

RAMIREDDY SUBBARAMI REDDY

ENGINEERING COLLEGE

(Approved by AICTE, Affiliated to JNTUA. An ISO 9001: 2015 Certified Institution)


NH-16, Kadanuthala, Bogole Mandal, Kavali- 524 142, S.P.S.R. Nellore, Andhra Pradesh.)



POLICY ON CODE OF ETHICS

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Approved


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**PRINCIPAL
RAMIREDDY SUBBARAMIREDDY
ENGINEERING COLLEGE
NH-5, KADANUTHALA - 524 142**

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CODE OF ETHICS POLICY

ABOUT THE POLICY

RSR Engineering College and advocates Code of Ethics defined by NSPE for the students, Code of Ethics defined by Engineering Council of India. The Code of Ethics defined by above RSR TRUST has also observed to frame this policy.

RSR observes Civil Services rules 1964 and UGC Report on Code of Professional Ethics for University and College Teachers, 1998, for framing the Code of conduct guidelines, This is subject to revision in line with the timely directions to self-financing Engineering College by Administration Bureau of AICTE.

RSR adopts reasonable measures to ensure the practice of desirable code of ethics among the stakeholders.

- i) Human Resource Manual, through its website is publishes that include the code of conduct regulations for ensuring ethical behaviour
- ii) RSR organizes programs that promote conducive and ethical code of conduct

The revisions would be made in the Policy relevant to code of conduct stipulation under following circumstances.

- i) This is subject to revision in line with the timely directions to self-financing Engineering College by Administration Bureau of AICTE.
- ii) changes in the Teaching Learning requirements.
- iii) changes in basic behaviours of the individuals due to uncertainty like covid -19 pandemic etc that demands relaxation in existing rules and regulations.

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CONSTITUTION OF CODE OF CONDUCT COMMITTEE

The Code of Conduct Committee would be changed every year with the Principal of the Institution as Chairman and the Heads of the Departments as its members to ensure Ethical behaviour

responsibilities of the Code of Conduct Committee

- Upholding the standards/codes prescribed in Human Resource requirements.
- organize awareness programs.
- The committee should make aware the faculty/students based on revisions made in the Human Resource Manual, understanding of how institute operates, the social, political and economic environment in which it operates.
- Accountability among the Faculty/students for their actions.
- recommend corrective measures

COMMON GUIDELINES FOR ETHICAL CODE OF CONDUCT

- employees of the college should devote his/her whole time to the college and should not engage directly or indirectly in any trade or business activity in any other institution, This provision doesn't not apply to academic work giving Guest Lectures, talks or any work undertaken with the prior permission of the management.
- Employees should maintain integrity and be committed particularly in his/her relationship to the management, Principal, Staff, Students and Visitors to the college.
- No employee, without approval of the Principal/Management solicit or accept in any way to raise funds ,whatsoever expect for routine farewell or felicitation functions connected with the college.
- Faculty members shouldn't engage himself or herself in undertaking coaching or private tuition for students for remuneration.
- Employees are expected to take prior approval to participate in editing /managing any newspaper or periodical related to RSR, or any other publication not related to academics.
- Employees shouldn't show any affiliation to any political party or promote the same.

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- employees shouldn't invite or participate in strike pertaining to his service or other conditions.
- Employees on rolls should take recourse to any organization/ forum/courts or the presses in order to vindicate or air his grievances.
- No employee may absent himself/herself from duty without prior permissions. In case of emergency or proceedings on leave without prior permission, he/she must explain the circumstances before re-joining duty.
- employees should be at punctual at work based on the timings fixed unless permitted otherwise by his/her superior. No employee should be found to be absent during the period/work assigned to him/her after reporting for daily duty.

The above rules do not necessarily apply to employees appointed on contract basis and those appointed on temporary basis.

The following shall be constructed as misconduct:

- 1) Failure to exercise efficient supervision.
- 2) disobedience shown to his/her superior officer.
- 3) Gross negligence in teaching or other duties.
- 4) No outsider should be allowed into the college premises so as to endanger college property.
- 5) Any act which is immoral and can be punished under the IPC.
- 6) Temperament affecting the efficiency of teaching.
- 7) Failure on the part of an employee in suppressing factual information of his/her previous history.

FRAUD AND SIMILAR IRREGULARITIES

Institute policy prohibits fraud .

Fraud includes, but is not limited to:

- Dishonest or fraudulent act,
- Embezzlement,
- Forgery or alteration of negotiable instruments such as institute checks and drafts;

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- Misappropriation of institute, employee, customer, partner or supplier assets;

Any other fraudulent activity occurred is required to be reported to the Principal through Heads of the various departments/Committees.

All fraud investigations would be conducted under the direction of the Principal or the committee formed as per the applicability.

GENERAL POLICY ON LAWS AND BUSINESS CONDUCT

- Code of business conduct of the RSR Engineering College consists of the policies relating the ethical and legal to be followed by the Management – RSR Educational Trust, Principal, Teaching & Non-teaching staff and associated institute and all the institute actives.
- It is the policy of the institute to comply with all applicable laws whether AICTE and JNUTA University Norms .
- employees, faculty member shall reserve to comply with these standards and requirements or acting outside the scope of his or her employment responsibility.
- Formal policies themselves have more details than it is contained in this booklet. It is the responsibility of each employee, teaching & no-teaching staff, to familiarize himself or herself with the details of these policies of the institute that apply to his or her assign duties.
- Teaching & Non-teaching staff and employees has any questions about the policies in this booklet, he or she should contact the Principal.

BRIBERY

- Institute policy prohibits bribes, kickbacks and other similar payoffs .
- Principal, employees and associate are also prohibited from receiving, directly or indirectly, anything of a significant value (other than salary, wages or other ordinary compensation form the institute) in connection with a transaction entered into by the institute.
- This policy does not prohibit expenditures of amounts for meals and entertainment of suppliers and customers which are an ordinary expenses, if they are otherwise lawful expenditures of this type should be included on expenses reports and approved under standard institute procedures.

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ACCOUNTING CONTROLS, PROCEDURES AND RECORDS

- Applicable laws by Central and State Bodies require the institute to keep books and records that accurately and fairly reflect its transactions and assets.
- Institute must maintain a system of internal accounting controls that ensures reliability of its books and records.
- Transactions with management approval, are properly accounted for in the books and records of the institute, and that the reports and financial statements of the institute are timely prepared, understandable and fully, fairly and accurately reflect such transactions.
- This Code of Conduct shall apply to all departments, and every persons working in the institute and to other entities acting on behalf of them.

DISCIPLINARY PROCEEDINGS

No employees should be subjected to any punishment unless;

- a) Memo is drawn in writing by the Principal in regard to the allegations on which disciplinary action is proposed, and is given an opportunity to make a representation in person or in writing.
- b) Such representation would be taken into consideration by the competent authority before any action is initiated.

DISCIPLINARY PUNISHMENTS AND APPEALS

All employees of the college may for sufficient reasons be imposed the following penalties:

- a) Censure
- b) Fine
- c) Withholding of increments/promotions
- d) Demoting to lower post or in the time scale.
- e) Recovery form the pay (whole or partial) loss accused to the college by negligence.
- f) Suspension .
- g) Dismissal from service.

All actions indicated above shall be decided by a committee consisting of the,

- **Correspondent**
- **Principal**

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