



Nawab Shah Alam Khan College of Engineering and Technology

16-4-1, New Malakpet, Near Railway Station, Telangana 500024

7.1.10. (QnM) The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Options:

- A. All of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above
- E. None of the above

Upload:

1. Code of ethics policy document
2. Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.
3. Any other relevant information

Response: A. All of the above


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Policy Documents on Code of ethics

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Sr. No.	Policy Document
1	Hand Book of Teacher Code of Conduct
2	Hand Book of Student Code of Conduct
3	Human Values and Professional Ethics Policy Document


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TEACHER CODE OF CONDUCT HANDBOOK




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***TEACHERS' HANDBOOK ON CODE OF CONDUCT AND ETHICS ALONG
WITH SOPs***

Introduction

The Institution advisory board is a composition of well experienced professionals from different fields which includes eminent educationist, industry personals, engineers, lawyers, financial experts and well experienced administrators committed towards Institutional growth by imparting quality technical education.

Vision

To impart quality technical education with strong ethics, producing technically sound engineers capable of serving the society and the nation in a responsible manner

Mission

M1: To provide adequate knowledge encompassing strong technical concepts and soft skills thereby inculcating sound ethics.

M2: To provide a conducive environment to nurture creativity in teaching- learning process.

M3: To identify and provide facilities which create opportunities for deserving students of all communities to excel in their chosen fields.

M4: To strive and contribute to the needs of the society and the nation by applying advanced engineering and technical concepts.

Guidance

The Institution is well functioning as per the policies, procedures and terms and conditions as laid down by Osmania University, AICTE and Govt. of Telangana for implementation of policies and requirements of Apex Educational Bodies, Human Resources. The Institution has formed systematic administrative bodies to guide and advice on various HR matters. To maintain a smooth and cordial relationship between employer and employee the Institute framed service rules and regulations which are amended from time to time. The same is distributed to all the staff of the college as a booklet.

Human Resource Policy

- a) Assessing man power requirements, type of employment, job profiles, selection methods, evaluation of appraisals and merits, framing guidelines for recruitment, probation,


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- regularization, promotions, internal transfers, superannuation, terminations and reemployment.
- b) Assessment of man power requirement for teaching and non - teaching in the departments and administrative staff separately at the beginning of the academic year for the new posts created, vacancies arise due to turnover of employees, expansion of the institution and to maintain adequate manpower cadre strength, staff and students ratio etc.
 - c) Selection of employees for various positions through various methods such as invitation for higher grade jobs and conducting open and walk-in-interviews for middle and lower grade positions.
 - d) Evaluating a systematic methods and techniques to recognize the talent, skill, performance, abilities, adaptability to changes in the working methods and required to render qualitative service for the development of the institution.
 - e) Enlightening the staff about latest advance methods of technology and educating how to utilize the available resources to work effectively to achieve results and goals.
 - f) Creating clear cut policies for upward and downward communications to the extent feasible and a well organized management information system.
 - g) Encouraging the employees to come up with their new ideas, best talent and skills to contribute for personal and overall development of institution by paving ways to utilize the opportunities.
 - h) Making employees members in various professional bodies like IETE, ISTE, IEEE, CSI etc. and making them partners in global development activities.

Objectives

Within the frame work of the above policy as indicated above, the following important objectives are visualized.

1. To recruit and retain best talent available and also to foster their development
2. To develop fair system of appraisal and advice on the provision of work satisfaction through fair treatment and opportunities for constructive work.
3. To advise and assist on the provisions of facilities and decent working conditions for employees.
4. To secure fair emoluments for employees commensurate with their performance and resources of the Institution


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5. To obtain constructive and achievement oriented employee relations with the employer.
6. To create working atmosphere to subdue personal traits and work freely without hindrance of abilities

Manpower Planning


Assessing manpower needs and identify locations where recruitments to be made.

- a. Defining job in terms of nature of duties, responsibilities, delegation of power, scope to act independently, derogatory powers and reporting to higher authorities etc.
- b. Classification of job in terms of teaching and non -teaching, technical and non -technical, professional and clerical nature, emergency based and ordinary jobs and under other categories.
- c. Selecting required man power through Recruitment and Selection policies and procedures.
- d. Hiring manpower for Security, Housekeeping, Gardening, Transportation and Canteen etc. on contract basis through recognized outsourcing agencies.

Recruitment and Selection

To define the nature of appointment i.e., Temporary / Regular/ Contract/ Ad-hoc.

- a) To fill the vacancies for the various positions of Teaching and Non-teaching by open advertisement, by an invitation, referral method and selection by promotion policy.
- b) Issuance of Application with all information required of the candidate in terms of personal data, academic and technical qualifications, experience etc.,
- c) Selection made by duly constituted Selection Committee which has University Experts in the subject, office bearers of the society as required under Statute. Methods adopted for selection is generally through a written test, class room demonstration, screening test and oral interviews conduct by the selection committee.
- d) Offering higher positions to the professionals from industrial and public sectors, research and development labs to utilize their valuable experience for the development of the institution.


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Training & Development

Every Employee of the college will be given best opportunity to the extent feasible for development of his/her qualification, skills, career, abilities to bear the responsibility, accountability and other essentials required.

- a) Enlightening the staff about the resources available inside and outside the campus, procedures to utilize the resources through proper channel.
- b) Motivating and creating confidence to learn and adopt new methods of technology and implement in their working areas to get effective results.
- c) Inspiring the staff to innovate for improvement of existing methods, find solutions for problems arise in implementation by providing internal and external program based trainings and on job and off job trainings.

Development Programme Facilities

Chalk out a periodical programme for betterment and advancement of individual performance as well as group evaluation through training and experience.

- a) Implementing a continuous process of review through the test based programmes and suggesting for more betterment in consultation with professionals and peers.
- b) A process of appreciation and suggestion from top management/Peers
- c) Adequate development exposures (i) External – Orientation / refresher courses at University and other Educational Institutions of higher learning (ii) Seminars at Educational Institutions and Professional /Technical bodies. Internal - through delegation, promotions, transfers and job rotation.

Promotion Policy

- a) Evaluation of promotion policies, procedure and methods for need based seniority based and merit based promotion system.
- b) Promotions are mainly based on performance, responsibility, accountability and sincerity in attending assigned jobs.
- c) Sanctioning of additional increments in appreciation of performance and other merit points.
- d) Making a clear cut policy about promotion such as minimum period in each stage, grade, eligibility criteria etc.



- e) Providing temporary opportunities to work in higher positions acquaint with work.
- f) Implementation of career advancement scheme for teaching and automatic advance increment scheme for non-teaching effectively.
- g) Providing opportunities for publication of books and papers and to do research work to make the staff eligible to be promoted to higher post.

Employee Turnover

- a) Superannuation
- b) Resignation
- c) Decease of an employee
- d) Transfer to any other institution sponsored by the Society
- e) Termination by suspension or Dismissal.

Performance Appraisals

- a) Self Appraisal System-Consisting of academic performance, additional responsibilities, research contribution and etc.
- b) PBAS API Scores
- c) Confidential Reports


Objectives of Appraisals

- a) Appraisal for betterment of an employee performance
- b) Appraisal to motivate employee to develop his/her performance as to be matching with the job requirement.
- c) Result based appraisal at a periodical review of performance.
- d) To encourage employees with good performance to develop competency.
- e) While appraising merits of the employee at the same time identifying and communicating drawbacks and giving suggestions to cover them.

Salary Administration

- a) Implementation of Govt. recommended pay scales to the regularized employees and prescribed salaries as per college rules in case of contract and Ad hoc employees.
- b) Implementation of pay scales recommended by the University Grants Commission for teaching staff and State Govt. salaries for non -teaching staff.


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- c) Consolidated salary will be paid to Temporary/Employees on Probationary with a fixed enhancement every year based on performance of the employee.
- d) Salary means basic pay with DA & HRA and AGP and other emoluments if any as per the Govt. pay scales and as per Institution rules and norms.
- e) DA will change as per state Govt. G.Os from time to time and revision of pay scales by the Govt.
- f) It is at discretion of the Management to revise pay structure as and when required and re-fix salary of any employee based on his/her individual performance, conduct and job requirements.

Employees' benefits and Social Security

- a) All regular employees of the institution are entitled for casual leave, special casual leave, earned leave, medical leave, maternity leave & study leave etc., as per the college service rules and regulations.
- b) Enrollment of employee in Provident Fund & Pension Scheme organized by Employees' Provident Fund Organization (EPFO).
- c) Encashment of earned leave.
- d) Allowing concessions in fee for the wards of the employees studying in the institution.
- e) Festival Advance to non-teaching staff once in every year.
- f) Accidental Insurance coverage to all employees of the institution.
- g) Encourage employees to participate in the events conducted in and outside the college to exhibit their talent and skills.

The published Service Rules, Policies and Procedures:

- The College rules, policies and procedures are made available on the college website, in the departments, in the library, etc for perusal of all its employees, students, and other stake holders
- The rules and policies regarding recruitment and promotion are as per AICTE and Osmania University norms, which are also made available on web, in the departments, in the library, etc for perusal.
- Academic regulations of Osmania University to which the college is affiliated are made available to all students for their perusal in hard copy and also placed on the college's web -site.


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- Awareness among the employees/students about these rules and procedures is created.

In addition

- The Sixth Pay Commission recommended Pay scales are implemented for faculty ratified by the Osmania University.
- The Telangana State Government's Pay Commission recommended scales are implemented to Non- Teaching Staff.

Recruitment Procedure:


Through University Selection Committees for Professors & Associate Professors:

- The approval of sanction of posts is first taken from the college management and advertisement is released inviting applications for the sanctioned posts as per AICTE norms.
- The advertisement is published in local and national Newspapers. The same is displayed on the college website.
- The applications of the candidates are sent to the affiliating university for scrutiny of certificates and Academic Performance Indicators (API) Scores.
- The list of candidates eligible for the post of Professor, Associate Professor will be communicated by the university.
- Selection committee duly appointed by the university will conduct the interviews and select candidates.
- The appointment is done after the due approval received from the university.

Assistant Professors:

- The approval to the sanctioned posts is first taken from the college management and as well as for releasing advertisement inviting applications for the sanctioned posts as per AICTE norms.
- The advertisement is published in local and national News Papers. The same is posted on the college's website.
- The list of eligible candidate names is sent to the University for conducting interviews.
- Selection committee duly appointed by the University conducts the interviews and selects candidates.


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Adhoc Appointments

- a) Approval to the sanctioned posts is first taken from the college management and as well as for releasing advertisement inviting applications for the sanctioned posts as per AICTE norms.
- b) The advertisement is published in local and national level news papers. The same is posted on the college's website.
- c) Eligible candidates are called for interviews.
- d) A duly constituted selection committee of the college conducts interviews and selects candidates.
- e) The appointment letters are given to the candidates.

Appointments-Supporting Staff:

- Approval to the sanctioned posts is first taken from the college management and as well as for releasing advertisement inviting applications for the sanctioned posts as per AICTE norms and as required by SBTE or by affiliating University.
- The advertisement is published at local and national level. The same is posted on the college's website.
- Eligible candidates are called for interviews.
- A duly constituted selection committee of the college conducts interviews and selects candidates.
- The appointment letters are given to the candidates.

Invitation

The Principal uses the method of invitation for getting the faculty recruited into the institution. The invitation is limited to Professor Cadre only.

Promotional Policies

The college has been following the promotional policies and guidelines laid down by AICTE/UGC for the promotion of faculty members.


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Service Rules, Conduct Rules and Duties

The Published rules in the form of a book, last published in 2012 including Service Rules, Conduct Rules, and Duties of Employees is made available in the library of the college, with Heads of Departments and Sections. The book covers the following:

- Service Rules
- Recruitment of Employees
- Nature of Appointment
- Selection Procedure
- Probation and Confirmation
- Services/ Termination of Services
- Pay and Allowance
- Lien
- Penalties and Punishments
- Code of Conduct
- Superannuation and Retirement Benefits
- Service Agreement
- Conduct Rules
- Duties and Responsibilities of Head of the Institution
- Duties and Responsibilities of Head of the Department
- Duties and Responsibilities of Faculty
- Duties and Responsibilities of Staff
- Leave rules regarding
 - Causal Leave
 - Half Pay Leave
 - Commuted Leave
 - Maternity Leave
 - Earned Leave
 - Extraordinary Leave

Rules and Regulations for the Engineering Programs, as stipulated by Osmania University are given in printed form to each student at the time of admission. The same is also made available in the college website.


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Grievance Mechanism

The institution has equal and impartial concern to protect and safe guard interests of each and every employee. The institution has a fine tuned mechanism to satisfy each and every employee within the purview of staff rules and regulations in permitted areas. Nevertheless if any employee feels that he has not accommodated suitably in the job or not compensated suitably, he may raise a grievance and seek redressal. He/she will submit complaint to immediate superior officer. In case if he/she failed to get response within 3 days from the date of complaint made, he/she will approach Head of the Department and submit a copy of a complaint which acknowledge by the superior. HOD will take up the case, inquire into the matters and find a solution within 7 working days and communicated to the employee. If HOD cannot find a solution for the grievance within 7 working days or solution arrived is not satisfactory to the employee then the employee will approach the Principal who is the head of grievances redressal committee constituted by the college. The matter will be taken up for the discussion in the committee and a solution will be arrived. Within time limits the Principal will implement the decision taken by the committee and this is final in the college purview.

Specify the mechanism and composition of Grievance Redressal system.

Grievance Redressal Process:

This cell is established with an aim and objective to provide the employees an easy and readily accessible mechanism for prompt disposal of their day to day grievances.

Grievance procedure for Redressal of grievances is as follows:

Complaints affecting one or more individual workers in respect of their

1. Salary
2. Payment of overtime allowance
3. Promotion
4. Increments
5. Leave
6. Seniority
7. Work assignment
8. Working conditions
9. Working hours
10. Work load

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11. Training

12. Settlement of terminal benefits.

Different stages for Redressal of grievances are:

First stage (Section/Department level): The aggrieved employee represents his/her grievance either in person or in writing to the concerned Person In-charge in the Dept, which is acknowledged. A written reply is sent to the employee under the signature of the In-charge/ HoD within 15 working days.

Second stage (Administration level): If the employee is not satisfied, he/she may request the Person In-charge / HoD to forward his/her grievance to the grievance committee constituted at Administration level comprising the following:

- a. Concerned Head of the Department
- b. Legal Advisor
- c. Principal

Along with concerned HoD, any two among the other two (b and c) would address the issue/grievance and after thorough screening of the grievance recommendations of the grievance committee will be communicated to the concerned employee within 15 days. A copy of the minutes of the grievance committee meeting is also provided to the employee.

Third stage (Academic and Staff Affairs Committee): If the employee is not satisfied with the reply given by the Grievance Committee at the second stage, he/she can represent the matter to the Management through Staff Affairs Committee.


At this stage, the representation or the grievance of the employee is forwarded to the Secretary of the Management Committee which is often resolved by the Secretary/Chairman at their level. If the solution is not arise, then it is forwarded to the Staff Affairs Committee by the Secretary.

The representation will be disposed off in the Staff Affairs Committee Meeting which usually takes place once in three months.

All the officers are try to put in their best efforts to examine and redress the genuine grievances submitted by employees at different stages expeditiously.

In case, if the employee is still not satisfied with the outcome of the Staff Affairs Committee, he/she can represent to Executive Committee and the decision of Executive Committee is final and binding.


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STUDENT CODE OF CONDUCT HANDBOOK




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STUDENTS HANDBOOK OF CODE OF CONDUCTS

1. PREAMBLE

This Handbook explains the standard procedures and practices of Matrusri Engineering College for all students enrolling with the Institute for pursuing varied courses. All students must abide by this Code of Conduct and the rights, responsibilities including the restrictions flowing from it. All Students are requested to be well conversant with this Code, which is also available on the official website of the Institute.

Vision

To impart quality technical education with strong ethics, producing technically sound engineers capable of serving the society and the nation in a responsible manner

Mission

M1: To provide adequate knowledge encompassing strong technical concepts and soft skills thereby inculcating sound ethics.

M2: To provide a conducive environment to nurture creativity in teaching- learning process.

M3: To identify and provide facilities which create opportunities for deserving students of all communities to excel in their chosen fields.

M4: To strive and contribute to the needs of the society and the nation by applying advanced engineering and technical concepts.

2. JURISDICTION

Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal. The Institute shall have the jurisdiction over the conduct of the students enrolled with the Institute and to have awareness of all acts of misconduct.

Student conduct and discipline as said in this Policy and other regulations as if the conduct has occurred on campus which shall include

- a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute; Occurred on campus which shall include
- c) Possession or use of weapons, explosives, or destructive devices off – campus


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- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off campus-community.


The Institute, while determining whether or not to exercise such off - campus jurisdiction in situations enumerated, the Institute shall consider the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off -campus conduct is part of a series of actions, which occurred both on, and off -campus.

3. ETHICS AND CONDUCT

This Code shall apply to all kinds of the conduct of students that occurs on the Institute premises including in college sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

1. Each student must be made aware of this Code at the time of admission.
 - a) He/she shall be regular and shall complete his/her studies in the Institute.
 - b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the management. As a result of such relieving, the student shall be required to clear pending dues
2. Institute promotes a safe and efficient climate by enforcing behavioral standards. All students should hold academic integrity, respect all persons and their rights and property and safety of others; etc.
3. All students are requested to not indulge in any and all forms of misconduct including part taking in any activity off -campus which can affect the Institute's interests and reputation substantially.
4. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc. damaging or destroying Institute property or property of other students and/or faculty members intentionally, any disruptive activity in a classroom or in an event sponsored by the Institute is punishable
5. Participating in the following activities is strictly prohibited
 - a) Organizing meetings and processions without permission from the Institute.


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- b) Accepting membership of religious or terrorist groups banned by the Institute/ Government.
 - Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - c) Unauthorized possession or use of harmful chemicals and banned drugs.
 - d) Smoking on the campus of the Institute.
 - e) Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
 - f) Parking a vehicle in a no parking zone or an area marked for parking of other types of vehicles.
 - g) Rash driving on the campus that may cause any inconvenience to others.
 - h) The unauthorized access to others resources.
 - i) Misbehavior during any activity of the Institute.
 - j) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; Inciting or participating in a riot or group disruption at the Institute.
6. Students should produce the identity card, issued by the Institute, on demand by campus security guards.
7. Students are advised not to interact on behalf of the Institute with media representatives or invite media persons onto the campus without the permission of the Institute authorities.
8. Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior Permission.
9. Students are not permitted to provide audio and video clippings of any activities on the campus to media without prior permission.
10. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
11. Students are strictly warned not to misuse the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use tamper etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others.


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12. Damage to or destruction of, any property of the Institute, or any property of others on the Institute premises is punishable

13. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent. Will be treated as deviation from the code of conduct.

14. Students indulge in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition, will be punished.

4. BREACH OF CODE OF CONDUCT

A committee will be formed to look in to the case against a student for a possible breach of the code of conduct and recommend a suitable disciplinary action. Committee shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student.

WARNING - If a delinquent student was in violation of the Code and repeats any acts of misconduct shall result in severe disciplinary action. He will be reprimanded and restricted from access to various facilities on the campus for a specified period of time. It may lead to suspension or expulsion.

EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student-related activities or campus residences etc.

MONETARY PENALTY – May also includes us pension or for feature of scholarship for a specific time period.

APPEAL -If the delinquent student is aggrieved by the imposition of any of the mentioned penalties, he/she may appeal to the Management/Principal/HOD/Class teacher/Mentor, the Principal's decision is final binding in all the cases where there is a possible misconduct by a student.

5. ACADEMIC INTEGRITY

Violation of academic integrity is considered as a serious offence as Academic Integrity encompasses honesty, responsibility and awareness relating to ethical standards for the conduct of research and learning. Academic integrity is essential to the success of the Institute and its research missions.


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1. Scope and purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students of the Institute. The students are required to adhere to the said policy. The purpose of the Policy is to clarify the principles of academic integrity, and to provide examples of dishonest conduct and violations of academic integrity.

B. The principles of academic integrity require that a student,

- Makes sure that all work submitted regarding a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

2. Violations of the policy include, but are not limited to:


i. Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

ii. Cheating includes, but is not limited to:

- a) Copying during examinations, and copying of home work assignments, term papers, theses or manuscripts.
- b) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- c) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- d) Altering previously evaluated and re-submitting the work for re-evaluation
- e) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

iii. It is necessary to protect actual professional independence, objectivity, commitment, and avoid an appearance of any impropriety arising from conflicts of interest.


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D. Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- (a) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during Examinations. The date should be indicated on each page.
- (b) Write clearly in your own words. It is necessary to resist the temptation to "copy and paste" from the Internet or other sources for class assignments, manuscripts, and project reports.
- (c) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations.

Individual and Collective Responsibility : The responsibility varies with the role one plays.

a) Student roles : Before submitting a report to the department, the student is responsible for checking the report for plagiarism using that is available on the web.

b) Faculty roles: Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data is properly recorded and saved for future reference.

In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity.

7. STUDENT GRIEVANCE PROCEDURE

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized herein above can approach the Student Grievance Redress cell at the Institute.

Further, any student who is aware of any violations must report the same to the Cell.

The Cell shall consist of members as appointed by the Principal.

There is a committee to monitor adherence to the Code of Conduct called Code of Conduct Committee.

The code of conduct of conduct committee of NSAKCET is the pivotal committee to monitor the adherence of code of conduct of all the staff and students. All the members of the committee are from College which includes HoDs, Section incharges, women staff & senior professors, Nawab Shah Alam Khan College of Engg& Tech has established under the aegis of MADRASA-E-AIZZA, a registered educational society in way back 1961. This college was

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started in 2008, represents a rich tradition of excellence in technology based education and located in the heart of the city at New Malakept Hyderabad.

Governing Body

The college is governed by the Governing Council for policy decisions and Executive Committee for day to day affairs. Seven Sub -committees are formed for an in depth analysis of each issue / matter. Actual decision making rests with these committees which are later ratified / modified by the Executive Committee and Governing Council. The title of each Sub -committee is indicative of its functions.

Following are the details of Governing Body members

The Governing Council is the highest policy making body of the college and meets at least once in six months. All the actions taken by the administration is to be ratified by this council .Members : Governing Body of the college consist of eleven members of the Society including Chairman, two faculty members, AICTE nominee, University and State Government nominees, Educationist / Academician / Technologist, and Principal as Member Secretary as per AICTE norms.

Frequency of Meetings : Once in a year.

College Academic and Audit Committee

This Committee is constituted to deal with all academic related affairs of the College, academic staff, academic planning, Instructional issues, Co-curricular activities, & Extra-curricular activities and maintaining discipline in the College Campus. The recommendations are sent to Board of Governors for further approvals.

Members of Committee: Principal, Management Representative, Vice Principal (Academics) Vice –Principal (Admin) , Head of the Departments, Senior Pofessors from other Institutions, Industry Expert and other Section Heads Library, Examination Branch, Training & Placement

Frequency of Meeting : Once in a Semester.

College Code of Conduct Committee

This Committee is constituted to deal with all the issues with the violation of human vaues and professional ethics, indiscipline among the students'. The recommendations of the issues addressed are sent to principal and other higher authorities for further approvals and necessary actions..


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Members of Committee: Principal, Management Representative, Vice Principal (Academics)
Vice –Principal (Admin) , Head of the Departments, Senior Professors from other Institutions,
and other Section Heads like Examination Branch, Training & Placement

Frequency of Meeting : Once in a Semester.


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POLICY DOCUMENT

ON

HUMAN VALUES AND PROFESSIONAL


ETHICS




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www.nsakcet.ac.in


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HUMAN VALUES & PROFESSIONAL ETHICS POLICY

Institution organizes professional ethics programmes for students, teachers, administrators and other staff.

Policy of the institute:

About Institution:

Nawab Shah Alam Khan College of Engg& Tech has established under the aegis of MADRASA-E-AIZZA, a registered educational society in way back 1961. This college was started in 2008, represents a rich tradition of excellence in technology based education and located in the heart of the city at New Malakept Hyderabad. The executive committee of NSAKCET Education Society is the pivotal decision making body of the Society for all the colleges run by the Society. The members of this committee are with a lofty vision and mission to impart technical education of highest standards among the students.

Vision:

To impart quality technical education with strong ethics, producing technically sound engineers capable of serving the society and the nation in a responsible manner.

Mission:

M1: To provide adequate knowledge encompassing strong technical concepts and soft skills thereby inculcating sound ethics.

M2: To provide a conducive environment to nurture creativity in teaching- learning process.


M3: To identify and provide facilities which create opportunities for deserving students of all communities to excel in their chosen fields.

M4: To strive and contribute to the needs of the society and the nation by applying advanced engineering and technical concepts. knowledge to the needs of society and the industry.

HUMAN VALUE

A human value is defined as 'A principle that promotes well being or prevents harm'. The various factors responsible for evolving human values are our religious Leaders and Savior's teachings and practices, need and judgment of fulfilling individuals need in the society. Human values can be assured of a happy and harmonious human society. We cultivate and inculcate these values among the student and the staff through teaching, co-curricular and extracurricular activities. We as an academic institution believed that along with knowledge, wisdom is essential for sound growth of the society. In this regards, inculcation of human values among the budding citizens of


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the nation is very important. Hence we are very much concerned to observe the following human values

Right Conduct:

- a) **Self- Help Skills:** Care of possessions, diet, hygiene, modesty, posture, self reliance, and tidy appearance.
- b) **Social Skills:** Good behavior, good manners, good relationships, helpfulness, no wastage and good environment.
- c) **Ethical Skills:** Good conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and sense of responsibility.

Peace:

Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, gratitude, happiness, harmony, humility, inner silence, optimism, patience, reflection, satisfaction, acceptance, control, self -esteem, tolerance, and understanding.

Truth:

Accuracy, curiosity, fairness, fearlessness, honesty, integrity, intuition, justice, optimism, purity, quest for knowledge, reason, self-analysis, sincerity, synthesis, truthfulness, and determination.

Love:

"Love conquers all" says Geoffrey Chaucer. It has immense value. Acceptance, affection, care, compassion, consideration, dedication, devotion, forgiveness, friendship, generosity, gentleness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, tolerance and trust are the segments of love.

Co-operation:

It is the process of working together to the same end. It is undeniably one of the most vital assets one can have when working through a problem. Having the opinion and voice of another person will not only draw out a discussion, but also lead to a well rounded solution.

Honesty:

The idea of staying true to oneself can often feel intimidating and impossible, but what most people felt to realize is that it is not the act of simply telling the truth that makes someone honest rather the quality of person who is being honest. An honest man is often straight forward, upright, sincere and fair.


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Trust: I

It is a reliability and truth. Without trust, the world simply would not function. We create documents, money and bullet proof glass because we have lost faith that's why the most important human values. Learn to trust and be trusted, is not an easy task, but it's important is beyond measure. In short, one cannot serve in a world without trust.

Non-Violence:

- a) Psychological: Benevolence, compassion, concern for others, consideration, forgiveness, morality, loyalty and happiness.
- b) Social: Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

Wisdom:

Its value is very important while living the lives. Wisdom is often confused with the words like knowledge and intelligence. But wisdom is defined as the quality of having experience and good judgment. Wisdom becomes necessary when society gets cramp with knowledge. In the explosion of knowledge based society, wisdom becomes the necessity.

Integrity:

It is defined as the unity of thought, word and deed(honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well -informed decisions. It yields the person's "Peace of mind", and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self -direction virtues. It enthuse people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self -respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles, moral uprightness.

Respect

: This is a basic requirement for nurturing friendship, team work, and for the synergy it promotes and sustains. The principles enunciated in this regard are:

- Recognize and accept the existence of other persons as human beings, because they have a right to live, just as you have.


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- Respect other's ideas (decisions), words, and labor (actions). One need not accept or approve or award them, but shall listen to them first. One can correct or warn, if they commit mistakes. Appreciate colleagues and subordinates on their positive actions. Criticize constructively and encourage them. They are bound to improve their performance, by learning properly and by putting more efforts.

Caring:

Caring is feeling for others. It is a process which exhibits the interest in, and support for, the welfare of others with fairness, impartiality and justice in all activities, among the employees, in the context of professional ethics. It includes showing respect to the feelings of others, and also respecting and preserving the interests of all others concerned. Caring is reflected in activities such as friendship, membership in social clubs and professional societies, and through various transactions in the family, fraternity, community, country and in international councils.

Honesty:

Honesty is a virtue, and it is exhibited in two aspects namely,

- Truthfulness is to face the responsibilities upon telling truth. One should keep one's word or promise. By admitting one's mistake committed (one needs courage to do that!), it is easy to fix them.
- Trustworthiness is a reliable engineering judgment, maintenance of truth, defending the truth, and communicating the truth, only when it does well to others.


Courage:

Courage is the tendency to accept and face risks and difficult tasks in rational ways. Self confidence is the basic requirement to nurture courage. Courage is classified into three types, based on the types of risks, namely Physical courage, Social courage, and Intellectual courage.

Valuing Time:

Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Time management is the key to increase effectiveness, efficiency or productivity.


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Cooperation:

It is a team -spirit present with every individual engaged in engineering. Co-operation is activity between two persons or sectors that aims at integration of operations (synergy), while not sacrificing the autonomy of either party. Further, working together ensures, coherence, i.e., blending of different skills required, towards common goals.

Empathy:

Empathy is social radar. Sensing what others feel about, without their open talk, is the essence of empathy. Empathy begins with showing concern , and then obtaining and understanding the feelings of others. It is also defined as the ability to put one's self into the psychological frame of reference or point of view of another, to know what the other person feels. It includes the imaginative projection into other's feelings and understanding of other's background such as parentage, physical and mental state, economic situation, and association. This is an essential ingredient for good human relations and transactions.

Self-Confidence:

Certainty in one's own capabilities, values, and goals, is self-confidence. These people are usually positive thinking, flexible and willing to change. They respect others so much as they respect themselves. Self-confidence is positive attitude, where in the individual has some positive and realistic view of himself, with respect to the situations in which one gets involved. The people with self -confidence exhibit courage to get into action and unshakable faith in their abilities, whatever may be their positions.

Character:

It is a characteristic property that defines the behavior of an individual. It is the pattern of virtues (morally -desirable features). Character includes attributes that determine a person's moral and ethical actions and responses. It is also the ground on which morals and values blossom. People are divided into several categories, according to common tendencies such as ruthless, aggressiveness, and ambition, constricting selfishness, stinginess, or

cheerfulness, generosity and good will. Active (great and the mediocre),


and the apathetic (purely

and

he apathetic (purely

apathetic or dull), and the intelligent are the characters should be followed by the engineers.


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Spirituality:

Spirituality is a way of living that emphasizes the constant awareness and recognition of the spiritual dimension (mind and its development) of nature and people, with a dynamic balance between the material development and the spiritual development. This is said to be the great virtue of Indian philosophy for Indians. Sometimes, spirituality includes the faith or belief in supernatural power/ God, regarding the worldly events. It functions as a fertilizer for the soil character to blossom into values and morals. Spirituality includes creativity, communication, recognition of the individual as human being (as opposed to a life-less machine), respect to others, acceptance (stop finding faults with colleagues and accept them the way they are), vision (looking beyond the obvious and not believing anyone blindly), and partnership (not being too authoritative, and always sharing responsibility with others, for better returns).

Loyalty:

Loyalty is faithfulness or a devotion to a person, country, group, or cause. Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly interpersonal and only other human beings can be the object of loyalty.


Passion:

Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction.

Commitment:

Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.


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Attitude:

It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex and an acquired state through experiences.

Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude change, consumer behavior, and attitude-behavior relationships.

Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day to day life. Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.

Credib

ility & Responsibility:

The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

PROFESSIONAL ETHICS

Professional ethics is the set of standards adopted by professionals. Every profession has its professional ethics: medicine, law, pharmacy etc. Engineering ethics is the set of ethical standards that applies to the engineering profession. Some of the important characteristics of professional ethics are:

Formal code:


Unlike common morality and personal morality, professional ethics is usually stated in a formal code. Many such codes are promulgated by various components of the profession.

Focus:

The professional codes of ethics of a given profession focus on the issues that are important in that profession. Professional codes in the legal profession concern themselves with questions such as perjury of clients and the unauthorized practice of law.


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Precedence:

In a professional relationship, professional ethics takes precedence over personal morality. This characteristic has an advantage, but it can also produce complications. The advantage is that a client can justifiably have some expectations of a professional, even if the client has no knowledge of the personal morality of the professional.

Restriction:

The professional ethics sometimes differs from personal morality in its degree of restriction of personal conduct. Sometimes professional ethics is more restrictive than personal morality, and sometimes it is less restrictive.

Two dimensional:

Professional ethics, like any ethics, has a negative as well as a positive dimension. Being ethical has two aspects: (a) preventing and avoiding evil, and (b) doing or promoting good.

Role morality:

This means the moral obligations based on special roles and relationships. For example, Parents having a set of obligations to their children, such as not to harm their children, nourish them and promote their flourishing. A political leader has a role morality, the obligation to promote the well-being of citizens. Professional ethics is one of the examples of role morality.

Engineers have an ethical and social responsibility to themselves, their clients and society. Practically (although there is much debate about this), engineering ethics is about balancing cost, schedule, and risk. Engineering ethics is a means to increase the ability of concerned engineers, managers, citizens and others to responsibly confront moral issues raised by technological activities. The awareness of moral issues and decisions confronting individuals and organizations are involved in Engineering & Technology. **Courses offered by the University/Institution.** The institution offers a course on Essence of Indian Traditional Knowledge, Human Values and professional ethics, Intellectual Property Rights.



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7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in this regard.

Details of the monitoring committee composite and minutes of the committee meeting, number of programmes organized, report on the various programs etc., in support of the claims.

INDEX

Sr. No.	Description
1	Committee to monitor adherence to the Code of Conduct
2	Programmes on professional ethics for students, teachers, administrators and other staff
3	Annual awareness programmes on code of conduct


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CIRCULAR

Date:- 15th Oct-2020

With the instructions of the Honorable Chairman, all the HODs and Section in-charges are informed to meeting on 16th –Oct-2020 in Principal office .

Principal

Copy to

1. Vice Principal (Admin)
2. Vice-Principal(Academics)
3. Copy to All HODs
4. Office File

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MINUTES OF MEETING

Minutes of the meeting held on 16th Oct 2020 at 2.30 p.m. in principal's office at Nawab Shah Alam Khan College of Engineering Technology, Malakpet Hyderabad.

The following members were present:-

1. Dr. Syed Abdul Sattar	Principal
2. Mr. Syed Farukh Anwar	Vice Principal(Admin) and HoD (Civil)
3. Dr. Mohammad S. Qaseem	Vice-Principal (Academics) and HoD (Civil)
4. Dr. Mir Moazzam Ali	Senior Prof. Chemistry Dept.
5. Dr. Mujahid Hussaini	HOD, Mechanical Engg. Dept.
6. Dr. G.S. Rao	HOD IT Dept.
7. Mr. Mohammed Khaleel Ahmed	i/c HOD, CSE
8. Ms. Shanila Mehreen	HOD ECE
9. Mr. Ahmed Maaz	HOD, EEE
10. Dr. Kasim Ali	HOD. H&S
11. Mr. G. Vijay Kuamr	In-charge Examcell
12. Mr. M.S. Bhatia	In-charge T&P

Sr. 1. Welcome address by the principal Dr. Syed Abdual Sattar, principal, NSAKCET chaired the meeting. He extended a warm welcome to the members present fore put the agenda of the meeting members.

Sr. No: 2 & 3 & 5 & 6 & 7 To report on Academic and other important activities and events in the college

Sr. No.3. Dr: Syed Abdul Sattar Principal, NSAKCET gave a power point presentation, enlightening the academic activities, events conducted, staff selection by duly constituted committees, faculty availability, appointment of staff, result analysis, equipment procured etc. In addition to this he also shared

Sr. No. 4 Important communications, Policy decisions received from Government of Telangana/ SBTET/ AICTE./ Affiliated Universities etc.

Sr. No. 5. To discuss about the budget for the financial year 2020-21


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The Draft Budget presented by the Principal has been discussed. Members expressed their opinions about need of development of infrastructure in the labs and other facilities. Allocation of funds for automation of Methods. Research & Development activities in the college are widely discussed. .

However all the Members are satisfied about allocation of funds and Draft Budget is approved in proceedings and forwarded for final approval

Sr. No. 6. : Status of Research Project submitted to DST under CSRI of Govt. of India and arranging the series of lectures by eminent persons from Industry /R&D organizations may be organized to expose the faculties and students to the latest developments in R&D and Industry. Staff an students may be encouraged to take up research projects in collaboration with Govt and research laboratories

He suggested to have a road map for the development of the college, for a period of 5 years.

Sr. No. 7. Any other items with the approval of the principal.


The principal presented the Policy documents like Anti Ragging, Green Campus, Plastic Free campus, Environment and Energy Usage, disabled students, Code of conduct for teaching and nonteaching faculty, code of conduct of students, Human values & professional ethics etc.

The meeting was concluded with vote of thanks by the Chairman.

Dr. Syed Abdul Sattar

Principal


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CODE OF CONDUCT COMMITTEE TO MONITOR ADHERENCE TO THE CODE OF CONDUCT

Discipline, Human Values and professional Ethics are the bridge between goals and accomplishment. Hence education should bring in moral. Ethical values of well being to learners and every educator and educating institution should strive hard to bring in the core human values in the process of learning.

OBJECTIVES

The committee mainly focuses:

- To solve staff related problems and create conducive environment in college
- To solve student related problems and create a healthy environment in college.
- To make the student aware about the discipline rules and enforces to follow.
- To take disciplinary action against any of the misconduct.

Responsibilities of Discipline Committee

To ensure calm and peaceful academic atmosphere in the campus.

- To avoid physical confrontation among students and staff
- To ensure all the students and staff wear ID Cards while they are in the campus.
- To enforce total prohibition of cell phone usage by the students and staff while the class work is going on
- To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- To prevent the students leaving the college early without prior permission from the concerned authorities.
- To prohibited Smoking strictly in the college campus.
- To maintain proper discipline in the college canteen and student waiting room during the college working hours.
- To assist the college anti-ragging committee in preventing ragging in the College.

Following are the details of Code of Conduct committee members.

The College constitutes a Code of Conduct Committee which ensures the students and staff to follow rules and maintains discipline, dignity and decorum in the college community. The following is the committee constituted in the year 2020-21

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Academic year 2020-21

Dt: 08th-Oct-2020

CIRCULAR

All the disciplinary committee members are requested to attend the meeting at 10:30AM on 09th-Oct-2020 in the conference hall without fail.

Prof. Syed Farukh Anwar

Chairman, Discipline Committee

Copy to

1. Principal for information
2. All the Committee Members
3. All the HODs for Information

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Code of Conduct committee

1. Prof. Syed Farukh Anwar,	Vice-principal (Admin)	Chairman
2. Dr. Mohammed Sanaullah Qaseem	Vice-Principal (Academics)	ViceChairman
3. Dr. Mujahid Hussaini	HOD. Mechanical	Coordinator
4. Prof. Raza Ahmed Khan	Associate Prof. Mech	Member
5. Prof. Mohammed Khaleel Ahmed	i/c HOD, CSE	Member
6. Prof. Shanila Mehreen	HOD ECE	Member
7. Dr. G. Vijay Kumar	Incharge Exam Cell	Member
8. Prof. Tagore Singh	Associate Prof, Civil	Member


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MINUTES OF THE MEETING OF COLLEGE DISCIPLINARY COMMITTEE HELD ON 09.10.2020 AT 10:30 AM IN THE CONFERENCE HALL.


Following members were present.

MEMBERS PRESENT:

1. Prof. Syed Farukh Anwar,	Vice-principal (Admin)	Chairman
2. Dr. Mohammed Sanaullah Qaseem	Vice-Principal (Academics)	ViceChairman
3. Dr. Mujahid Hussaini	HOD. Mechanical	Coordinator
4. Prof. Raza Ahmed Khan	Associate Prof. Mech	Member
5. Prof. Mohammed Khaleel Ahmed	i/c HOD, CSE	Member
6. Prof. Shanila Mehreen	HOD ECE	Membe
7. Dr. G. Vijay Kumar	Incharge Exam Cell	Member
8. Prof. Tagore Singh	Associate Prof, Civil	Member

All the members met and discussed the following.


1. The Committee decided to coordinate with parents, guardians and Social activists to resolve the issues in case of any major indiscipline activity.
2. The Committee also made recommendations to avoid confrontation.
3. The Committee insisted to enforce strict discipline in the college campus round the clock.
4. To monitor the movement of the students and staff in the college and prevent students loitering around in the corridors during the college working hours.
5. To conduct enquiries on report of indisciplinary activities of students.


Prof. Syed Farukh Anwar
Chairman, Discipline Committee

Copy to

1. Principal for information
2. All the Committee Members


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7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Institution organizes professional ethics programmes for students, teachers, administrators and other staff

Interactive Session by Mr. Faheem Syed, Motivational Speaker Human Values

A interactive session was organized by NSAKCET to share the thoughts on '**Role of Engineers in Nation Building**'. Institution informed about the steps taken towards Entrepreneurship Development Activities and professional Ethics which is helpful to inspire students and staff producing exceptional qualities in their domain of interest. Speaker for the session was International Motivational speaker! Embraced 10 awards! Trained 30k+ students including Corporate employees and also mentored individuals to establish business in all walks of life! 21yrs of corporate experience! Travelled 20+ countries! Been to United Nations! Interviewed 50+ Intellectuals! on 08-07-2021.



Inspiring speech by Mr. Faheem Syed, Freelancer Motivational Speaker



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**Inspiring speech by Mr. Faheem Syed, Freelancer Motivational Speaker on ER Activities
on 8th July 2021**


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Seminar conducted on Dr. B.V. Raju, Principal ACE Engg College Hyd.



Guest Lecture on “ Campus Recruitment and professional Ethics” by Syed Faqrudin Ahmed

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Drug Awareness by Hyderabad Police on NSAKCET Campus



Drug Awareness by Hyderabad Police on NSAKCET Campus


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Three Week Induction Program for the Students

Induction program for students of B.E. I year at Nawab Shah Alam Khan College of Engineering and Technology, Malakpet Hyderabad conducted from 20th –November-2021.

- As part of induction program an orientation program was organized by the college on day-1 i.e.20th –Nov-2021 with an intent of interacting with freshman Engineering students and their parents to facilitate the academic, cultur and their social responsibilities.
- The program activities are linked to the key strategic goals of the university, enhancing the student experience, developing excellence in learning and teaching and encouraging participation of students from diverse cultural and social backgrounds.
- Class room sessions to the students to bring about familiarization to the department and introduction to the curriculum were carried out from the next session.
- Students were exposed to various proficiency modules like Computer Aided Design technologies and Computer Skills Lab to explore the new trends in the field of Engineering and technology.
- Students were encouraged in extra-curricular and co-curricular activities like creative arts, yoga, sports, literary events etc. to ensure that the students develop better social skills, organizational skills, better sense of responsibility which in turn improve their academic performance.
- Some of the eminent speakers who delivered the lectures include :
 1. Dr. P. Laxminarayana, Registrar Osmania University, Hyderabad,
 2. Dr. K. Shymala, Professor & Director Academic Audit Cell, Osmania University Hyderabad.
 3. Dr. P. Sudha, Professor UCE and BoS of Computer Science and Engineering, Osmania University Hyderabad .
 4. Dr. L. Nirmala Devi, Professor and Head ECE, UCE, Osmania University Hyderabad.
 5. Dr. Sukanya V, Professor CSE, UCE, Osmania University Hyderabad.
 6. Dr. Mohammed Abdul Hameed, Professor of CSE and Training & Placement officer UCE, Osmania University Hyderabad.
 7. Dr. Ahmed Baig , Director, Anwar-Uloom education society.



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Lecture by Dr. P. Sudha, Professor UCE and BoS CSE, Osmania University Hyd

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Invited Talk

by

Dr. L. Nirmala Devi,

Professor & Head

Electronics & Communication Engg,

University College of Engineering,

Osmania University, Hyderabad.

Venue: NSAKCET Seminar Hall **Date & Time:** 9-12-2021(Thursday), 11:00AM

Organized by

Electronics & Communication Engineering Department



Lecture by Dr. Nirmala Devi, Professor and BoS ECE Osmania University Hyd.

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Invited Talk

by

Prof. Sukanya V,

Professor

**Computer Science and Engineering Department,
University College of Engineering,
Osmania University, Hyderabad.**

Venue: NSAKCET Seminar Hall **Date & Time:** 9-12-2021(Thursday), 2:00PM

Organized by

Computer Science & Engineering Department



Lecture by Dr. Sukanya V, Professor CSE Dept. UCE, Osmania University

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Invited Talk

by

Dr. Mohammed Abdul Hameed,

Professor in Computer Science & Engineering Dept.

& Training and Placement Officer,

University College of Engineering,

Osmania University, Hyderabad.

Venue: NSAKCET Seminar Hall Date & Time: 10-12-2021 (Friday), 11:00AM

Organized by

CSE & IT Departments



Dr. Mohd. Abdul Hameed, Prof. in CSE Dept. & Training and Placement Officer, O.U. Hyd.

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Lecture by Mr. Syed Faqrudin Ahmed, Corporate Trainer, life coach and Motivational Speaker



Dr. Ahmed Baig, Director Anwar Uloom Education Society


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Lecture By Dr, Syed Abdul Sattar, Principal NSAKCET


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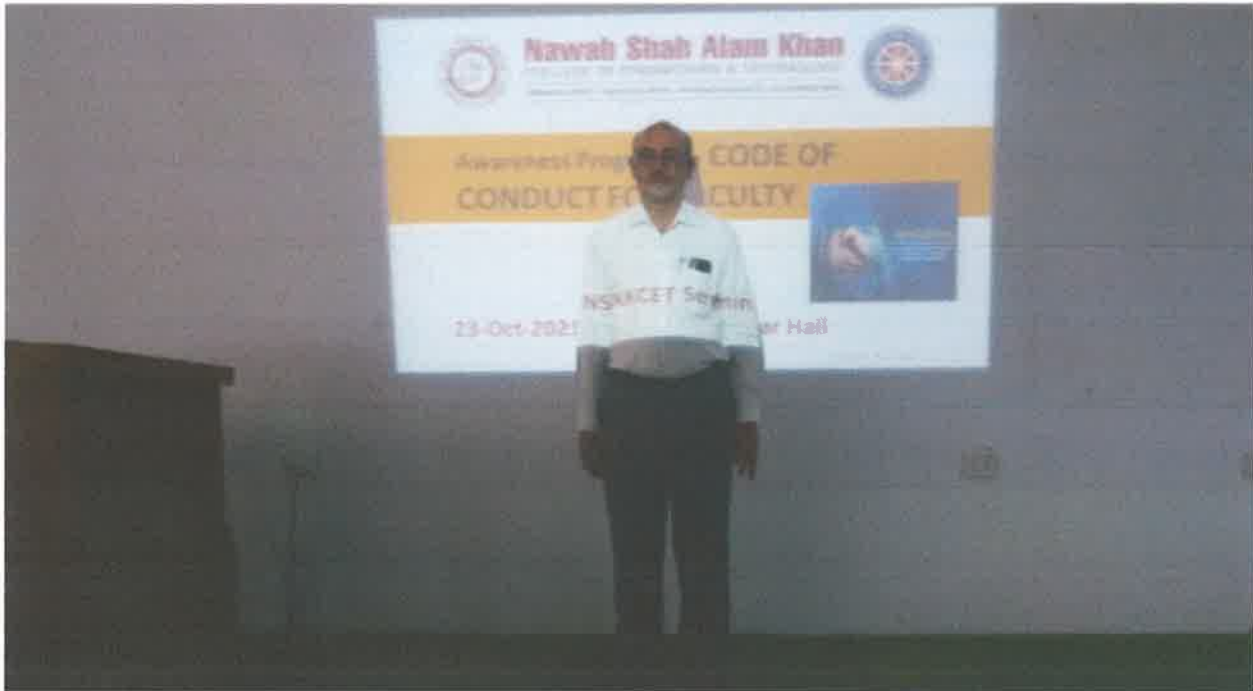



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ANNUAL AWARENESS PROGRAM ON PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR NSAKCET, STAFF

The Nawab Shah Alam Khan College of Engineering and Technology is committed to the overall development of the students and their staff in turn national building and social responsibilities. In this regard every year the institute conducts one day awareness program on professional ethics and code of conduct for staff and make aware of the guide lines & instructions issued by the Govt and management time to time,




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Awareness Program on Professional Ethics and Social Responsibilities for Staff of NSAKCET on 23rd-Oct -2021



Awareness Program on Professional Ethics and Social Responsibilities for Staff of NSAKCET

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REPORT ON THE STUDENT ATTRIBUTES FACILITATED BY THE COLLEGE

Nawab Shah Alam Khan College of Engineering and Technology has put its maximum efforts for the development of student attributes in all the aspect through a code of conduct which is helpful for their personal and professional growth. The students are trained to the remarkable value which help them in creating a positive and productive atmosphere which includes a true sense of responsibilities which endorses the quality imparted at national and international level. The students are regularly counseled by the teachers which helps in building the cordial relation among the teachers and students. The college has its won mechanism of collecting the feedback from the students and staff on curricular aspect and the infrastructural development. This continuous feedback system helps is over all development in the teaching and the personal growth. The management also strongly supports and invests in the infrastructural development. The college have different committees functioning like Anti ragging Committee, Grievance redressal Committee, Women Development cell and other committees; these committees works very closely with the departments of the colleges which helps in creating the Harmonious relation in the campus. The College always tries to keep the maximum attendance through proper counseling of the students and conducting the parent and Teachers meet regularly as well intimating the parents through letters. Many courses are been included in the curriculum on gender equality and social ethics, with this the students are been made to accept the social diversity and equality which is usually taught by through different team activities. The students gets a sense of true patriotism by celebrating the national festivals at the institute, this also helps knowing the unity, social responsibilities and self respect.

For the all around and faster development of the students, the there is need of striking balance between curriculum they are implementing and co-curricular activities. Students utilizes the co-curricular activities to improve their respective skills like communication, sports, cultural etc; which helps them to build the intrapersonal relationship among the students and staff. The N.S.S. unit and other students chapters of the college organizes the various activities in this regard bring the sense of acceptability and responsibility towards the nature and society as well personal development.


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This how the students indentifies and improves the academic, cultural, sports, communication, leadership qualities, competitive spirit, sportsmanship, etc. through the different events conducted by the institute.

Since last more than 13 years the Nawab Shah Alam Khan College of Engineering and Technology is facilitating all the required support in all the aspect to nurture the academic growth of the students and build the responsible citizen of the country.

Principal

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