



CODE OF ETHICS & CONDUCT FOR STAFF

BVRIT HYDERABAD
College of Engineering for Women

Nizampet Road, Bachupally, Hyderabad – 500090

Approved by AICTE, New Delhi, Affiliated to JNTU Hyderabad,

NBA Accredited – EEE, ECE, CSE & IT

FACULTY ROLES AND RESPONSIBILITIES

1. CODE OF ETHICS FOR TEACHERS

In fulfillment of their obligations to the teaching profession, teachers will strive to:

- Maintain the dignity of the profession by respecting and obeying the official policies and by demonstrating personal integrity.
- Take pride and advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development and demonstrate proficiency.
- Be truthful about their qualification and competencies. Contribute to the promotion of Quality education.
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Respect the professional standing and opinions of colleagues and assist newcomers to the profession
- Maintain confidentiality of information concerning colleagues and dispenses such information only when authorized to do so.
- Account honestly for all the funds committed to charge and will not use institutional or professional privileges for personal advantage.
- Be just and impartial to all students, irrespective of their caste, creed, religion, economic status, disability, language and place of birth.
- Facilitate students' physical, social, intellectual, emotional, and moral development.

Speak out if the behavior of a colleague is seriously in breach of this code.

RESPONSIBILITY AND ACCOUNTABILITY

Teachers shall assume responsibility and accountability for their performance and continually strive to demonstrate competence.

- Teachers should handle the subjects assigned by the head of the Department.
- Teachers should complete the syllabus in time. They shall produce good results in the subjects handled by them and are accountable for the same.

- Student – counselor system must be efficiently implemented.
- Assignment topics for each course are to be given to the students who are attached to them.
- Assignments sheets are to be collected from the students in time and returned to the students after correction.
- Two Internal Assessment (IA)Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students after correction. Marks for the assignments, IA Tests, Seminars if attended are to be entered in the counseling report & should be displayed in notice boards.
- Teachers should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

2. DRESS CODE: FACULTY

Teachers shall set a standard of dress and behavior worthy of example for the students

Following is the dress code for the faculty of Institute to reflect a positive image:

Gentlemen : Tucked in formal shirts and shoes

Ladies : Formal attire in Saree / Chudidhar with dupatta

3. ID CARD

It is Mandatory for students and staff to display ID cards at all times when they are in campus. Staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of a student, ID card must be returned to the student concerned on the spot.

4. PARENT - TEACHER COMMUNICATIONS

- Teachers shall establish a relationship of trust with parents/guardians in the interest of all round development of students.
- Parents shall be invited to the campus only on the recommendation of the College Discipline Committee/ HOD.
- Daily attendance, IA test marks, University marks, shortage of attendance

will be communicated to parents by SMS in e-cap.

5. STUDENTS - LATE COMING

- Students should not be denied admission into the class rooms / labs when they report late for the classes. However, such students shall automatically lose attendance for those classes.
- Teachers must avoid imposing physical punishments to students if they indulge in misbehavior in the class rooms. However, they can warn such students or report to the HOD / Principal for necessary action.
- Cases of indiscipline, misbehavior or insubordination should be dealt at HOD / Principal level as such teachers should not be threatening the students in the name of marks or other punitive action for their lapses or indiscipline.

6. TAKING ATTENDANCE

- Staff members must take attendance within 5 minutes of starting the period.
- Late comers should not be denied admission into the classes for being late. However, attendance should not be given to such students.
- Teachers are advised to refrain from avoiding punishments like:
 - Dismissal from the class rooms
 - Making them stand in the class rooms
 - Summoning their parents to the campus.
- Trouble makers in the classes must be reported to the HOD / Principal for further action.
- Students violating dress code must be strictly warned failing which must not be allowed to attend the lecture class, laboratories and library.

7. COURSE FILE

Every teacher must maintain a course file for each subject offered during semester / year. It shall have the following details:

- Syllabus, Student List
- Micro Lesson Plan, Time Table, Lecture notes
- COs, CO-PO mapping
- Assignments, Mid papers, Previous University papers, Result Analysis
- Record of Class work

8. CLASS ADJUSTMENT BEFORE GOING ON LEAVE

- As per the rules of the institute, staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.
- All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

9. INSTRUCTIONS TO INVIGILATORS

- Report to the Chief Superintendent at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 20 minutes prior to the commencement of examination.
- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the Examination. Ensure that the candidate should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls. Programmable Calculators, Cell phones and other electronic items are not allowed for the examinations.
- Ensure that the relevant question papers are given for distribution in the hall.
- Candidates are not allowed to leave the examination hall until 3 hours from the commencement of examination.
- Ensure to collect the answer book from the candidates before they leave the examination hall.
- Malpractice cases, if any, should be reported to the Chief Superintendent immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

10. NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS

- Practical examinations have to be conducted as per the norms of JNTUH in the respective Laboratories / Workshops / Drawing Halls only.
- Both the examiners (Internal & External) have to assess the students for the marks assigned for practicals. Internal examiners have to brief the external examiners regarding allocation of marks for each component of practical activity.
- Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- Both the examiners must sign on the Answer Sheets as well as the award

11. Code of Ethics – Research

The Research and Development cell (R&D) of BVRIT HYDERABAD COLLEGE OF ENGINEERING FOR WOMEN is a platform with its vision that focuses on research and innovation. From the inception, BVRITH is consistently striving for the vertical growth of R&D activities with its integrity and intelligibility among the fellow researchers within the institution. BVRITH provides extended support to all the faculty and students by providing infrastructure, Standard national and International online journals like IEEE, IETE, DELNET etc in the library, necessary financial aid, and industrial collaborative support, to move forward in research and innovation. BVRITH discourages plagiarism.

Faculty of BVRIT HYDERABAD College of Engineering for Women is encouraged to publish their papers in reputed and peer reviewed Journals like WoS, Scopus and UGC recognized journals and Conferences organized by IEEE, Springer, and Elsevier etc where care is taken to avoid plagiarism. College strictly follows the rules and regulations of UGC regarding research publications.

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12. DUTIES AND RESPONSIBILITIES

PRINCIPAL

- To provide strategic direction by revising policies and procedures
- To enhance the standards of education by providing an outstanding, creative, participative, learning environment that is consistent with the core values of BVRITH.
- To provide full information to the BOG on all the issues pertaining to the Institute for the implementation of its overall policies and to provide advice to the BOG on policy matters and forward planning.
- To look into the overall Institute activities, appointment of staff, college finances and facilities.

- To develop safety protocols and emergency response procedures.
- To exercise leadership role in managing relationships and building a collaborative team.
- To provide educational leadership, planning, implementation and monitoring of the academic curricular and co-curricular programs.
- To promote academic, personal and social development of students, their enrolment and dismissal.
- To establish an effective liaison between the Institute, Boards and Committees through Board meetings and Committee meetings.
- To have an overall control of all the sections of the Institute to ensure that the Institute is unified in its objectives.

VICE PRINCIPAL

- Monitoring of Class-Work
- Sanction of Leaves
- Approval and Organization of all the events
- The Committees to be Monitored:
 - Mentoring / Counseling Cell
 - Alumni Association
 - Library Advisory Committee
 - Planning and Monitoring Committee (PMC)
 - Public Relations Cell
 - Extra-Curricular Activities Cell
 - Canteen Committee
 - Sports Committee
 - Co-Curricular Committee

HEAD OF THE DEPARTMENT

- HOD is responsible for conducting all academic programmes of the Department as per the norms of affiliating University. In pursuance of above objective he/she is required.
- To formulate Time-Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programs and sports.
- To train and update the faculty to deliver good instruction to the students.
- To ensure proper evaluation of students' performance and take remedial action to improve the performance of slow learners.

- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behavior of students.

SPECIFIC DUTIES OF HOD

- Should ensure that all classes are held as per the time - table and make alternate arrangement for the class work of teachers absent on that day. Should recommend for disciplinary action against those availing leave without prior arrangement for class work.
- Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. He/ She should forward all the registers on the last working day of every month for the Principal's perusal.
- Should go around the class rooms and laboratories to ensure the decorum and discipline as per the time - table.
- Should convene meetings of Faculty once in a fortnight to review Academic and R&D activities of the Department.
- Should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Identify and prepare a list of eminent people who could be invited to deliver Guest Lectures.
- Should monitor students' development and problems through feedback and counseling.
- Should appoint faculty counselors so as to meet the needs of students suffering from the affects of stress & peer pressure.

PROFESSOR

- To conduct assigned courses and seminars by HOD.
- To serve as an academic advisor to the students and college committees.
- To engage in scholarly activities and / or creative endeavors which contribute to the academic growth of the institute.
- To maintain a high quality record of regular and original research, publications appropriate to the field or discipline.

- To exhibit Professional & Academic leadership.
- To participate in curriculum development activities.
- To serve on designated committee, supervise project works, guide paper presentation, research activities & Consultancy works.
- To guide off-campus learning such as projects and internships.
- To render service to the professional or lay community which is relevant to the individual academic specialization.
- Create, innovate and implement career-enhancement programs and activities.

ASSOCIATE PROFESSOR

- To conduct assigned courses and seminars by HOD.
- To serve as an academic advisor to the students.
- To serve in college committees.
- To maintain a high quality record of regular and original research, publications appropriate to the field or discipline.
- Provide professional assessment in academic matters when required.
- Participate in curriculum development activities.
- Supervise laboratories and independent study activities.
- Render service to the Professional community which is relevant to the individual's academic specialty.
- Carry out any other related task or duty assigned by the HoD.

ASSISTANT PROFESSOR

- To develop and implement innovative instructional methods to develop⁸ professional logistics to improvise students' performance.
- To guide, lead and mentor students in academic works and professional activities.
- To evaluate, monitor and mentor students' academic progress.
- To serve and support functional activities of the department and its committees.
- Assist & support senior professors in their day-to-day tasks and functions.

13. DUTIES OF LAB-TECHNICIAN

- Any unexpected breakdowns of Lab Machines / Equipments must be reported immediately to the teaching staff in-charge of the particular Lab.
- Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
- The responsibility of Lab Assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab-In-Charge.
- All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
- Issue register for tools issued to students must be maintained for each and every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- Ensure the availability & proper maintenance of "first aid facilities & fire fighting equipments".
- Avoid other activities during Lab hours unless assigned by the senior Management.
- Ensure that the Machine is in proper working condition before allowing the students to work on them.

14. DUTIES OF LAB-IN-CHARGE

- Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by the Technician in proper manner.
- Lab-In-Charge should take necessary steps to procure additional equipment / other materials required through HOD.

15. DISCIPLINE IN COLLEGE BUS

- All staff members travelling in college buses should sit in the middle and last row to curb ragging in the buses.
- Transport in-charge is requested to report the compliance of above instruction to the undersigned immediately.
- All staff members travelling in college buses should keep a strict vigil on the students indulging in ragging.