

SREE VENKATESWARA COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu)

Under the aegis of

SREE VENKATESWARA EDUCATIONAL SOCIETY

CODE OF CONDUCT

AND

ROLES & RESPONSIBILITIES

ABSTRACT

This document gives a brief idea of the conditions of service and responsibilities of the employees of SREE VENKATESWARA COLLEGE OF ENGINEERING. It is made clear that the rules and roles applicable to the employees mentioned in this document are always subject to revision made by the authorities (AICTE/JNTUA/State Government) from time to time.

SVCE AT A GLANCE

Sree Venkateswara College of Engineering was established by Sree Venkateswara Educational Society in the year 2011 to provide quality engineering and technical education to the rural and underprivileged lot on par with creamy layer of society. The institute is approved by AICTE, New Delhi and affiliated to JNTUA, Anantapuramu. SVCE envisages in the comprehensive development of students and offers qualitative, enduring and enriching education making it a dynamic hub of academic excellence

Vision

- To develop highly skilled professionals with ethics & human values.
- To provide quality education to all sections of people irrespective of social order, gender & economic conditions.
- To strive for global recognition of the institution in technology and research.

Mission

- To impart quality education with industrial exposure and professional training.
- To produce competent and highly knowledgeable engineers with positive approach.

To develop self confidence among students which is an imperative pre-requisite to face the challenges of life



S. V. Padmajakani
PRINCIPAL
SREE VENKATESWARA COLLEGE
OF ENGINEERING
KODAVAI UR, SPSP Nellore Dist

Quality Policy

Sree Venkateswara College of Engineering is committed to impart quality education and training to students leading to degree in engineering and aims to be a reputed institution through continual improvement of its scholastic ability and effectiveness of Quality Management System. Our goal is to exceed the expectations of parents/students by providing best value for their money.

GENERAL RULES OF CONDUCT

1. Every employee shall at all times maintain absolute integrity and devotion to duty and also be honest and impartial in his/her official dealings.
2. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of duty.
3. Except for valid reasons and or unforeseen contingencies, no employee shall be absent from duty without prior permission.
4. All the teaching staff should adhere to the defined schedule in classroom teaching, conducting labs, tutorial and drawing classes according to the approved scheme of instruction.
5. Conduct of semester and mid- term examinations of the college, including invigilation, evaluation and assessment of the student's performance are part of the duties of teachers. The non- teaching staff shall assist in the arrangement for the smooth of examinations as assigned by the HOD.
6. No employee shall take active part in politics in the campus of the college or exploit his/her official position for political gains or permit the use of college facilities for political purpose.
7. No employee shall, in any print/digital/electronic broadcast or in any document published anonymously or in his/her own name or in the name of any other person make any statement of fact or opinion which has an adverse effect on any of the policy or action of the college.
8. No employee shall, except in accordance with any general or special order of the competent authority, communicate directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
9. No employee should use impertinent language and derogatory words while they are entrusted in any job from time to time. Also heads of departments are expected to give clear cut instructions to their subordinates for attending the jobs given to them.
10. No teacher or non-teaching staff shall directly or indirectly engage in the business of money lending/gambling/betting/lottery or any such other speculation.
11. Any employee who is convicted in any criminal case or insolvency shall be liable for dismissal from service without any show cause notice.



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