



SPHOORTHY ENGINEERING COLLEGE

(Permanently Affiliated to JNTUH, Approved by AICTE, New Delhi, ISO 9001:2015 Certified.)
(NAAC Accredited, Recognized by UGC u/s 2(f) & 12(B))

Nadargul (V), Sagar Road, Near L.B. Nagar, Balapur (M), R.R. Dist, Telangana - 501 510.
Ph.: 08415-201137, 9392119392, Fax: 08415-201138, Email: sphoorthy_engg@yahoo.co.in

www.sphoorthyengg.ac.in

CODE OF CONDUCT

The code of conduct is formulated to foster and protect the core mission and values of the institute. It provides a clear guideline in respect of academic matters and personal behavior.

Code of Conduct – Students:

1. Students must wear ID cards during their stay in the institution.
2. Students must adhere strictly to all academic regulations.
3. Students must follow all safety and operational instructions in respective labs.
4. Students are strictly not allowed to indulge in any immoral and political activities in and around the institution.
5. Students must ensure self-discipline in the campus.
6. Students are liable for disciplinary action by the institution up on violation of any code of conduct mentioned above.

Code of Conduct - Faculty:

1. Faculty of the Institution should devote his whole time to the service of the Institution and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.
2. Every Faculty shall, at all times maintain absolute integrity and devotion to duty and shall do ensure the dignity of the Institution.
3. Every Faculty must strictly abide the institution policies, University norms and guidelines of other statutory bodies.
4. Faculty must follow ethics in research by not indulging in substandard research and publications in predatory journals.
5. Any Faculty shall not misuse the amenities provided to him/her by the institute for the discharge of official duties.
6. No Faculty shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the Institution to disrepute, nor shall he/she approach the media with his/her grievances.
7. No Faculty may absent himself/herself from duty without prior permission.
8. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.

9. Every Faculty shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.
10. Faculty is liable for appropriate disciplinary action by the institution up on violation of any code of conduct mentioned above.

Code of Conduct – Non Teaching / Technical / Support Staff

1. Strictly adhere to the timings of working hours and abide to the instructions of the administrative officer or section head.
2. Must devote his whole time to the service of the Institution and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties.
3. Shall not take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the Institution to disrepute, nor shall he/she approach the media with his/her grievances.
4. Must abide and follow the rules and regulations of the institution and other statutory bodies.
5. Liable for appropriate disciplinary action by the institution up on violation of any code of conduct mentioned above.