



# RAGHU ENGINEERING COLLEGE

**AUTONOMOUS**

(Approved by AICTE, Accredited by NBA, New Delhi & Permanently Affiliated to JNTU, Kakinada)  
Dakamarri, Bheemunipatnam (Mandal), Visakhapatnam Dist.-531 162. (A.P.), India  
Ph: +91-8922-248001, 248002 Fax: +91-8922-248011  
e-mail: principal@raghuenggcollege.com website: www.raghuenggcollege.com

This Code of Conduct outlines the standards of responsible and ethical behavior expected from Students, Faculty and Staff of REC.

It is not intended to be comprehensive, and may not address all possible situations; nevertheless it should give a broad overview of appropriate conduct regarding personal and professional behavior.

## **Code of Conduct for Students:**

The conduct of the students should be exemplary, not only within the premises of the college but also outside. All the students shall:

1. Follow the prescribed academic regulations, available on website / notice boards / various official communication channels
2. Attend the classes regularly and punctuality; and maintain minimum of 75% attendance in order to get eligibility to appear for examinations
3. In case of any indiscipline, irregularity, poor performance or failure in examinations, default in payment of fee, or any other matter of concern, the parent / guardian will be informed for necessary action
4. Not resort to strikes / demonstrations within the college. Participation in any such activity shall automatically result in their dismissal from the college. Instead, any issue/ problem may be brought to the notice of Heads of the Departments concerned and the Principal through class teachers
5. Inform any change in address / contact number of the parent / guardian to the concerned Head of the Department
6. Keep the College premises clean. Writing, sticking-up of posters and notices on the walls are strictly prohibited
7. Adhere strictly to following College Uniform/ "DRESS CODE" of the College:  
Boys: Plain Trousers, Plain Shirts (No gaudy, flappy, painted, embroidered shirts or T-shirts with or without collar. No multi-pocket casuals / jeans / trousers with above description and below waist line)  
Girls: Churidar or Salwar Kameez with Kurtas and Dupatta / Chunni (up to knees and beyond) Pajamas, Chunni covering the front fully. (Skin tight attires with side openings for uppers should necessarily be avoided)
8. Abide by the Rules and Regulations of the College that come into force from time to time
9. Not bring outsiders into the college campus for resolving any issue
10. Not involve in smoking, consumption of alcoholic drinks, gambling of any kind in the college premises. Any student found in the college premises in an intoxicated condition at any time will be summarily expelled from the college



  
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11. Not indulge in Ragging directly / indirectly as Ragging on campus and off campus is strictly prohibited and is a cognizable offence. Any student participating in ragging is liable to be punished as per the prevailing Acts & Rules of State & Central Governments. The college has constituted Anti-Ragging Committee, Vigilance teams, Anti-Ragging squads involving the police officers, senior faculty, etc.

Note: Any violation of the above will be viewed seriously by the administration and the errant may be debarred from attending to classes / examinations or award any punishment which they deem fit.

## Code of Conduct for Faculty:

All the faculty members shall:

1. Follow the vision and mission of the institute as well as of the department in true spirit
2. Prepare the lecture schedule and teaching plan before the commencement of the classwork and inform the same to the students
3. Strictly adhere to the timings of the institute and maintain punctuality in taking classes
4. Teach basic and applied knowledge to students and assist students with the learning process and applying the knowledge
5. Enable a learning environment where students can freely express their opinion and approach without fear for clarification of doubts
6. Follow developments in their respective fields so that their expertise and knowledge base get updated
7. Follow the academic regulations stipulated from time-to-time in the assessment of students without any bias or favor
8. Provide feedback to students on their performance at regular intervals so that the student has the ample time to make improvements
9. Strictly follow the schedules as per the academic calendar
10. Support in conducting various co-curricular and extra-curricular activities of the department and of the Institute to help students achieve professional development
11. Carry out research to contribute to the knowledge base in their respective field of discipline
12. Maintain active membership of professional bodies / organizations and strive to improve quality of education and profession
13. Take leave as per rules with prior intimation adjusting the class work, if any
14. Contribute in teams for overall growth of the institution
15. Maintain dignity of the profession while carrying out activities both inside and outside the campus
16. Refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, staff, faculty, and visitors



  
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## Code of Conduct for Non-Teaching Staff:

### A) Office Staff:

All the office staff shall:

1. Strictly adhere to the timings of the institute and maintain punctuality
2. Assist the Head of the Department / concerned Office or section for smooth running
3. Be polite with students, colleagues and faculty
4. Circulate information from the authorities timely to students, colleagues and faculty
5. Maintain office records in the relevant files promptly
6. Maintain confidentiality wherever needed
7. Avoid any bias or favor to students, colleagues and faculty
8. Refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, staff, faculty, and visitors

### B) Lab Staff:

All the Lab staff shall:

1. Strictly adhere to the timings of the institute and maintain punctuality
2. Assist the Head of the Department / concerned Office or section for smooth running
3. Assist the concerned faculty in smooth conduct of laboratory classes
4. Ensure the safety of the students while conducting the laboratory experiments
5. Be polite with students, colleagues and faculty
6. Maintain and up keep all the equipment in the labs periodically
7. Maintain all the relevant registers such as stock registers, maintenance registers and consumables register of respective labs
8. Maintain confidentiality wherever needed
9. Avoid any bias or favor to students, colleagues and faculty
10. Refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, staff, faculty, and visitors



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