

# Code of Ethics

for

*Administrators, Faculty, Staff and Students*

of

Lakireddy Bali Reddy College of Engineering  
(Autonomous)

Mylavaram – 521230



### ***Policy statement***

*LBRCE Code of Ethics policy applies aims to formulate a set of standard practices and moral guidance for Students, Faculty, Staff, Governing body and administrators and provide them a broad view of the institutional policies and guidelines to be complied with, for the smooth and meaningful conduct of academic and professional activities, along with the fulfilment of social responsibilities at designated levels.*

***The Institution has a prescribed code of ethics for Administrators, Faculty, Staff and Students as follows.***

#### **I-Governing Body**

- The Governing body shall draw a clear vision indicating the aims and objectives of the institution
- It shall ensure that the employees safety and security remains protected.
- It shall ensure that value for money in procurement is achieved through stringent procurement policies and procedures and open and transparent mechanisms without any entry barriers and biases.
- The Governing Body shall be responsible for creating facilities and amenities for health and safety of the stakeholders in the institute's premises
- The Governing Body shall ensure equal opportunities for all as per the nature of job, positions, gender and other considerations as per law.
- Shall ensure that all students, faculty and staff are treated with dignity and fairness.

#### **II-Principal**

- Shall remain responsible for all administrative and academic activities in line with the directives of AICTE, UGC & JNTUK University and Government of Andhra Pradesh norms.
- Shall ensure that Faculty & Staff members of the desirable skills and attitude are appointed in a fair manner and given tasks as per their abilities.
- Shall ensure that professional conduct and discipline among students, faculty and staff is maintained.
- Shall act as the administrative and moral guardian for all students, faculty and staff.

#### **III- Vice-Principal**

- Shall aid the Principal in the discharge of regular administrative and academic functions

- Ensure that office staff act morally and treat every student and staff with respect.
- Monitor maintenance of Discipline in the campus.
- Monitor leave records like casual leave, vacation, on duty & permission of all faculty & Staff to ensure that employees get their due privileges and treated with dignity.

#### **IV- Dean-Academics**

- Shall plan, prepare, revise and monitor Curriculum design and implementation
- Shall prepare Academic calendar in consultation with Principal and Controller of Examination to ensure fair opportunities to all faculty and staff.
- Monitors the Faculty Performance appraisal aspects as per a standard format so that there is transparency and fairness.

#### **V-Dean-R & D**

- Shall Plan, prepare and implement R & D policy
- Shall ensure that ethical standards are maintained in all R&D activities, including research work and Patents.
- Encourage Faculty to submit research proposals by following ethical standards.

#### **VI- Controller of Examination**

- Shall plan, prepare and monitor the examination system of the college.
- Shall be responsible for the sanctity and fairness of the examination and evaluation system followed in the college.

#### **VII- IQAC Co-Ordinator**

- Shall plan, prepare and supervise quality benchmarks/parameters for various academic and administrative units of the college.
- Shall be responsible for creation of a learner-centric environment and maintenance of quality standards
- Responsible for development of Quality Culture in the institution.

#### **VIII- Head, Information Centre**

- Shall maintain repository of all official documents of the college and maintain due confidentiality while handling sensitive matters.
- Shall maintain fairness in dealing with various stakeholders and their data.

#### **IX- Head of the Department (HoD)**

- Shall be responsible for all the academic affairs of the Department.
- Shall monitor academic activities of the students, faculty and staff and ensure equal opportunities for all.

- Act as a moral guardian of all students and faculty of the department.

#### **X- Finance Manager**

- Shall keep proper account of financial transactions such as admission fees, semester fees, hostel fees etc.
- Shall ensure that all the financial transactions related to repair, maintenance, purchase etc are dealt in a fair and transparent manner.

#### **XI- Placement Officer:**

- Shall be responsible for all placement activities of the college.
- Shall ensure that good interface with various industries, companies and outside agencies is maintained.
- Shall treat all students and fellow staff with dignity and fairness.

#### **XII- System Administrator / In-Charge, SMD**

- Shall ensure that all the activities relating to Computer systems, Peripherals and networking are managed with ethical consideration.
- Shall ensure that hardware and the computer service team treat their task with the required fairness and discipline.

#### **XIII- Librarian**

- Shall ensure that all the books, journals, magazines, newspapers, CD's & other library materials are properly maintained.
- Shall ensure that all students, staff are treated with dignity and respect.
- Shall ensure that library personnel act ethically and with high moral order.

#### **XIV- Director, Physical Education**

- Shall be responsible for all the activities related to Physical Education and sports.
- Shall ensure that every stakeholder develops positive attitude towards health and wellness.
- Shall ensure that Physical education faculty and staff act ethically and with high moral order.

#### **XV- Workshop Superintendent**

- Shall remain responsible for repair and maintenance of all the machines and equipment in the workshops and treat all students and fellow colleagues with professional respect.
- Shall ensure that students and staff are provided all facilities and treated well inside the laboratories.

- Shall follow safety measures to keep students and staff safe and secure

#### **XVI- Transport In-Charge**

- Shall be responsible for arrangement of Bus Transport facilities for students and staff
- Shall ensure that library personnel act ethically and with high moral order.

#### **XVII- Hostel Warden**

- Shall be responsible for the welfare of all inmates.
- Shall maintain strict discipline among the incoming and outgoing of students of the hostels.
- Shall ensure that students and staff act ethically and with high moral order.

#### **XVIII- Store In charge**

- Shall supervise and check the functioning of stores by following proper procedure and ensure honesty in transactions.
- Shall ensure that store staff act ethically and with high moral order.

#### **XIX- Security Officer**

- Shall be responsible for maintenance of security and peaceful movement in the campus.
- Shall ensure that the assets of the institution are protected well and all staff, students and visitors are treated well.

#### **XX- FACULTY**

- In order to maintain professional atmosphere in the college, all faculty members are expected to follow the code of ethics in letter and spirit.
- The faculty members shall maintain integrity of character, be devoted to his / her duty in an honest and impartial manner.
- The faculty members shall be courteous and polite in his / her dealings with the Management, Principal, other faculty and staff, students, parents and the public.
- The faculty members shall exhibit utmost loyalty and shall always act in the best interests of the college.
- The faculty members shall treat students and fellow staff with dignity and respect.

#### **XXI- STAFF**

- In order to maintain professional atmosphere in the college, every Staff member is expected to follow the code of ethics in letter and spirit.
- The Staff members shall maintain integrity of character, be devoted to his / her duty in an honest and impartial manner.

- The Staff members shall be courteous and polite in his / her dealings with the Management, Principal, other Staff and staff, students, parents and the public.
- The Staff members shall exhibit utmost loyalty and shall always act in the best interests of the college.
- The staff shall treat students and fellow staff with dignity and respect.

## **XXII- STUDENTS**

- Students are expected to maintain the highest standards of discipline and dignified behavior inside the campus as well as outside.
- They shall abide by the rules and regulations of the college and uphold its dignity and prestige.
- Students must refrain from misbehaving or harassing other students.
- Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct, liable for strict disciplinary action.
- Students are expected to maintain silence and decorum inside the campus.
- All students are expected to be punctual in academic tasks.
- Students must maintain healthy relations with faculty and fellow students