



## CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(UGC-Autonomous)

(Approved by AICTE & Affiliated to JNTU Hyderabad)

(Accredited by NAAC with 'A+' Grade, All Eligible B.Tech & MBA Programmes are accredited by NBA)

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# CODE OF CONDUCT HAND BOOK

S. No	Stake Holders	Pg. No
1	Principal	1
2	Governing Body	2
3	Dean (Academics)	2
4	Dean (Planning & Development)	2
5	Dean (Research & Development)	3
6	Dean (Examinations & Evaluation)	3
7	Dean (Faculty & Students Affairs)	3
8	Dean (Training & Placement)	4
9	Heads of the Departments	4
10	Faculty	5
11	Administrative Staff/Non-Teaching Staff	6
12	Students	7

**I. Code of Conduct for Principal:**

1. The Principal should design and monitor the academic policies and general administrative principles of the Institution to ensure the efficient and effective performance of all members.
2. Accountable to plan and control the budgetary provisions and financial audited statements of the Institute.
3. Is responsible for performing specific institutional Regulation/Monitoring, support all stakeholders for Development, practice transformational Leadership and be a Visionary for the growth.
4. Shall collaborate with department heads to take initiation towards innovation practices for the development of students.
5. Accountable to be a chairperson for all committees and is necessary to function effectively.
6. Will delegate his authority to the heads of the department to ensure disciplinary actions as and when required for the smooth functioning of academic regulations.
7. Provide directions to Faculty members to update their knowledge by attending seminars, International & National conferences, publishing in listed Journals, workshops and Faculty Development Programmes.
8. Accountable for Policies implementation and responsible for fulfilment of institution Vision and Mission achievement.
9. Ensure that the entire Academic Programmes of the Institute adhere to the University regulations.
10. Initiate changes in the policy practices as and when required to complete which the economic challenges.
11. Will adhering to maintain confidential information which impacts the Goodwill of the Institution.
12. Responsible for end – to – end functioning of the Institution and its performance and initiate for collaborative practices with stakeholders for Institution growth.
13. Will liable for the submission of an annual report on the progress achieved in different developmental programs to the Management.
14. Accountable to convince, collaborate, and communicate all the Governing body, committees and other stakeholders.

**II. Code of Conduct for Governing Body:**

1. Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
2. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
3. Approve new programmes of study leading to degrees and/or diplomas.
4. All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
5. To approve annual budget of the college before submitting the same at the UGC.
6. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

**III. Code of Conduct for Dean (Academics):**

1. Responsible to play a key role in all Academic affairs to bring higher performance among the entire departments.
2. Accountable for monitoring overall quality and standards in teaching, learning practices by practicing experiential learning as teaching pedagogy.
3. Responsible to maintain and monitor updated Academic regulations in execution.
4. Ensure to perform a periodic assessment of teaching faculty particularly attendance, Syllabus coverage and submit a report with suggestions and observations to the Principal.

**IV. Code of Conduct for Dean (Planning & Development):**

1. Accountable for developing and implementing the institution's vision and goals.
2. To Support, supervise, and evaluate Departments to bring excellence and initiate innovative practices for Overall Institutional development.
3. To lead and coordinate the Professional Governance Body decisions, overseeing the selection of faculty and retention.
4. Accountable for evaluating policies and consultation with Institute and promote the development

## **CODE OF CONDUCT**

### **V. Code of Conduct for Dean (Research & Development):**

1. Responsible for strategic planning to develop research orientation among faculty by publishing research opportunities to all the teaching community.
2. To accept financial power related to all projects covered under innovation initiation research works.
3. Accountable to report on the status of Sponsored Research and Consultancy Projects undertaken by the Principal Investigators in the Institution.
4. Responsible to monitor and control financial transformations related to Consultancy Projects and research publications.
5. Accountable to be a liaison officer in between institution and Industry Interface committee(IIC)

### **VI. Code of Conduct for Dean (Examinations & Evaluation):**

1. Responsible to plan & control rules and regulations for examination policies & Procedures for the effective functioning of the Examination branch and will report to the Principal.
2. Coordinate with Examination ACEs, Department coordinators, and HOD for the smooth functioning of Examination Procedures.
3. Accountable to maintain confidentiality towards examination related affairs and adheres to the Academic Regulations & Academic Calendar.
4. To ensure zero tolerance of indiscipline during examination time and publish a timely issue of Grade Cards to the Candidates.

### **VII. Code of Conduct for Dean (Faculty & Students Affairs):**

1. Responsible for develop, execute and control campus regulations to ensure discipline among students.
2. Accountable to promote health academic relations among students by organizing awareness programs.
3. Dean should adhere to the institution's policies and procedures in connecting to bring efficiency in student conduct.
4. To collaborate with faculty, Non-teaching staff, and students to manage and address issues related to students.
5. Responsible to encourage appropriate standards of individual and group behavior, and promote ethical standards as citizens.

**VIII. Code of Conduct for Dean (Training & Placement):**

1. Accountable to plan, execute and control end – to – end training and placement functions for the benefit of students, institute and other stakeholders.
2. The team should take an active initiation to introduce corporate senates with the institution and result it with MOU's.
3. Responsible to communicate opening opportunities to the officials at the department level.
4. Dean T&P and team are accountable pertaining to the pre-placement process, during a Campus visit, post-placement process for supporting students.
5. To ensure that training programs are organizing as scheduled at the Annual Plan for all streams of students.

**IX. Heads of the Departments:**

1. Head of the departments (HOD) is responsible for smooth functioning of their respective departments to bring excellence in services.
2. HOD shall adhere to the Policies and Procedures governed by the Academic council and ensure quality practices in their departments.
3. To collaborate with Administrative senates like Principal, Dean Academics and other Deans for efficiency and effective utilization of resources to build strong Academic competencies.
4. Is liable for meeting the department level vision and mission and ensure fair practices towards faculty and students.
5. To take an active role to plan for the semester and academic year, in terms of activities, guest lectures, workshops, student participation etc. for the benefit of the students and faculty.
6. Accountable to monitor and conduct academic activities of the department.
7. Responsible to conduct regular departmental meetings with Faculty, Class coordinators as well as the class representatives to sort out any issue and queries related to academics.
8. Responsible to prepare the department budget requirements and other needs of any resource for the department.

**X. Faculty:**

1. Faculty should be accountable to report to the college before the commencement of college timing.
2. Faculty is responsible to meet academic roles with regards to teaching, training and department level administrative assignments for the development of the institution.
3. The entire faculty should stick on to leave policy, should get the prior approval with the authority/HOD and need to do appropriate alternate arrangements with co-faculty.
4. Faculty should prepare a course file that includes course material, lesson plan, unit wise Assignment questions, e-resources, case studies and gets approved by HOD and principal.
5. Faculty should be away from involving in unethical practices within and outside the college premises.
6. The Faculty Member must strive to prepare academically to meet all the challenges and requirements in the methodology of teaching for the student community at large.
7. The faculty should maintain academic record books for all students to analyze the progress of students.
8. Faculty should utilize Information Communication Technology (ICT) resources for the effective delivery of lectures to students.
9. Faculty is responsible for doubts clarification to students in order to have clear conceptual knowledge benefit.
10. Faculty is accountable to identify slow learners and motivate them to cope up with studies to gain competency skills.
11. Faculty should maintain records to manage, monitor, assess and improve student learning to improve sources for student achievement.
12. Faculty should admire towards supporting the personal and professional development of students.
13. Teaching staff should maintain a professional relationship with colleagues that are considered and helpful in their career growth.
14. Faculty should develop their core competencies through their own professional learning and development.
15. The teaching staff should involve themselves in the preparation & demonstration of models, charts, experimental setup and upgrade the laboratory.

## **CODE OF CONDUCT**

16. Faculty should involve in regular tutorials for student's better performance.
17. Every faculty is responsible to attend examination duties in terms of preparation of question paper, moderation before the end exam, liable to maintain confidence towards professional ethical practices.
18. The entire Faculty required submitting their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
19. Faculty should attend seminars, workshops, conferences, faculty development programs for enhancing their knowledge.
20. It's mandatory for all Faculties to publish research papers in listed journals and financial support is provided by management to encourage their research initiations.
21. Faculty is responsible to encourage students to participate in competitions, conferences, extra-curricular activities for developing their conference levels to cope up with corporate competitions.
22. Faculty Member as a part of the Institutional community they should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

### **XI. Administrative Staff/Non-Teaching Staff:**

1. All the Administrative staff should adhere to the college policies and procedures to maintain a confidential report of the documents and files.
2. Accountable for professional ethical practices in all the administrative functions.
3. Administrative staff should accept responsibilities as and when required and assigned by the Principal.
4. All the administrative staff should adhere to the instructions from the authorities.
5. Non-teaching staff should assist and encourage others to adhere to the policies, by directing students, faculty towards administrative policies like leave policy, time management, disciplinary procedures, etc.

### **XII. Students:**

1. The student should adhere to the Academic Calendar specified by Academic Authorities to ensure the smooth completion of their program.
2. Any involvement or commitment to misbehaviour or in-disciplinary acts will result in severe punishment to maintain homogeneity in the premises.

## **CODE OF CONDUCT**

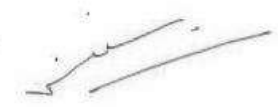
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3. Destroying/theft of college property would be liable for punishment and compensation of loss caused by the act.
4. They should follow updates regular by notice board, college website, what's up App groups so as not to miss any important information.
5. Outsiders or strangers are not entertained into the campus by students of the college, without prior permission of authorities.
6. Students are not encouraged to involve in anti-social, anti-national, immoral practices and anti-institutional activities within the campus.
7. Students are accountable to meet all academic credentials including actively participating in Educational tours or industrial visits accompanying Faculty members after obtaining completing Undertaking process from Parents/Guardian as a mandatory process.
8. Students should carry their Identity Card regularly to college, if violated they are not allowed to college.
9. The student should be conscientiously honest in all academic activities and with all staff and co-students.
10. Students are advised to come in formal dress code to college regularly. College Uniform for Labs.
11. The student should switch off their mobile phones while in the classroom, Laboratory, and Library, etc. as per notification. The mobile phone is strictly prohibited in the exam hall during the examination.
12. Ragging is strictly prohibited in the campus and hoardings are displayed in the entire college premises like common areas, in every department and elsewhere.
13. The student should maintain regular attendance for all sessions during the day. As per university norms, every student should meet 75% attendance criteria to attend End examination for each semester.
14. The student is accountable to complete all academic standards including Practical's, Record submission, participating in workshops as per schedule.
15. Students must present at the examination hall half an hour before the commencement of the examination. Communication with one another is strictly not permitted during the examination.
16. All the students should adhere to the rules and regulations by the examination department as specified in the Hall ticket and follow instructions presented in the Answer booklet.



## CODE OF CONDUCT

17. The student should not use unparliamentarily Language, should not have an impolite talk which offends other students or staff and if it is proved serious action would be taken by authorities.
18. Students are advised to utilize the free time to spend in the library and refer books.
19. Students should participate in seminars, discussions, presentations under the guidance of faculty and mentors in their respective areas of the discipline.
20. Students should follow all the guidelines with respect to seminars and project submissions to their mentors and guides.



Major Dr. V A. Narayana  
Principal

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