



Code of Conduct (Teaching and Non-Teaching Staff)

The Primary objective of Sri Venkateswara College of Engineering and Technology (SVCET), is to disseminate knowledge and impart instruction to students in different of Engineering, Management & Technology. The College also aims at promoting Research and Development, Consultation on projects and such other professional activities. The employees at all times should maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the college particularly in relationship with the students.

Insolence to any of the clause of "Code of Conduct" attracts disciplinary action in accordance with the service conditions of the college.

- All the employees shall be punctual to their duties and shall adhere to the college timings. 9.15 AM to 5.00 PM.
- All the teaching staff should adhere to the defined almanac in class room lecturing, conducting labs, tutorial and drawing classes according to the approved scheme of instruction.
- All the teaching and non-teaching staff should think at all times that justice is done to the students in all aspects with regards to instruction in the classroom, conduct of examinations and evaluation, All the teachers and non-teaching are expected to deal kindly with the students as far as possible with in the frame work of rules without sacrificing discipline. They are expected to maintain attendance records up to date and report periodically as per the rules in force.

- Conduct of Semester Examinations and Midterm Examinations of the college, including invigilation, evaluation and assessment of the student's performance, computation of attendance form a part of the duties of teachers. The non-teaching staff shall assist in the arrangements for the smooth conduct of examinations and attend all connected work as assigned by the HOD or person in-charge.
- No teacher or non-teaching staff shall engage himself in coaching privately any student for any remuneration. No employee shall directly or indirectly engage in the business of money lending / gambling / betting / lottery or any such other speculation.
- The technical staff in the various departments shall be punctual and shall keep the laboratories clean and presentable form for the use of the students and teaching staff during the normal working hours of the college. They shall strive hard to ensure that there will be no room for complaint either from the teachers or from the students.
- No employee should use impertinent language and derogatory loose talk while interacting with superiors and should obey the work entrusted. Also, the Heads of Departments or persons in-charge are expected to give clear, feasible instructions.
- No employee is expected to undertake any outside job and violation of the said clause will be dealt seriously. Any employee who is convicted in any criminal case or insolvency shall be liable for dismissal from service without any show-cause notice.
- No college employee shall take active part in politics while being in service.
- No employee shall have recourse to the press under any circumstance and should not approach any court for redressal of grievances without first representing to the management.