Signature]*

9. Library *[Signature]*

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14. *[Signature]*



VISWAM ENGINEERING COLLEGE

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An ISO 9001:2015 Certified Institute

Madanapalle - 517 325, Annamayya Dist., A.P.

www.viswamengg.in

30-10-2023.

FACULTY DRESS CODE:

The following faculty are the Co-Ordinator's for their requirement.

Formals In-shirt, Formal shoe, ID Card, Tie

1. J MAHESWAR REDDY
2. HEMASREE

STUDENT DRESS CODE:

Formals, In- shirt, Formal shoe, ID Card

1. SURENDRA (P.D)
2. SREENIVAS(Hostel warden)
3. CLASS DISCIPLINE BY - Concern HOD'S.

[Handwritten signature]
[Handwritten signature]

**Committee
to
monitor adherence to the
Code
of Conduct**



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CIRCULARS and **MEETINGS**



CIRCULAR No. 376, DATED: 26/10/2023

It is hereby informed to all employees of Viswam Engineering College that

1. Dress code is Mandatory
Ladies-Saree
Gents- Tucked in shirts and Shoes
2. Id card is Mandatory
3. late or early permissions will not be provided

Monitoring committee is already appointed. They are going to take the photograph of the dress code, Without ID card then for 1st 10 times @Rs. 100/- per incident as fine amount is collected or deducted from salary. Still further continues further punishment will be there.

Any non-compliance as per the schedule in terms of class delivery, reports submission of any administrative work leads serving a memo.

[Signature]
Principal
26/10/2023

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- | | | |
|---------------------|------------------------------|------------|
| 1. E.C. E: | 2. Civil: | 3. E.E.E: |
| 4. C.S.E: | 5. Mechanical: | 6. H&S: |
| 7. MBA | 8. Physical Director: | 9. Library |
| 10. Account Section | 11. Transport | 12. AIDS |
| 13. Dean R&D | 14. Dean Faculty Development | |



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Viswam Engineering College

Angallu, Madanapalle - 517325



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Human Values and
Professional Ethics
Constitutional Obligations



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Summary- Course on Professional Ethics

S. No.	AY	Name of the Program	Name of the Course	Year & Semester
1	2023-24	ECE	Universal Human Values– Understanding Harmony & Ethical human conduct	II/I
2		CSE		II/I
3		MECH		II/I
4		CIVIL		II/I
5		EEE		II/I
6		AI&DS		II/I


PRINCIPAL
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Viswam Engineering College
Angallu, Madanapalle-517325

Handbook
on
Human Values and
Professional Ethics



Viswam Engineering College

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HAND BOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS

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HANDBOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS

A code of conduct is a set of rules outlining the norms, responsibilities and practices for an individual and committees for the smooth conduct in the organizations. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document failing which the action shall be taken as per the procedure laid down by Viswam Engineering College, affiliated to JNTUA, Anantapuramu, Government of Andhra Pradesh and other competent authorities. The Local Management Committee reserves the right to change/modify the rules and regulations as and when necessary and apply their discretion in specific cases. The rules and regulations included in this handbook are applicable for students, Principal, teaching staff, non-teaching staff and Governing committees. As we are associated with the education faculty, our code of conduct has crucial importance in a student's development.

About Institution:

Viswam Engineering College was established in the year 2006. The Institute is approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapur.

The core objective of the Institution is to impart quality education for professional excellence and sustainable development through continual improvement and teamwork.

The Institution aims to provide quality education to students by grooming them for development of professional skills and value-based education. The Institution ensures the trust's vision for overall development of students through continual

improvement and team work is achieved. Along with the focus on core academics, Institute also takes care of overall personality development of the students.

Vision:

To be a centre 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 of the Institute

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.

Goal:

The college is committed to making meaningful value addition to the large interests of society with clear focus on the need aspirations of each individual.

Objectives

To expand frontiers of academic activity in emergent and thrust areas of U.G. levels while strengthening infrastructural and other essential facilities from time to time.

To strive for transforming the institute as a Centre of excellence, to impart quality-savvy, practical based, career focused and globally relevant Education and Training.

To continuously strive for the excellent performance of the students in university examinations through student-centric, interactive, and Innovative Teaching-Learning Process.

To take-up quality improvement, faculty/staff development, and continuing

education programs, to ensure improved performance of teaching & non-teaching staff.

To strive vigorously for gainful placement of the pass-outs, by way of organizing personality development, career guidance, counselling, pre- placement training programs, and campus interviews, besides making entrepreneurial development initiatives.

To provide friendly streamlined, time-bound, result-oriented, office administration through effective and efficient office systems and practices and deft monitoring of the same.

Human value is defined as "a principle that promotes well-being or prevents harm. The various factors responsible for evolving human values are religious leaders, gurus or saviors" teachings and practices, need and judgment of fulfilling individual's need in society. Human values can be assured of a happy and harmonious human society. At Viswam Engineering College, we cultivate and inculcate these values in the student and staff through teaching and conducting the activities. The human values are listed below

Types of Values:

The six core human values are:

1. **Right conduct**
2. **Peace**
3. **Truth**
4. **Love**
5. **Nonviolence**
6. **Discipline**

1. Right Conduct:

Encompasses the following values such as

a) **Self-Help Skills:** Care of possessions, diet, hygiene, modesty, posture, self reliance, and tidy appearance.

b) **Social Skills:** Good behavior, good manners, good relationships, helpfulness, no wastage and good environment.

c) **Ethical Skills:** Code of conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.

d) **Ownership:** Ownership of the work.

2. Peace

Encompass the following such as: Attention, calmness, concentration, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, focus, gratitude, happiness, harmony, humanity, inner silence, optimism, patience, reflection, satisfaction, self- acceptance, self- confidence, self- discipline, self-esteem, self-respect, sense control, tolerance, and understanding.

3. Truth

Encompasses the following values such as:

Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity, intuition, justice, optimism, purity, quest for knowledge, reason, self - analysis, sincerity, spirit of enquiry, synthesis, trust, truthfulness, and determination.

4. Love

Encompasses the following values such as:

Acceptance, affection, care, compassion, consideration, dedication, devotion, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, thoughtfulness, tolerance and trust.

5.Non-Violence

Encompasses the following values such as:

- a) **Psychological:** Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love.
- b) **Social:** Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

6.Discipline/Ethics

Ethics is the word that refers to morals, values, and beliefs of the individuals, family or the society. The study on ethics helps to know the people's beliefs, values, and morals, learn the good and bad of them and practice them to maximize their well-being and happiness. It includes the inquiry on the existing situations, form judgments and resolve the issues. In addition, ethics tells us how to live, to respond to issues, through the duties, rights, responsibilities, and obligations.

Professional Values:

1. Integrity:

Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. It yields the person's peace of mind and hence adds Strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral up rightness. It is generally a personal choice to uphold oneself to consistently moral and ethical

standards.

2.Loyalty:

Loyalty is faithfulness or a devotion to a person, country, group, or cause. Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly interpersonal and only other human beings can be the object of loyalty

3.Commitment:

Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an speck of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any profession.

The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

4. Attitude:

It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex and an acquired state through experiences. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude change, and attitude-behavior relationships. Positive attitude people are, most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day-

to-day life. Positive Mental Attitude (**PMA**) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.

Valuing Time


Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. The proverbs "Time and tide wait for nobody" and "Procrastination is the thief of time". Time management is the key to increase effectiveness, efficiency or productivity.

1. Passion

Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation, they tend to work more resulting in more work satisfaction.

2. Identifying one's role in larger picture

Cultivating the skill of big picture thinking is important. When one maintains big picture, it allows one to Lead, keeps one on target, promotes teamwork, gain insight from different people and makes one ready for the change.


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