

## Code of Conduct

### PREFACE

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### **1.Responsibilities of Principal:**

#### **Administrative & Academic:**

The Principal, as an administrative and academic head of the College, shall be responsible for

- 1) The academic growth of the College
- 2) Monitoring and conducting academic activities of the institute under the guidance of the Management and assistance of the Head of Departments.
- 3) Assisting in planning and implementation of academic programs such as seminars, workshops, etc., necessary for enhancing the academic competence of the faculty members

- 4) Implementation of the Institute Academic Calendar and Timetable.
- 5) Admission of the students and maintenance of discipline in the College
- 6) To go round the classrooms to ensure that the class work is being conducted effectively.
- 7) To conduct the periodical meetings of the faculties for effective administration of the college.
- 8) To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
- 9) To take institute and faculty feedback and accordingly take the remedial actions.
- 10) To plan and take the necessary actions for improvement of college results and academics
- 11) To promote industry institution interaction and research & development activity.
- 12) To Plan for campus placements through training and placement officer.
- 13) Managing the College library, Computer rooms, laboratories, etc.
- 14) All correspondence relating to the administration of the College.
- 15) Administering and supervising curricular, co-curricular/extra-curricular activities
- 16) All compliance with respect to all statutory requirements like JNTUA
- 17) Act, Statutes, Ordinances, Regulations, Rules, and other orders as issued by JNTUA from time to time, Admission Regulating Authority, Fee Regulating Authority, Department of Technical Education (DTE), All India Council of Technical Education (AICTE), Etc.
- 18) Appointment of HODs, Faculty, non-teaching staff and other posts identified by Board of Governing Body from time to time.
- 19) Conduct of College and University examinations, assessment, moderation of answer papers, etc.
- 20) Assessing teachers and maintenance of service books, personal files etc.
- 21) For ensuring that all statutory committees are formed as per the statutory requirements and in a timely manner.
- 22) For maintenance of the College building, lawns, electric and water supply fittings, classrooms, equipment, and lab-furniture.
- 23) For drawing and disbursing all funds earmarked for the college

- 24) To approve vendors for resources as required in the institute.
- 25) To sanction the leave of the staff as per the norms.
- 26) To monitor and update the institute website with complete information about the institute.
- 27) To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body, College Academic Council and other college Committees and maintaining the minutes of the meeting.
- 28) To go through the letters found, if any in the suggestion box and act on them, if required.
- 29) To attest the academic registers and dairies maintained by teaching staff.
- 30) To instruct the teaching staff through a schedule to conduct annual stock verification of Library and Lab equipment.
- 31) Any other work relating to the College as may be assigned by the competent Authority from time to time.
- 32) To promote the brand building of the Institution by adopting new technologies.
- 33)

### **Finance**

1. To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.
2. To authorize for cash advances for urgent purchases required in the institute.
3. To ensure that all financial transactions are conducted as per the norms.

## **2. Roles and Responsibilities of the HOD:**

### **Academic:**

1. To monitor and conduct academic activities of the department under the guidance of the Principal.
2. Allocate the subjects to the faculty members well in advance (at least two weeks) before commencement of the semester/year.

3. Make sure that the time-tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
4. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
5. To plan and take the necessary actions for improvement of department results and academic performance.
6. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the deadline given by the principal. The evaluated answer sheets along with award sheet filled in by the concerned faculty member have to be submitted to the exam section as per the schedule given. Softcopy of the Mid Exams also to be submitted to the exam branch as per schedule.
7. Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feed-back to the concerned faculty members. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.
8. Advise the class teachers to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.
9. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teachers.
10. Counsel the students who are absent for the mid test or irregular to the class work.
11. Form the student batches and allot the project guides as per guidelines given by the principal.
12. Allocate the students to the teacher-counselors in the beginning of the academic year.
13. Inform the concerned authorities of any important information of events taking place in the Department from time to time.
14. Arrange special classes if necessary, for the benefit of below average students.
15. Ensure academic discipline in the department.

16. Maintain and update the files such as Faculty Lesson Plan Files, Faculty Service Files, Budget Files, Department Meetings Minutes File, Lab Equipment Quotation File etc.,

### **Administration**

1. To maintain discipline and enforce rules as laid down by the institute, in the department.
2. Send staff attendance register after making necessary entries to the principal office by 9.30 A.M every day.
3. Designate faculty member who will be the Head I/c during his/her absence and make sure that all files and records are available for Head in- charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from headquarters.
4. To monitor and conduct academic activities of the department under the guidance of the Principal.
5. To monitor the day to day activities of the department.
6. Verify the student attendance registers maintained by the staff members once a week.
7. Interact with students (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the principal.
8. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
9. Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
10. Convene departmental staff meeting once in a fortnight on the day allotted and record the minutes of the meeting.
11. To conduct regular meetings with teaching and non-teaching staff as well as the Class Representatives to sort out any issue and queries related to academics.
12. Route all the correspondence through the office of the principal.
13. Make arrangements to lock all the laboratories and class rooms before leaving the premises.
14. Follow the guidelines / instructions given by the principal from time to time.
15. To execute any other work assigned by the Management/Principal.

## **Finance**

1. To prepare the department requirements and budget needed.
2. To oversee the purchase and deployment of any resource allotted for the department.

## **3. Duties and Responsibilities of Teaching Faculty**

### **General**

1. The Faculty Member should come to the Institute at least 15 minutes before the commencement of classes and should leave the Institute not earlier than 15 minutes after the end of the last hour.
2. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
3. The workload of all the staff shall be fixed by the management. The workload of the teacher should not be less than 40 hours a week or as decided by management from time to time of which teaching contact hours should at least be as follows.

For the above stipulations, two tutorial hours/ two laboratory/ Drawing hours will be counted as one teaching hour.

In exceptional case whenever Faculty Members are entrusted with additional administrative/research load, adjustment in the contact hours could be made to ensure the total workload remains in parity with other teachers.

### **The Work Plan**

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 / 44 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution. They should strive to function and excel in individual, department and institutional levels as outlined below.

### **Individual**

1. Faculty Members are expected to update their knowledge by attending Seminars/ workshops/conference, after obtaining necessary permission from the HOD and Principal/Management.
2. Faculty Members should attempt to publish textbooks, research papers in reputed International/ Indian Journals/ Conferences.
3. The Faculty Members must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be

useful for the student community at large. Every Faculty Member is expected to extend his/ her beneficial influence in building up the personality of students and he/ she should associate himself/ herself actively with such extra-curricular activities which he/ she is interested in or assigned to him/ her from time to time.

4. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

### **Department/Institution**

- 1) The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the members professional and personal activities.
- 2) The teaching load will be allotted by the HOD after taking into account the Faculty Members interests.
- 3) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD/ Principal in academic, co-curricular or extra-curricular activities.
- 4) Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
- 5) Every Faculty Members should maintain students attendance records and the absentees roll number should be noted everyday in the Master attendance register maintained in the department as soon as the classes/ laboratory hours are over.
- 6) Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab/ invigilation. In case of emergency, the HOD or the next senior faculty and class counselor must be informed with appropriate alternate arrangements.
- 7) The Faculty Member should make himself/ herself presentable. The Faculty Members should show no partiality to any segment/ individual student.
- 8) The faculty advisor/ class counselor must update the students personal file regularly and put for inspection by HOD/ Principal as the case may be.

### **Classroom/Teaching**

- 1) Once the subject is allotted, the Faculty Member should prepare the lecture hour wise lesson plan.
- 2) The Faculty Members should get the lesson plan and course file- approved by HOD and Principal. The course file consists of preface, previous year university question papers,

notes, handouts, PPT/ OHP sheets, test/ exam question papers, two model answer scripts for each test/ exam, Assignments (if any), minute paper, feedback analysis report, etc.

- 3) The Faculty Members diary must be regularly updated and put up for inspection by HOD/ Principal as the case may be.
- 4) The Faculty Members should refer to more books than textbooks and prepare his/ her detailed lecture notes. These lecture notes are his/ her aids. The Faculty Member should not dictate the notes in the class. These lecture notes shall be uploaded in digital library.
- 5) The Faculty Member should go to the class at least 5 minutes before and enter the class without delay.
- 6) The Faculty Member should engage the full 60 minutes and should not leave the class early.
- 7) The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to be learnt in another 2 minutes, then explain the lecture well up to 50 minutes and in the last 3 minutes conclude and say what we have seen/ will see in the next class.
- 8) The Faculty of member should cultivate suitable techniques (say, humour) in the lecture, to break the monotony.
- 9) The Faculty member should practice/ rehearse the lecture well before going to the class.
- 10) The Faculty Member should use PPT, Models etc., as teaching aids.
- 11) The Faculty Member should encourage students asking doubts/ questions.
- 12) The Faculty Member should assess the comprehension by students and act/ adjust the teaching appropriately.
- 13) The Faculty Member should take care of academically backward students and pay special attention to their needs in special classes.
- 14) In problem-oriented subject, regular tutorials have to be conducted. The tutorial problems have to be handed over to the students at least a week in advance of actual class.
- 15) The Faculty Member shall give possible 20-mark questions with answers for each unit.
- 16) The Faculty Member should interact with the class coordinator or counselor and inform him/ her about the habitual absentees, academically backward student, objectionable behavior etc.

- 17) The Faculty Member should always aim for 100% pass results in his/ her subjects and work accordingly.
- 18) The Faculty Member should regularly visit library and read the latest journals/ magazines in his/ her specialty and keep oneself abreast of latest advancements.
- 19) The Faculty Member should make himself/ herself available for doubt clearance.
- 20) The Faculty Member should motivate the students and bring out the creativity/ originality in the students.

### **Laboratory**

- 1) The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- 2) Whenever possible, additional experiments to clarify or enlighten the students must be given.
- 3) The lab observations/ records must be corrected then and there or at least by next class.

### **Test/Exam**

1. While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.
2. During invigilation, the Faculty Member should be continuously moving around. He/She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/ test.
3. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the Exam section. (Class co-ordinator and HOD concerned in the case of Class Test/ Preliminary Examination).
4. The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to Parents/ Principal with remarks.
5. The Faculty Members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department/ Institute.

### **Student/Faculty Rapport**

1. The teachers shall dress, conduct, and behave themselves to ensure that proper decorum is maintained between the students and teachers.

2. The Faculty Member should have a good control of students both within and outside class.
3. As soon as the Faculty Member enters the class, he/ she should take attendance. If anybody enters late, the students may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the students through personal counseling and if it does not bring any change the students must be directed to meet the class co-ordinator/ HOD.
4. The Faculty Member should act with tact and deal with insubordination by students maturely.
5. The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feelings of students.

### **Division of Work**

1. To absorb the growth of the institution and keep up the efficiency level we follow the decentralized concept of an institution.
2. Academic work is distributed to various coordinators, stream wise who coordinates and control the academic activity with guidance of HODs.
3. Non-academic activities have been delegated to various teachers in the beginning of the academic year.
4. The performance of subject teacher is reviewed at the end of each semester based on the feedback, formal/informal, collected from students.
5. The performance of each teacher in-relation to non-academic activity is reviewed at the end of each semester based on the report submitted to the Principal
6. The teaching work is allocated by the HOD after taking into account the capacity and interest of each teacher.

### **4. Duties of Department Coordinators**

1. Each coordinator should inform well in advance, preferably at the beginning of the semester, the schedule of internal test.
2. Failure of students to appear internal test should be communicated to the guardian either at the end of class test or at the time of Guardian teacher meeting.

3. Coordinator should conduct at least one parent/guardian - teacher meeting in each semester and collect feedback form the parent/guardian/students and correct the course of action if necessary.
4. Coordinator should communicate the general policy of the institute to the teachers and students and conduct regular interaction meeting with the teachers.
5. Coordinators should see the website at least once in a week and ensure that all the programme relating to the department is made up to date.
6. Coordinators should review the end result of a student after each semester/University examination and recommend, if necessary, steps to improve the result.

## **5. Responsibilities of the Class Teacher**

1. Instruct all the students to attend the classes regularly and to follow the dress code.
2. Collect the list of absentee students (Period wise) and submit it to the HOD daily.
3. Submit the list of students absent for the internal tests to the HOD.
4. Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that month) and submit the list of students who have got less than 75% of attendance in aggregate to the HOD immediately.
5. Result analysis must be done after the announcement of results by the university/ College and update student record regularly after knowing supplementary exam results in the current Semester.
6. Motivate the students to attend the seminars without fail.
7. Instruct the students to attend the internal / external exams without fail.
8. Motivate the students to present papers in Conferences / Seminars at regional / national level.
9. Inform the subject teachers of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
10. Communicate the attendance and internal marks of students to the concerned parents from time to time as directed by the HOD.

## **6. Training and Placement Officer**

### **General Responsibilities**

1. Develop an annual placement strategy for the college and execute it. The strategy should include events and activities starting from the first year.
2. Develop a set of written rules and policies for placement that should be followed by students. This must include policies/rules for eligibility for placements, interviews, final placement, early joining, summer internships etc.
3. Counsel students who wish to pursue different careers and explain the different options available for them
4. Understand industry requirements and conduct industry surveys as well as network with companies and HR groups
5. Update faculty on latest trends in industry and recommend training programs for faculty and students.
6. Maintain corporate database
7. Assist faculty coordinators in organizing resume writing, group discussions, personal interviews, dressing professionally and skill development sessions for each department
8. Maintain Student Resumes
9. Arrange for interview facilities at the campus or coordinate for pool campus activities
10. To collect the appointment letters or correspond with companies to get them as soon as the interview is over. To distribute appointment letters and collect acceptance letters from the students and dispatch to employers
11. To give an annual report of all training and placement activities for the college in the month of May including but not limited to
  - a. Department wise placement statistics and summary
  - b. Trainings conducted during the academic year and its effectiveness
  - c. Strength and weaknesses of the institute in terms of placement
  - d. Placement strategy for the upcoming year
12. Collect information of all students who are eligible for placement at the beginning of each academic year
13. Coordinate with other MES colleges in case joint placement and/or training drives are required to be organized
14. Any other responsibilities as assigned by the Principal or CEO from time to time.

15. Coordinate pool and off-campus placement activities
16. Circulate details of pool and off-campus opportunities with students and faculty coordinators
17. At the end of the drive TPO should collect all the offer letters and send it to students and faculty
18. To establish a placement committee of faculty coordinators, students and staff to coordinate all activities of placement.
19. TPO should produce a weekly schedule of the placement activities of the following week and circulate it with all faculty
20. Meetings with principal, heads of departments, department placement coordinators must be conducted once every 2 weeks during the academic session
21. Any other meetings as requested by the principal or HODs from time to time. Maintain minutes of all meetings conducted by TPO.
22. All correspondences regarding placement or any other college activities must be conducted via official SVREC email IDs only.
23. All student data collected by Placement Officer or placement department or placement coordinator will be stored on using Google Docs provided. These details must be produced on demand of the principal.

The following information must be provided by the TPO as and when requested by the Principal. The details must also be stored and backed up on the College domain Google Drive on a regular basis.

- 1) Details of companies visited by TPO (including date and time)
- 2) Details of companies visiting the college
- 3) Details of companies contact details

### **Training Programs**

1. TPO should find and develop expertise within faculty of SVREC and conduct training programs for students as much as possible
2. In the event external trainers or agencies are required the TPO should seek prior approval from Principal before engaging them.

3. All receipts, payments and remuneration for training will be carried out through accounts department only.
4. Any external agencies engaged for training programs must be registered under GST and must provide GST certificate along with registration certificate to the accounts team. SVREC will withhold any taxes deemed statutory before making payments to external agencies.

## **Faculty Placement Coordinator(s)**

### **General Responsibilities**

- a. Coordinate with the TPO for all training and placement activities of the college.
- b. Counsel students who wish to pursue different careers and explain the different options available for them

### **Pre-Placement Trainings and Workshops**

1. Organize pre-placement activities and workshops for each department including but not limited to
  - a. CV writing workshop (In third year)
  - b. Mock group discussions and personal interviews (In third year and final year)
  - c. Interviewing workshops (In third and final year)
  - d. Conduct aptitude tests as part of class tests (In third and final year)
2. Keep updated for latest trends in Industry and introduce add on training programs to build technical skills in students (Second year onwards)
3. Conduct and coordinate industrial/company visits
4. Facilitate internships for students in industries. Coordinate with TPO to ensure a copy of internship certificate is obtained and kept on record.
5. Plan and conduct workshops and technical trainings for students who have drops
6. Organize guest lectures and information sessions from representatives of different industries (Min 1 per semester)
7. Participate in HR related workshops and seminars

8. Collect CVs/Biodata from all students at the start of the 6th semester. Verify their credentials with respect their marks sheets and once the results of a semester have been obtained, update the data and the eligible students for that semester.
9. Identify two student representatives for the department who will actively participate in placement work.
10. Inform the students about the date and time of interviews, campus placements.
11. Be present at the time of interviews or any on campus placement drives on a date given along with the two student representatives.
12. Collect the list of selected students from TPO and inform the students individually.
13. Distribute the appointment letters to the students and get the acceptance letters and give them to the TPO.

## **7.Duties and Responsibilities of Exam sections:**

### **Instructions to Invigilators:**

1. 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 15 minutes prior to the commencement of examination.
2. 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 Pagers are not allowed for the examinations.
3. There are four question papers with set number (1, 2, 3 and 4) for each subject. Ensure that the relevant question papers are given for distribution in the hall.
4. Distribute the question papers starting with the correct set number from the first candidate onwards and follow the distribution as in EAMCET examination.
5. Ask the candidates to enter the set number of question paper received by him / her in the two blocks on the first page of “Main Answer Book” and verify the signature affixed by the candidate. You have to sign on the title page of “Main Answer Book” after checking the Hall Ticket Number and set number of question paper issued to him.

6. Every candidate has to enter Serial No. of the “Main Answer Book” and the question paper set number in the “HALL-WISE ATTENDANCE” sheet and he / she has to put his/her signature. Fill up the entries at the bottom of this sheet and affix your signature.
7. Candidates are not allowed to leave the examination hall until 30 minutes from the commencement of examination. Please ensure to collect question papers from the students leaving the hall prior to last 30 minutes.
8. Please ensure to collect the answer book from the candidates before they leave the examination hall.
9. Please enter the set number of the question paper issued to each candidate in the “Seating Arrangement”. If the candidate is “absent” put a cross mark across the Hall Ticket Number in the seating arrangement with red ink.
10. At the end of examination collect the answer scripts from the candidates and arrange them as per question paper set number (1,2,3,4) separately in the increasing order of the Hall Ticket numbers and handover to the officer-in-charge of examinations.
11. Any correction in the Hall Ticket Number on the first page of “Main Answer Book” should be attested by Observer/Chief Superintendent.
12. Drawing sheets should be folded to the size of main answer book and the stamp showing the Hall Ticket Number should be visible on the top after folding.
13. If any candidate strikes off all answers in his/her main and additional answer books, ask the candidate to write, “struck off by me” on each page.
14. Malpractice cases, if any, should be reported to the Chief Superintendent/Observer immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.
15. Additional sheets stamped by the Exam Section only are valid.

**Norms for Conducting University Practical Examinations:**

1. Practical examinations have to be conducted in the respective Laboratories / Workshops / Drawing Halls only.

2. Both the examiners (Internal and External) have to assess the students for 50% of marks assigned for practical. Internal examiners have to brief the external examiners regarding allocation of marks for each component of practical activity.
3. Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
4. Both the examiners must sign on the Answer Sheets as well as on the award lists.

### **8. Roles and Responsibilities of the Librarian:**

1. To implement all library rules as defined by the Principal.
2. To ensure the documented Quality Management System is followed at various stages of library processes.
3. Responsible for overall functioning of the library.
4. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e-books , online resources etc. and renewal of books / magazines .
5. To display all technical articles, literature and new arrivals.
6. To execute any other work given by Principal.

### **Incentives to Faculty For R&D Activities:**

1. For Research papers presented within the country, the Institute will reimburse Travel expenses (second class train fare) and 80% of the Registration fee.
2. Visits to reputed Institutes and Organizations for the purpose of collaborative research are encouraged for a period of 2 to 4 weeks, in a year. Train fare by 2nd class and DA of Rs.100/- shall be paid by the Institute for this activity.
3. The Institute will bear the postal charges for sending research papers to International Journals.

### **Faculty pursuing Ph.D.:**

1. Faculty pursuing Ph.D. in approved institutes is eligible to avail leave against future vacation as applicable to PG Courses.

2. In addition to FUTURE VACATION, they can avail one day O.D. per week for interacting with their guides, without disrupting the classwork. To avail this facility, faculty has to submit proof of visiting their guides on day-to-day basis.

### **Faculty attending Seminars & Workshops:**

1. If Department sponsors the faculty for attending Seminars/Workshops / Short-term courses which are useful to the Department, the Institute pays the registration fee and DA @ Rs.100/- day. HOD should give proper justification for sponsoring the faculty.
2. If Faculty members are interested in attending seminars/short-term courses/workshops on their own, the Institute pays only 50% of the registration fee.

### **9. Duties and responsibilities of Lab In charge:**

The Lab In charge is responsible to conduct the laboratory sessions in a smooth manner by performing the following duties:

1. Recording the attendance of students in each session.
2. Maintaining the discipline and decorum of the students.
3. Demonstrating the experimental procedure to be followed and when necessary with particulars of theory and formula.
4. Guide the students in the conduct of the experiment.
5. Checking student observation books and records.
6. Report weekly to the Head of the Department on the progress and conduct of the laboratory sessions.
7. Ensure the safety of equipment by ensuring that these are securely stowed away at the end of the working hours.
8. Upkeep of laboratory area
9. Preparation of manuals for new experiments.
10. Maintenance of stock register of equipment, instruments etc.,
11. Maintenance and replenishment of stocks of consumables and spares.
- 12.

### **Duties and Responsibilities of Lab Assistant:**

The duties of the Lab Assistant shall be to assist the Lab in charge for

1. The maintenance and upkeep of the laboratory area– its cleanliness and tidiness.
2. The maintenance of lab manuals, catalogs, and maintenance manuals of lab equipment.
3. Checking that the equipment is functioning properly at least one day prior to the conduct of every laboratory session.
4. To bring to the attention of the Lab -In -charge periodic servicing requirements of equipment

## **LEAVE RULES**

### **Casual Leave**

1. A staff [who has put in one or more years of service] is credited a Casual Leave (CL) of 15 days in each calendar year.
2. In case of newly appointed faculty/staff members, a day's CL shall be granted for every completed service of one month for a period up to one year.
3. After completion of one year of service, the CL shall be granted in proportion to the period remaining till December of that year.
4. CL not exceeding seven days during one period of absence exclusive of Sundays and holidays shall be granted provided that such period of absence shall not exceed ten days.
5. CL cannot be combined with any type of leave.
6. CL cannot be claimed as right. The Casual Leave shall be get sanctioned before a staff avails or proceeds on leave.
7. Where a staff is unable to attend due to illness or other sufficient cause and obtain orders of the Competent Authority in time, he/she may be granted casual leave subsequently if he/she established to the satisfaction of such authority that he/she was unable to attend his/her duty or duties for reasons beyond his/her control.

### **General Leave Rules**

1. The newly appointed faculty/staff members are eligible for only Casual Leave for every completed service of one month for a period up to one year.
2. The staff is eligible for all other leave benefits only after completion of one years' satisfactory service in the College.
3. Leave cannot be claimed as a right. Discretion is reserved to the PRINCIPAL to grant leave to refuse or revoke leave at any time according to the exigencies.
4. A staff, who remains absent from duty without leave [for a period of four months or more] may be liable to be dismissed or removed from service.

## **Maternity Leave**

1. A female staff may be granted maternity leave for a period of one hundred and eighty days from the date of its commencement.
2. Maternity leave may also be granted in case of miscarriage or abortion, subject to the conditions that – (a) the leave does not exceed six weeks; and (b) the application for leave is supported by a medical certificate from a Registered Medical Practitioner
3. Maternity leave may be combined with vacation or any other kind of leave. Such leave not exceeding sixty days may be granted without production of medication certificate.

### **Dress Code: Faculty:**

Following is the dress code for the faculty of Institute:

Gentlemen	:	Tucked in shirts and shoes
Ladies	:	Saree / Punjabi dress

## **10. Student Code of Conduct:**

### **Dress Code:**

- 1) Wearing I-Cards on Campus is compulsory.
- 2) Students must produce the identity card, issued by the Institute on demand by campus security guards or any staff member of SVREC.
- 3) **Boys** students should wear only formal shirts and tuck-in their shirts while they are inside the campus. Wearing jeans, T-shirts and shirts with tattoos and any other form for symbols are strictly prohibited inside the campus.
- 4) **Girls** should wear either saree, or churidars with dupatta. Wearing half-saree, middies, jeans are strictly prohibited inside the campus.
- 5) Students are advised not to wear loose-fitting shirts or pants while doing workshop practical.
- 6) Students should wear the respective uniforms to attend their practical classes.
- 7) Students should wear leather shoes inside the workshop.

### **Attendance:**

- 1) A student shall be eligible to appear for University examinations if he/she acquires a minimum of 75% of attendance in aggregate of all the subjects.
- 2) Shortage of Attendance below 65% in aggregate shall in NO case be condoned.
- 3) Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the College Academic Committee.

- 4) A student will not be promoted to the next semester unless he satisfies the attendance requirement of the present semester / I year, as applicable. They may seek re-admission for that semester / I year when offered next.
- 5) Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that class and their registration shall stand cancelled.
- 6) A stipulated fee shall be payable towards Condonation of shortage of attendance.

### **Bad Behavior:**

- 1) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc., is prohibited.
- 2) Students must refrain from intentionally damaging or destroying Institute property or property of other students and/or faculty members.
- 3) Students must refrain from any disruptive activity in a classroom or in an event sponsored by the Institute.

### **Prohibited Activities:**

- 1) Organizing meetings and processions without permission from the Institute.
- 2) Accepting membership of religious or terrorist groups banned by the Institute/Government of India.
- 3) Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, contrary to law or policy.
- 4) Unauthorized possession or use of harmful chemicals and banned drugs smoking in the campus of the Institute.
- 5) Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
- 4) Rash driving on the campus that may cause any inconvenience to others.
- 5) Theft or unauthorized access to others' resources.
- 6) Misbehavior during any activity of the Institute
- 7) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
- 8) Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
- 9) Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.
- 10) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- 11) Students are expected to use the social media carefully and responsibly.

- 12) Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes
- 13) unauthorized entry, use, tamper, etc. of Institute property or facilities, offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

### **Breach of code of conduct:**

If there is a case against a student for a possible breach of code of conduct the committee may meet the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- 1) Warning- Indicating that the action of the said delinquent student was in violation of the Code and shall result in severe disciplinary action.
- 2) Restrictions -Reprimanding and restricting access to various facilities on the campus for a specified period of time.
- 3) Expulsion - Expulsion of a student from the Institute permanently.
- 4) Monetary penalty- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- 5) Suspension- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc.
- 6) Suspension may also follow by possible dismissal, along with the following additional penalties.
  - a. Ineligibility to reapply for admission to the Institute for a period of three years
  - b. Withholding the mark sheets or certificate for the courses studied or work carried out.

### **Classroom Discipline:**

- 1) The students are expected to be in the class 5 minutes before the scheduled time of the session.
- 2) Use of cell phones in the class rooms for speaking, texting, etc. is strictly prohibited.
- 3) Use of laptops in the classrooms for anything other than the session in progress is not permitted.
- 4) Academic decorum such as discipline, silence, courtesy etc. must be observed in the class.
- 5) Students are not permitted to enter or leave the class during the session without the consent of the faculty.
- 6) When the session is in progress eatables/ beverages are strictly prohibited in the class.
- 7) Students are expected to maintain cleanliness in the classroom and Institute premises.

### **Library Discipline:**

- 1) ID card is compulsory for issue of books
- 2) Reference books will not be issued.

- 3) Students can issue two books for seven days.
- 4) Students must check the books before they are issued. If books are damaged, it should be brought to the notice of the Library Staff.
- 5) Late return fine in respect of Books will be Rs. 5 per day.
- 6) Students are not allowed to bring any bags in the Library
- 7) Eating is prohibited in the Library.
- 8) Students should not keep any valuables on the Library racks. Library staff or management will not be responsible for any theft.
- 9) Students should not demand at the counter any materials such as pen, pencil, stapler, blank sheet etc.
- 10) If the books/ Magazines issued are lost, the student will have to replace the same title, or pay the price of the same with 'late return fine', if applicable.

### **Laboratory & Workshop Discipline:**

- 1) Students are to report for the required laboratory and workshop sessions on time.
- 2) Students are required to wear laboratory/workshop uniforms as prescribed by the institution. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
- 3) All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by the students.
- 4) Students must intimate the faculty laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
- 5) Any damage caused to equipment/machinery/appliances will be recovered by the Institution from the concerned student/students.
- 6) Students should adhere to the instructions given by the faculty/laboratory technician/workshop technician during the laboratory class.
- 7) All materials used in the laboratory/workshop are the property of the Institution and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.
- 8) Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

### **Examination Discipline:**

- 1) Books / Notes and all study material should be kept away as instructed by Supervisors.
- 2) No mobile phones will be allowed during exams
- 3) Nothing should be written on body, scale, calculators, pencils, eraser etc.
- 4) Nothing should be written on the question paper.
- 5) Talking to other students while in the Examination Hall is not permitted.
- 6) Use of any unfair means during the examination is strictly prohibited.
- 7) Students should be present inside the exam hall 10 minutes prior to the commencement of the examination.

### **Viva:**

- 1) Viva shall be considered as per the earlier notified schedule. Students have to present themselves at the specified venue at least 10 minutes before the scheduled time of commencement.
- 2) Before commencing the Viva, student's identity card and roll no. will be verified.
- 3) Mobile phones are not permitted to be on the person of the student while he/she appears for Viva.
- 4) Students are expected to conduct themselves politely and professionally at Viva which includes observance of the stipulated dress code.
- 5) Once Viva is over student is expected to leave the venue quietly without holding discussion with the students awaiting their turn for Viva.
- 6) The Examiner/s for Viva shall have ultimate responsibility and full authority for the smooth conduct of the Viva.

### **Placement Rules:**

- 1) Misconduct of any kind by the students in the company during the Summer Project / Placement training will lead to disqualification of the students from final placements program.
- 2) Once an intimation regarding placements is received from the interested organization a detailed information sheet with reference to company profile / job description, CTC etc will be sent to the organization. The received information sheet will be mailed to the student SVREC e-mail Ids and a copy will be put up on the notice board. The students are expected to go through and understand the job requirements before appearing for the placement procedures.
- 3) After accepting an offer, the student must ensure that he / she joins the company on the date required failing to which the institute will not give the student any recommendation letter and such student will be blacklisted from the placement cell.
- 4) Students selected from the campus are bound to accept the first offer made by the company failing to which the student will be excluded from further placement procedures.
- 5) It is the responsibility of the students to keep themselves informed about all placement activities going on in the Institute.
- 6) Once the interview schedule is fixed, it is mandatory for the students to attend the interview.
- 7) In case the candidate is unable to attend the interview, he/she needs to inform the Institute / Placement Coordinator (formal letter /e-mail) 48 hours prior to the schedule time of the interview.
- 8) The students who don't attend the interview due to health grounds will have to submit a certificate from the doctor citing the reasons for non- attendance.
- 9) If the candidate is unable to attend the interview without any form of communication to the Institute/ Placement Coordinator then the necessary assistance will not be provided by the institute for the future assignments.
- 10) If a particular candidate is selected in a company through campus placement procedure, the CV of that candidate will not be forwarded to any other company thereafter.

- 11) If the candidate has appeared for the interview and the outcome is not known then, the CV can be forwarded to another company.
- 12) Participation in all quasi- academic activities is compulsory. Default may result in debarring from placement activity.

### **Rules regarding appearing for an Interview:**

- 1) Present yourself in neat and pressed formal dress with tie and polished formal shoes. Nails ought to be trimmed.
- 2) Report at the placement Centre 30 minutes before the interview starts.
- 3) Keep an updated copy of your resume with you.
- 4) Keep sufficient number (min 2 copies) of your documents/ certificates/ photographs ready arranged in order.
- 5) Unless specifically asked to report later, students waiting for their turn should wait patiently at the placement Centre. You alone will be responsible if you miss your interview.
- 6) It is expected that the students have acquired all the relevant information about the scheduled company, sector, and competitors prior to appearing for the interview sessions.

### **Code of conduct for students during Campus Placements:**

#### **Prior to the Campus Placements**

1. Prepare well for the campus placements and avoid being overconfident and complacent.
2. Give utmost importance to punctuality; reach the venue 30 minutes before the scheduled time.
3. Be well-groomed and professionally dressed in formal wear during the entire process of the campus placements.
4. Display your identity card throughout the placement process.
5. Visit the websites of the recruiting companies to be well-aware of the recruiting companies. This will help you during HR interviews as there will be questions on this.
6. Remember that you are an ambassador for your Institute and you are expected to project a positive image of your Institute.
7. Three sets of your résumé is to be prepared. It should look impressive and be properly formatted and updated.

#### **Discipline during Pre-placement talk**

- 1) Switch off their mobile phones.
- 2) Sign on the attendance sheet that will be circulated on the day of campus placements at our Institute and also at other institutes during pool campus.
- 3) Be serious and attentive during the pre-placement talk.
- 4) Maintain silence during the pre-placement talk and do not engage in side-talk with fellow candidates.

- 5) Make a note of important points mentioned. There will be questions during the HR interviews on what has been told during the pre-placement talk.
- 6) If the company speakers encourage you to ask questions at the end of the talk, communicate in a responsible and intelligent manner.
- 7) Clarify doubts (if any) only at the end of pre-placement talk and do not interrupt the speakers during the pre-placement talk.
- 8) Not approach the company HR personnel directly. Always approach the college placement officer for any reason before and after the campus placements.

### **During the Aptitude and Technical tests**

- 1) Switch off your mobile phones.
- 2) Be seated in the classrooms quietly till the team comes to conduct the aptitude test or technical test.
- 3) Strictly avoid malpractices (like copying, discussing) during the tests.
- 4) Do not get into any arguments for any reason with the supervisor/company representative present in the classroom.
- 5) Carefully listen to and comply with all instructions given by the person conducting the test.
- 6) Be present at the stipulated time of declaration of results of the aptitude test, group discussion and the final selection.

### **After conclusion of placement activities**

- 1) Immediately after coming out of the interview room, write down the questions that were asked on the perforated sheet of the student diary and submit the same in the placement cell. This will help create a question bank for guiding your juniors.
- 2) Once selected by a company for a job, you will be ineligible for appearing for further placement.

### **Contribution expected from students**

- 1) Students will not only act as Brand Ambassadors of SVREC but will also contribute effectively to strengthen its Brand image. Therefore, students, both the existing as well as alumni, are expected to conduct, both, within and outside the campus, in a manner which will set examples to others by demonstrating their worthiness and capability within the community, and in the affairs of the country.
- 2) Students must understand that all tangible as well as intangible assets of the Institute are precious and need to be effectively used, preserved and maintained with utmost care.

### **Academic Honesty:**

SVREC seeks to maintain the highest standards of academic integrity amongst its faculty and students and hence expressly prohibits the following. Violations of the academic honesty policy can result in strict disciplinary action and/or expulsion from the Institute.

### **Cheating**

The improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following:

- 1) Copying from another student's test or homework paper.
- 2) Allowing another student to copy from a test or homework assignment.
- 3) Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including those stored in a calculator.
- 4) Having another individual write or plan a paper, including those bought from research paper services.
- 5) Submitting the same paper/project in more than one class.

### **Plagiarism**

The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

- 1) Submitting a paper purchased from a term paper service as one's own work.
- 2) Failing to accurately document information or wording obtained on the World Wide Web.
- 3) Submitting anyone else's paper as one's own work.

### **Bribery**

The offering, giving, receiving, or soliciting of any materials, items, or services of value to gain academic advantage for yourself or another.

### **Misrepresentation**

Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

### **Conspiracy and Collusion**

The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

### **Fabrication**

The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic professional advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects or internships. Examples include

- 1) Citing information not taken from the source indicated.
- 2) Listing sources in a Works Cited or reference not used in the academic exercise.
- 3) Inventing data or source information for research or other academic exercise.
- 4) Submitting any academic exercise as one's own (e.g. written or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including on-line sources.
- 5) Taking a test for someone else or permitting someone else to take a test for you.

### **Academic Misconduct**

The intentional violation of Institute policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include:

- 1) Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
- 2) Asking or bribing any other person to obtain a test or any information about a test.
- 3) Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
- 4) Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the Institute which relate to grades.

### **Improper Computer/Calculator/Cell Phone Use**

Examples of improper computer and/or calculator use include but are not limited to:

- 1) Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored or cell phone stored data and programs.
- 2) Selling or giving away all or part of the information on a calculator, computer disk or hard drive, which will be used as graded material.
- 3) Sharing a calculator or computer or cell phone while leaving answers on display or in memory.

- 4) Submitting a duplicate computer printout with only the student's name changed. This applies to homework and tests.

### **Disruptive Behavior**

Each student's and faculty's behavior in the classroom is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process, including the posting of inappropriate materials on chatroom or course sites.

The instructor has the authority to ask a disruptive student to leave the classroom, lab or Web course and to file disciplinary charges if disruptive behavior continues. Cell phones and beepers must not disturb class. Turn off these devices when entering the classroom.

All these activities constitute academic malpractice and can be punished using one of more of the following:

- 1) Getting a zero score on the assignment/assignments
- 2) Getting a zero score in the coursework
- 3) Suspension from the attending classes/institute
- 4) Withholding results
- 5) Expulsion from the institute

### **DISCIPLINARY ACTION FOR MALPRACTICES IN EXAMINATIONS:**

	<b>Nature of Malpractices/Improper conduct</b>	<b>Punishment</b>
1 (a)	If the candidate possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	If the candidate gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	If the candidate has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already

	material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.
3	If the candidate impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4	If the candidate smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5	If the candidate uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6	If the candidate refuses to obey the orders of the Chief Superintendent/Assistant -Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they

	his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	will be handed over to the police and a police case is registered against them.
7	If the candidate leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8	If the candidate possesses any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the college, expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and. a police case will be registered against them.
10	If the candidate comes in a drunken condition to	Expulsion from the examination hall and

	the examination hall.	cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the University for further action to award suitable punishment.	

### **Workshop Safety:**

- 1) Always listen carefully to the faculty and follow instructions.
- 2) Do not run in the workshop, you could 'bump' into another student and cause an accident.
- 3) Know where the emergency stop buttons are positioned in the workshop. If you see an accident at the other side of the workshop you can use the emergency stop button to turn off all electrical power to machines.
- 4) Always wear an apron as it will protect your clothes and hold loose clothing such as ties in place.
- 5) Wear good strong shoes. Slippers are not suitable.
- 6) When attempting practical work all stools should be put away.
- 7) Bags should not be brought into a workshop as people can trip over them.
- 8) When learning how to use a machine, listen very carefully to all the instructions given by the teacher. Ask questions, especially if you do not fully understand.
- 9) Do not use a machine if you have not been shown how to operate it safely by the teacher.
- 10) Always be patient, never rush in the workshop.
- 11) Always use a guard when working on a machine.
- 12) Keep hands away from moving/rotating machinery.
- 13) Use hand tools carefully, keeping both hands behind the cutting edge.
- 14) Report any damage to machines/equipment as this could cause an accident.

### **Hostels**

SVREC seeks to make high quality education accessible to everyone regardless of their location. Each hostel building has been designed to create the perfect study environment as well as a place in which students can pursue their personal talents including sports and other extra-curricular activities. All hostel facilities are located close to the college itself making it very convenient for students!

### **Hostel Rules and Regulations**

1. Ragging is strictly prohibited in any form; if someone found guilty, severe action will be taken.
2. Students are not allowed to consume alcoholic, narcotic drugs or any intoxicating substance in the hostel premises.
3. All visitors to the hostel including the parents/guardian will have to make necessary entries in the visitors' book available at the hostel entrance with the security guard.
4. Students should not keep any unauthorized property and unauthorized guests in his/her room.
5. No person, either guest or otherwise shall be permitted to stay overnight in any part of the hostel. In case, guest want to stay overnight in the hostel, he/she should take permission from warden.
6. Boys are not allowed to enter at the girl's hostel without permission.
7. All students are expected to be back in the hostel by 08.00 PM in the night. If any student wishes to be away, should take permission from the hostel authority with appropriate reasons.
8. Students are responsible for the safekeeping of their valuables. Students should provide their own locks and should take proper care of their belongings.
9. Students are not allowed to arrange any group religious activities in their room.
10. Students are not allowed to take common room's newspapers to their room at any time.
11. Students should handle hostel equipment, furniture, mess property carefully and not abuse or tamper with it. If so then applicable fine will be charged by the hostel management.
12. Students have to use water and electricity judiciously. If fan, tube, etc., found ON in the absence of the students at their rooms, fine will be charged by hostel authorities.
13. Garbage and wastage only be put at garbage box available nearby hostel premises
14. Students during their stay in the hostel will be governed by the hostel management rules.
15. No student shall use the service of a hostel housekeeping person for personal work.
16. Students will not enter rooms of other students without permission of the inmates.
17. Every case of illness and accident must be reported immediately to the hostel authorities.

18. No function or celebration shall be organized at hostel premises except with the permission of the Warden.
19. Students suffering from contagious disease will not be allowed to stay at hostel. Decision of the Warden in this regard will be final and binding.
20. Allotment of room furniture etc. will be entirely at the discretion of the Warden and no complaint in this regard will be entertained.
21. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking prior permission from the hostel management.
22. Any complaint from the neighbors/society will result in strict action.
23. Hostel accommodation (room) can be changed by the management if they found it necessary at any point of time.
24. Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel/ Institute.
25. Playing music/record player etc. loud enough to cause disturbance to his/her neighbor(s) is prohibited. Defaulters will be punished. Repeated acts will render cancellation of allotment of Hostel room.