

K. S. R. M. COLLEGE OF ENGINEERING

UGC-AUTONOMOUS
Kadapa, Andhra Pradesh
www.kstmce.ac.in

Code of Ethics



CODE OF ETHICS FOR STUDENTS

Category	Human Values and Ethics
Approved by	College Academic Council
Approval date	25-08-2014
Effective date	25-08-2014
First review date	24-08-2018
Second review date	24-08-2022
Third review date	24-08-2026
Policy sponsor	Coordinator, Disciplinary Committee
Policy administrator	Coordinator, Disciplinary Committee
Version	1.0





Preamble

An essential component of the mission of KSRM College of Engineering (“KSRM”) is to create and sustain an atmosphere of intellectual excitement, a climate of inquiry and innovation among students. In pursuit of this mission, the College is committed to achieving academic excellence, to creating an environment for learning, and to cultivating responsible citizenship in the larger society.

The KSRM is a community in which intellectual growth, learning from others, mutual tolerance, and respect for freedom of thought and expression are principles of paramount importance. In an environment that promotes the free interchange of ideas, cultural and intellectual diversity, and a wealth of social opportunities, KSRM students take advantage of the academic and non-academic opportunities available to them, deepening their intellectual insights through formal instruction, and expanding their educational experience beyond their academic programmes. “Citizens” of the KSRM community include students, faculty, staff and those otherwise affiliated with the KSRM.

Accepting membership into the KSRM community as a student entails an obligation to promote its welfare by assuming the rights and responsibilities listed below. Each individual member of this community is responsible for his or her own actions and is expected to respect the rights of others.

The mission of the KSRM's Code of Ethics for Students ("Code") is to promote the growth of ethically responsible students. Striving for adherence to high standards of ethics will enhance the quality of the KSRM experience will enrich the image of KSRM.

Core Standards

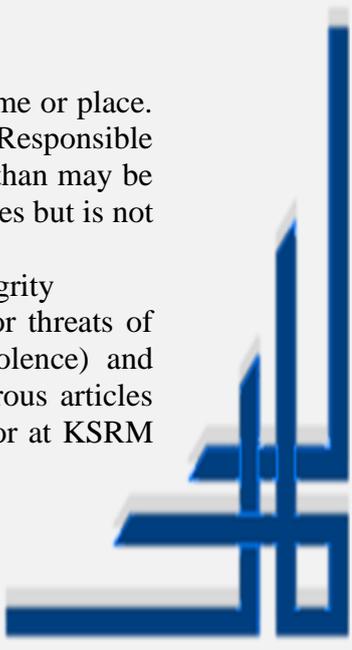
1. Rights of student citizenship

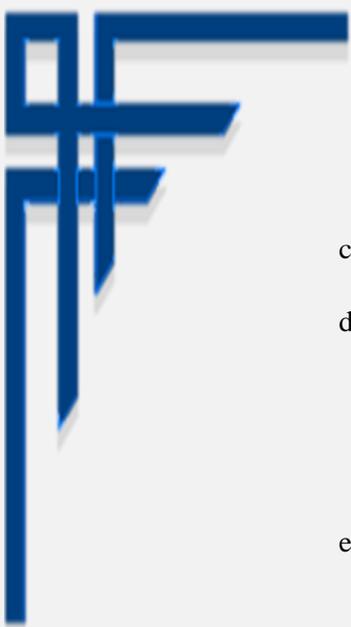
Membership in the KSRM community affords every student certain rights that are essential to its educational mission and its character as a community:

- A. The right to have access to and participate in the academic and non-academic opportunities afforded by KSRM, subject to applicable standards or requirements
- B. The right to freedom of thought and expression
- C. The right to be free from discrimination on the basis of race, color, gender, religion, national or ethnic origin, age, disability, or status as a disabled
- D. The right to fair judicial process in the determination of accountability for conducts

2. Responsibilities of student citizenship

Students are expected to exhibit responsible behavior regardless of time or place. Failure to do so may result in disciplinary action by the College. Responsible behavior is a standard of conduct which reflects higher expectations than may be prevalent outside the KSRM community. Responsible behavior includes but is not limited to the following obligations:

- a) To comply with all provisions of KSRM’s Code of Academic Integrity
 - b) To respect the health and safety of others. This precludes acts or threats of physical violence against another person (including sexual violence) and disorderly conduct. This also precludes the possession of dangerous articles (such as firearms, explosive materials, etc.) on KSRM property or at KSRM
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- events
- c) To respect the right of fellow students to participate in KSRM organizations and in relationships with other students without fear, threat, or act of hazing
 - d) To refrain from conduct towards other students that infringes upon the Rights of Student Citizenship. KSRM condemns hate speech, epithets, and racial, ethnic, sexual and religious slurs. However, the content of student speech or expression is not by itself a basis for disciplinary action. Student speech may be subject to discipline when it violates applicable laws or regulations or policies
 - e) To refrain from stealing, damaging, defacing, or misusing the property or facilities of KSRM or of others. This also precludes the disruption of computing services or interference with the rights of others to use computer resources
 - f) To be honest and truthful in dealings with the KSRM, about one's own identity (e.g., name or id number)
 - g) To cooperate fully and honestly in the Disciplinary System of the College, including the obligation to comply with all judicial sanctions
 - h) To comply with policies and regulations of KSRM (e.g., Anti-Ragging Regulations, Drug and Alcohol Policies, Sexual Harassment Policy, etc.)
 - i) To comply with central, state and local laws

Specific Standards

1. Representations

The KSRM student is expected to represent himself or herself honestly in all oral or written statements. The student will not knowingly misrepresent any material fact to other students, faculty, staff, prospective employer, or anyone else while representing himself or herself as a member of the KSRM community, especially through, but not limited to:

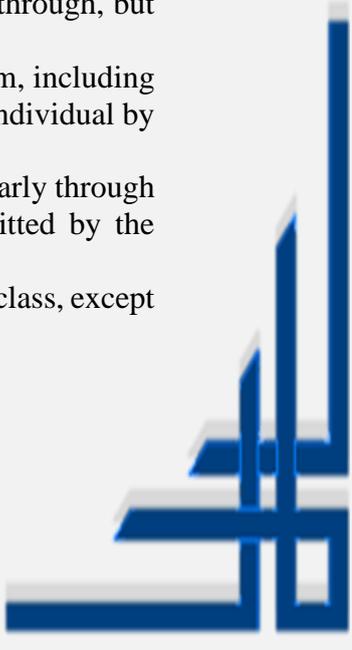
- a) Lying to prospective employers, either directly through oral or written statements or indirectly through misrepresentation of background in resume
- b) Misrepresenting any material fact on a KSRM application, financial aid form, or other official document
- c) Lying to a fellow student, a faculty member, or an administrator in order to gain preferential treatment

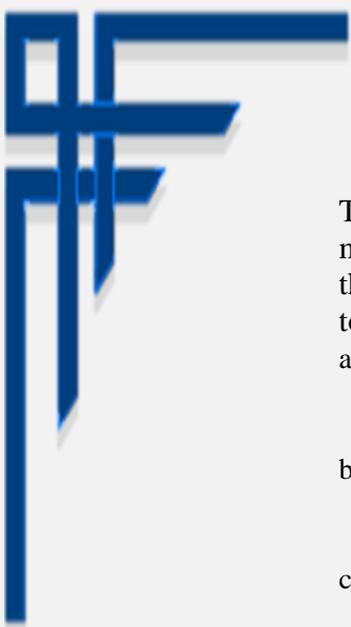
2. Academic pursuits

The KSRM student is expected to represent his or her academic product honestly and fairly. The student will not knowingly use any dishonest method to gain an unfair advantage over other students in academic pursuits, especially through, but not limited to:

- a) Giving or receiving any unauthorized aid on an assignment or exam, including working in groups on any assignment that has been designated as individual by the instructor
- b) Misrepresenting the originality of one's work (plagiarism), particularly through failing to footnote the contributions of another, except as permitted by the instructor
- c) Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor

3. Property





The KSRM student is expected to respect the materials, data, and property of other members of the KSRM community. The student will not misuse or misappropriate the materials, data, or other property of another, especially through, but not limited to:

- a) Accessing, removing, or destroying any information, materials, or other property from another student's or student organization's premises, locker, computer files, or mail folder without prior permission
- b) Accessing or removing without prior permission, or hiding or destroying any corporate records, files, job postings, or academic materials from the library, the career planning office, or any other administrative office
- c) Divulging proprietary or confidentially-provided information obtained for class assignments
- d) Utilizing for commercial gain any material, systems, websites, or software provided to or by KSRM specifically and restrictively for educational purposes without prior permission of the provider

4. Individual rights

The KSRM student is expected to respect the individual rights of others. Specifically, KSRM students will observe the College policies against harassment and discrimination. Any violation of these policies will attract disciplinary action

5. Grievance guidelines

In general, a student with a grievance should first discuss the matter with the immediate supervisor of the individual involved. In case of conflicts of interest, then the next non- conflicted level should be engaged. For academic matters the normal hierarchy is: a) relevant course faculty instructor → b) Mentor → c) Department Head → d) Principal → e) Director

At any point the student may wish to circumvent steps a-c and contact the Principal

If a student has a grievance concerning a non-academic matter, the suggested procedural steps should be discussion with: a) Mentor/warden → b) Department Head → c) Principal → d) Director

At any point the student may wish to circumvent steps a-b and contact the Principal

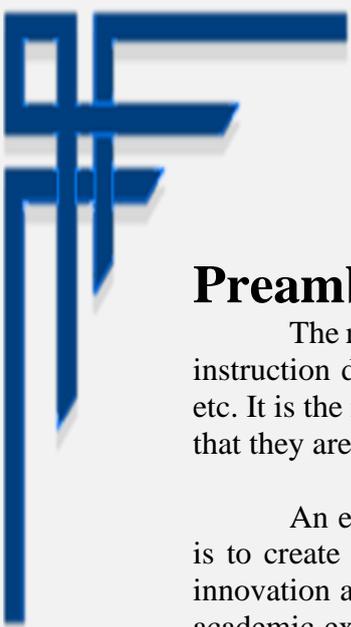




CODE OF CONDUCT & ETHICS FOR FACULTY

Category	Human Values and Ethics
Approved by	College Academic Council
Approval date	25-08-2014
Effective date	25-08-2014
First review date	24-08-2018
Second review date	24-08-2022
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Policy sponsor	College Academic Council
Policy administrator	College Academic Council
Version	1.0





Preamble

The mission of the College is to prepare the students for future. This entails high quality instruction delivery supported by allied activities like research, industry-institute interaction etc. It is the responsibility of the College to provide systematic support to faculty members so that they are properly equipped to meet the demands of the instruction.

An essential component of the mission of KSRM College of Engineering (“KSRM”) is to create and sustain an atmosphere of intellectual excitement, a climate of inquiry and innovation among students. In pursuit of this mission, the College is committed to achieving academic excellence, to creating an environment for learning, and to cultivating responsible citizenship in the larger society.

The KSRM is a community in which intellectual growth, learning from others, mutual tolerance, and respect for freedom of thought and expression are principles of paramount importance. In an environment that promotes the free interchange of ideas, cultural and intellectual diversity, and a wealth of social opportunities, KSRM faculty take advantage of the academic and non-academic opportunities available to them, deepening their teaching and scholarship, and expanding their activities beyond academic programmes.

“Citizens” of the KSRM community include students, faculty, staff and those otherwise affiliated with the KSRM. Accepting membership into the KSRM community as a faculty entails an obligation to promote its welfare by assuming the rights and responsibilities listed below. Each individual member of this community is responsible for his or her own actions and is expected to respect the rights of others.

The purpose of KSRM’s Code of Conduct and Ethics for Faculty ("Code") is to indicate in a general way the obligations of a faculty member toward the students and the College.

Core Standards

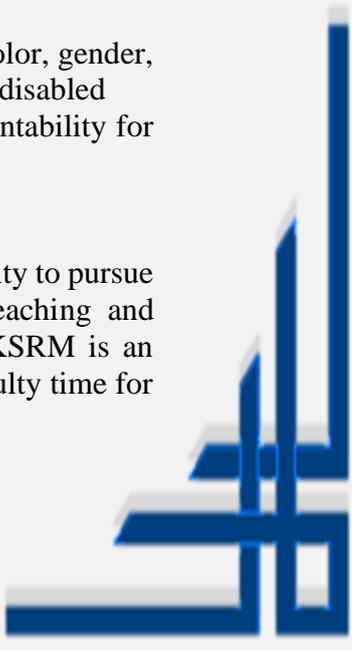
1. Rights of faculty citizenship

Membership in the KSRM community affords every faculty certain rights that are essential to its educational mission and its character as a community:

- A. The right to have access to and participate in the academic and non-academic opportunities afforded by KSRM, subject to applicable standards or requirements
- B. The right to freedom of thought and expression
- C. The right to be free from discrimination on the basis of race, color, gender, religion, national or ethnic origin, age, disability, or status as a disabled
- D. The right to fair judicial process in the determination of accountability for conducts

2. Responsibilities of faculty citizenship

KSRM allow faculty for a flexible scheduling of time and an opportunity to pursue intellectual interests relatively free from distraction. At KSRM, teaching and scholarship have equal rank and considered to be interdependent. KSRM is an institution of great complexity that requires a large expenditure of faculty time for its successful governance and operation





A. Teaching

Faculties are expected to participate fully in the teaching programme. Teaching loads, which may vary from time to time, are determined by the Head of each department in consultation with the faculty. The teaching of students at

all levels is to be distributed among faculty members without regard to rank or seniority as such. Basic-level courses are not deemed the exclusive province of the junior faculty nor advanced courses the unique domain of the senior faculty. It is important that students, including freshmen and sophomores, have significant opportunities to learn from eminent faculty. And junior faculty members should not be called upon to bear a disproportionately heavy share of the responsibility for large and pedagogically demanding basic-level courses. This is not to say that teaching assignments should be unrelated to research interests or teaching strengths. On the contrary, the marriage of teaching and research greatly enhances both enterprises. Comparative advantages and strengths are an appropriate consideration in allocating teaching responsibilities. Naturally, teachers should be flexible enough to offer courses outside narrow fields of specialization. Faculty members are also expected to bear their fair share of the responsibility for supervising student research and independent study. Becoming a member of KSRM Faculty implies a willingness to accommodate oneself to the scheduling of courses, laboratories, faculty meetings, and committee assignments. Faculty members are expected to be available for advising and individual student meetings by means of scheduled office hours or appointments or both. Moreover, faculty members are also expected to be easily available to their colleagues. Only compelling personal or professional reasons should prevent faculty members from holding classes at the scheduled times. Every effort should be made to reschedule classes missed because of a teacher's absence

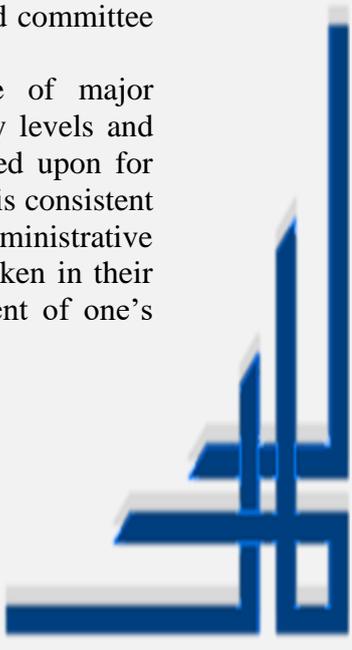
B. Research

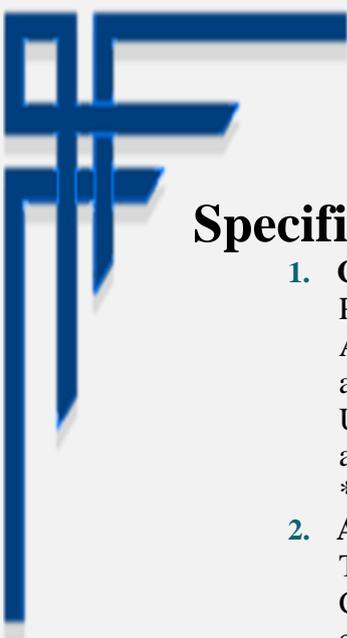
Faculty research and publications are expected to continue throughout their active careers. Teaching loads at KSRM generally reflect the assumption that a significant part of the faculty member's time will be devoted to research

C. Service

Another aspect of faculty activity is service to the department, the College. The faculty is involved in all decisions affecting courses, curricula, degrees, appointments and promotions, and in many other multifarious aspects of campus life and activities. Thus, service as administrators and committee members is an important part of faculty life

All three activities—teaching, research, and service—are of major importance, and all may be considered in determining salary levels and eligibility for promotion. Since some members may be called upon for extraordinary effort in one or more of these areas, such effort is consistent with adjustment in the others. Thus, exceptionally heavy administrative duties are often balanced by a reduction in teaching load. Taken in their entirety, faculty activities usually involve a total commitment of one's professional time and efforts





Specific Standards

1. **Caders and appointments**

Permissible ranks in faculty are i) Professor, ii) Associate Professor, and iii) Assistant Professor. UGC rules and regulations are adopted for faculty appointments considering their qualifications and experiences. Faculty will get UGC pay scales and other benefits prescribed by Government of Andhra Pradesh and extended by Governing Body of the College

*See Faculty Service Rules for detailed descriptions

2. **Adjunct faculty**

This group is composed of faculty members whose primary careers are outside the College faculty, whether self-employed or with other institutions of higher education, business or nonprofit organizations, or government agencies. Such persons may be appointed to part-time academic status in the College while continuing their principal associations or careers elsewhere

Academic ranks in the Adjunct Faculty are Adjunct Professor, Adjunct Associate Professor, and Adjunct Assistant Professor. These titles are to be written in full whenever used on documents, in listings of College personnel and in correspondence

See Faculty Service Rules for detailed descriptions

3. **Career opportunities and regulations**

See Faculty Service Rules for detailed descriptions

4. **Ethics and conduct**

Faculty members are expected to maintain a high degree of decorum and integrity at all times. Clearly, it is not possible to give a complete list of what is acceptable and what is not. This section, therefore, deals only generally

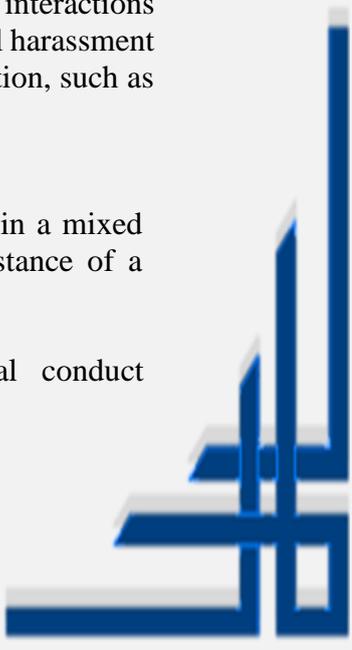
A. **Academic integrity**

The College takes a very serious view of any act of plagiarism. There are guidelines issued by National Academies on what constitutes plagiarism. In technical publications, all joint authors are responsible equally for any offence of plagiarism

See Code of Ethics in Research and Innovation for detailed descriptions

B. **Sexual harassment of women at the workplace**

This section is primarily meant for male faculty. As a faculty you would interact with a lot of female students. Likewise, you would interact with female colleagues and other staff. Your behavior in all such interactions must be impeccable. The Supreme Court of India defines sexual harassment as unwelcome sexual behavior, whether directly or by implication, such as through

- a. physical contact and advances
 - b. demand or request for sexual favors
 - c. sexually colored remarks (this includes colored jokes in a mixed company, or a classroom, or even within hearing distance of a female member of the community)
 - d. showing pornography
 - e. any other unwelcome physical, verbal or non-verbal conduct of sexual nature
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Any employee or student can approach the Women's Cell constituted by the College, either for advice or for redressal. An inquiry by the Women's Cell has the status of an official inquiry and employees have to cooperate with the Cell in its investigations

C. General conduct

- a. Joining political party or canvassing in an election is prohibited
- b. Criticism of the College in any mass media (print or electronic) is not permitted. Faculty can approach Grievance Redressal Committee or any other appropriate forum to express feelings

5. Grievance guidelines

In general, Faculty with a grievance should first discuss the matter with the immediate supervisor of the individual involved. In case of conflicts of interest, then the next non- conflicted level should be engaged. For academic matters the normal hierarchy is: a) Department Head → b) Principal → c) Director

At any point the faculty member may wish to circumvent steps a-b and contact the Director

If a faculty member has a grievance concerning a non-academic matter, the suggested procedural steps should be discussion with: a) Grievance redress committee → b) Principal → c) Director





KSRM College of Engineering, Kadapa

Faculty Evaluation System

1. Statement of Purpose

The mission of the College is to prepare the students for *future*. This entails high quality instruction delivery supported by allied activities like research, industry-institute interaction etc. It is the responsibility of the College to provide systematic support to faculty members so that they are properly equipped to meet the demands of the instruction. Faculty Evaluation is essential to identify the needs of the faculty members and students.

The performance evaluation desires building relationships among students, faculty members and administration based on trust, mutual commitment, and team effort. Intellectual honesty, rigor, and fairness are essential throughout the process. This system is designed so that individual faculty members are responsible for their own instructional improvement with some assistance from the College. Such a process ultimately will result in a better teaching and learning environment. Faculty Evaluation is **not** intended to be a punitive or disciplinary instrument.

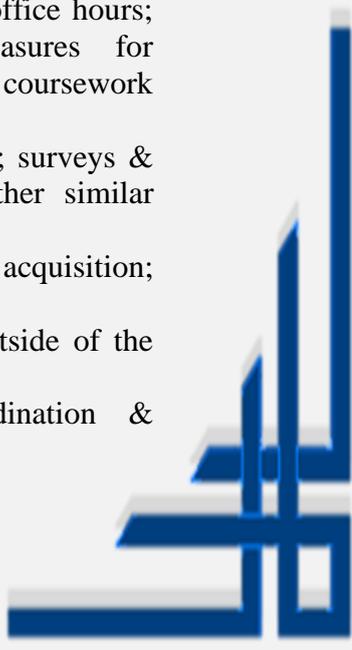
2. Objectives of Evaluation System

The objectives of the evaluation are as follows:

- a. Assess and promote excellence in the teaching-learning process
- b. Meet the educational needs of students by continually monitoring instructional performance
- c. Provide a constructive framework for evaluating faculty performance by identifying areas of strength and areas for improvement
- d. Provide a basis for professional growth and development of faculty members

3. Components of Evaluation System

Performance Evaluation is broadly categorized into two parts: a) Teaching, and b) Service. An explanation of the two aspects is given below:

- a) *Teaching* aspects include, but not limited to,
 - i. Teaching portfolio – Syllabus; course objectives & outcomes; course materials; quizzes, assignments, midterm tests
 - ii. Pedagogy – Teaching methodology; currency in the subject; presentation skill; curriculum improvement; professional & courteous interaction with students; availability to students during office hours; promotion of student achievements; remedial measures for academically weak students; integration of technology into coursework & delivery; effective utilization of class hours; punctuality
 - iii. Student assessment – Frequency & timing of assessment; surveys & feedback; analysis of student performance vis-à-vis other similar courses
 - iv. Documentation – Documenting the teaching processes; data acquisition; data analysis; generating reports
 - b) *Service* aspects include fulfilling the mission of the College outside of the classroom, but not limited to,
 - i. Department level assignments – Curriculum coordination &
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development; student advising & outreach; administrative assignments; committee works like conducting seminars, workshops & conferences; industrial visits; accreditation works; consultancy etc.

- ii. College level assignments – College committee works like examinations, accreditation, seminars, workshops, conferences; participation in college events like fresher’s day, college day, sports day; professional and courteous interaction with colleagues, staff & community; contribution to research projects; special courses; consultancy etc.
- iii. Personal career development – Acquiring higher qualifications; attending seminars, workshops, faculty development programmes, conferences; networking with industry experts; blogging on current/interesting topics etc.

4. Procedure for Evaluation

a) Establishing performance objectives

Performance objectives shall be in specific terms that produce measurable results. The suggested weight factors for Teaching and Service are 70% and 30%. These can be set differently for some faculty members like Head of Departments/Section Heads. Faculty members will be encouraged to write their own performance objectives for the two evaluation categories of Teaching and Service. Performance evaluation shall be done each of the two semesters in an academic year.

b) Initiation of evaluation process

Faculty members meet with their Heads to agree upon performance objectives. The performance objectives shall meet the instructional, Department, College and Individual’s goals.

c) Mid-semester review

All faculty members shall submit a mid-semester Faculty Self Evaluation report, say after first midterm test. At the same time, Student Evaluation of Instruction shall be obtained. The student rating is compared with Faculty Self Evaluation ratings and a *Gap Analysis* shall be prepared. The Gap Analysis compares perceptions of students and those of faculty members. The Heads shall suggest ways and means to bridge the Gaps

d) Semester end review

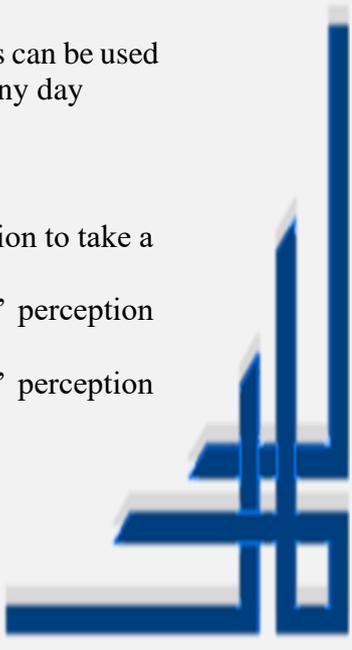
Semester end review is similar to mid-semester review. The Gap Analysis shall be reviewed by the Heads along with Principal/Director

5. Data Generation and Processing

The relevant data shall be captured continually. Google Forms & Sheets can be used for data capture. Dashboard can be designed to glean through data at any day

6. Data Forms

a) For students

- i. Pre-course survey – To know about students’ plan/preparation to take a course
 - ii. Mid-semester Evaluation of Instruction – To get students’ perception about the course instruction
 - iii. Semester-end Evaluation of Instruction – To get students’ perception about the course instruction
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- iv. Psychometric Survey – To know about students’ attitude/motivation towards studies
 - b) *For faculty members*
 - i. Day log – To capture day activity
 - ii. Student assessment – To capture quizzes, assignments and tests conducted
 - iii. Self-assessment report - To get perception of faculty on course delivery
 - iv. Department level log – To capture department level activities / assignments
 - v. College level log – To capture College level activities/assignments
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GOVERNANCE & RESPONSIBILITIES

Category	Governance
Approved by	Governing Body
First review date	May-2018
Second review date	May-2022
Third review date	May-2026
Policy administrator	Principal
Version	1.0



Preamble

KSRM College of Engineering (“KSRM”) is an offshoot of the visionary industrialist and Ex-Member of Parliament Sri Kandula Obul Reddy’s endeavors. He strongly wished to bring engineering education within reach of youth of Rayalaseema districts of Andhra Pradesh. The College is established during 1980-81 by non-profit charitable trust Sri Kandula Obul Reddy Charities. It has grown into an institute of excellence with constant efforts of Management, Principal, Faculty, students and all other stakeholders. This document describes the governance of the College along with the roles and responsibilities of Management and Administrators.

Governance Structure

1. Governing Body

The Governing Body (“GB”) is the supreme authority that directs and guides the conduct and quality of education programmes and their future development. The GB is constituted conforming to the statutory requirements of UGC, the affiliating University and the Government of Andhra Pradesh. The present constitution of the GB is:

Chairman	Management member
Correspondent	Management member
Member	Management member
Member	Management member
Member	Director, ex officio member
Member Secretary	Principal, ex officio member
Member	Faculty representative
Member	Faculty representative
Member	University nominee
Member	UGC nominee
Member	State Government nominee
Member	Industry/Academic expert

Role and Responsibilities

- a. The GB is the supreme authority that governs the major policies
- b. Approves the appointments of faculty and staff
- c. Approves the budget, major purchases and constructions
- d. Approves starting or closure of education programmes
- e. Reviews and approves major policies
- f. Meetings are generally spaced six months or at least two meeting in every academic year
- g. The Correspondent of the GB approves items which cannot await the next

- meeting of the GB and such decisions are approved post-facto by the GB
- h. Manages the finances of the College

2. Director

Role and Responsibilities

- a. Director is appointed by the GB and continues in office as long as the GB desires to continue her/him in the post
- b. Assists the GB in planning the education programmes, policies, finances
- c. Monitors the education programmes, policies and finances
- d. Reports directly to the GB
- e. Governed by the rules and regulations of faculty, as applicable

3. Principal

Role and Responsibilities

- a. Principal is appointed by the GB and continues in office as long as the GB desires to continue her/him in the post
- b. Assists the GB in planning the education programmes, policies, finances
- c. Monitors the education programmes, policies and finances
- d. Acts as Chairman of College Academic Council (CAC) and directs the CAC to deliver its mandate
- e. Principal is custodian of all the records
- f. Principal conducts the official correspondence with all the statutory agencies and affixes the signature on official documents
- g. Acts as Chief Controller of Examinations and affixes the signature on marks memos, provisional certificates
- h. Oversees the day-to-day administration of the College
- i. Draws and disburses the salaries of employees
- j. Governed by the rules and regulations of faculty as applicable
- k. All department, center and section heads report to the Principal
- l. Principal reports to Director and/or GB

