



JOGINPALLY B.R. ENGINEERING COLLEGE

Accredited by NAAC with B++ grade, Recognized under section of UGC 2(f) Act.1956

Approved by AICTE & Affiliated to JNTUH, Hyderabad

Yenkapally (V), Moinabad (M), P.O. Himayathnagar, R.R. District, Hyderabad – 500 075.

Phone: 08413-235684, 235051, Tele Fax: 08413-235125

Website: www.jbrec.edu.in, e-mail: principal@jbrec.edu.in

JBREC

CODE OF CONDUCT

Handbook



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Code Of Conduct

S.No	Title
1	Students
2	Faculty members
3	Administrative Staff
4	Administrative Authority



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1. Code Of Conduct For Students

The students would:

Bide by Acts/Statutes/Ordinances, rules, policies, procedures of the College and respect its ideals, vision, mission, cultural practices and the traditions.

- i. Remain punctual, disciplined and regular in attending class lectures, tutorials.
- ii. Students must report to the lab directly in time with observation book and record
- iii. Observe modesty in their overall appearance and behaviour.
- iv. Behave with dignity and courtesy with teachers, staff and fellow students.
- v. Act as role models for junior students by attaining the highest level of values and morality.
- vi. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions and regions.
- vii. Students are strictly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience
- viii. Contribute towards cleanliness of the campus and its surroundings.
- ix. Show respect and care for the institutional properties.
- x. Observe proper behavior while on educational tour /visit or excursion.
- xi. Be honest in providing truthful information about all documents.
- xii. Help teachers in maintaining learning environment conducive for all students.
- xiii. Strive to keep campus ragging free.
- xiv. Be sensitive to gender issues.
- xv. Be sensitive to societal needs and development.
- xvi. Any violation of the above rules will invite penalty in the form of warning, fine, complaints to parents or any course of corrective measure as found suitable by any staff member or the highest authority of the College.



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2. Code Of Conduct For Faculty Members

Teaching is a noble and devout profession which tends to instill in students - knowledge and values. His/her precepts and practices should reflect idealism, perfection and proficiency.

Faculty members would:

- i. Perform duties, in the form of teaching, tutorial, practical, seminar, research work entrusted by the College with diligence, dedication and punctuality.
- ii. Contribute to professional growth through continuous research and presentations in conferences, seminars and professional meetings.
- iii. Co-operate and assist in the admission, examination, supervision, invigilation and evaluation process of the College.
- iv. Co-operate in the formulation of policies of the College by accepting various offices and discharge responsibilities which such offices may demand.
- v. Abide by Act, Statutes, Ordinances, rules, policies, and procedures of the College and respect its ideals, vision, mission, cultural practices and traditions.
- vi. Adhere to responsible conduct and behavior expected of them by the society.
- vii. Create a conducive teaching–learning environment through innovative practices and knowledge sharing.
- viii. Act as role models for students by displaying good conduct and character.
- ix. Act as friends, philosophers and mentors of students in identifying their potentials and encourage them to improve their personality and contribution to the community welfare, environment and national heritage.
- x. Encourage students to actively participate in activities of national priorities.
- xi. Respect the rights and dignity of the students in expressing his/her opinion.
- xii. Refrain from harassment of students in any form.



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- xiii. Deal justly and impartially with students regardless of their religion, caste and economic, social and physical characteristics.
- xiv. Refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- xv. Behave with dignity and courtesy with staff and fellow colleagues.

3. Code Of Conduct For Administrative Staff

Administrative staff would:

- i. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- ii. Encourage the staff to maximize their efficiency.
- iii. Create conditions that inspire teamwork.
- iv. Act timely to readdress the genuine grievances.
- v. Maintain confidentiality of the records and other sensitive matters.
- vi. Co-operate and form strong liaison with colleagues.
- vii. Show care for the institution's property.
- viii. Facilitate congenial environment.
- ix. Refrain from any form of discrimination.
- x. Not accept bribes or indulge in any corrupt practices.
- xi. Make every effort to complete the assigned work in a time-bound manner.



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4. Administrative Authority

It would include the Principal, Dean Academic Affairs, Dean Students' affairs, Heads of various Departments /Cells/ Programmes, Academic Statutory Bodies, etc.

The authority should:

- i. Be responsible to observe that the provisions of Acts/ Statutes/ Ordinances and Regulations of the affiliating university are strictly adhered to in all its businesses.
- ii. Comply with laws, rules, and regulations of the Government of Telangana.
- iii. Provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- iv. Follow the highest degree of ethics in its decision making in the best interest of the college.
- v. Strive for creating an environment conducive for teaching, learning, research and development according to the maximum potential of the College in order to bring the social change and hence national development.
- vi. Follow objectives and policies of the College and contribute constructively to achieve its mission and vision.
- vii. Maintain confidentiality of the records and other sensitive matters.
- viii. Endeavour to promote work culture and ethics that bring about quality, professionalism, satisfaction.
- ix. Refrain from any misappropriation of financial and other resources.