HANDBOOK
ON
POLICY DOCUMENTS

SHADAN

COLLEGE OF ENGINEERING AND TECHNOLOGY, HYDERABAD
(An ISO 9001:2015 Certified Institution)

TABLE OF CONTENTS

I (i) ABOUT SCET

Shadan College of Engineering and Technology (SCET) was established in the year 1995 by Shadan Educational Society, a society whose promotors where visionaries and intellectuals from various walks of life all working under the guardianship of the legendary educationist, Dr. Mohd Vizarath Rasool Khan. SCET was the first minority Engineering College to be affiliated to Jawaharlal Nehru Technological University (JNTUH) in 1995. The college is committed to provide quality Technical Education and Innovation since its inception. SCET started with three B. Tech Courses (CSE, ECE and M.E) with a total intake of 140 students and over a period of 25 years has emerged as an institution Par Excellence providing technological platform for students enabling them to excel in their careers and diverse fields of life. The college presently offers 8 Under Graduate (B. Tech) courses in CSE, AI&DS, AI&ML, IT, ECE, EEE, MECH and Civil branches and 7 Post Graduate (M.Tech) Programme in CSE, CS, AI&DS, CN & IS, VLSI, ES, CAD/CAM and MBA with a total intake of 792. The Institution has produced more than 10000 Engineers till date who are working successfully in INDIA and across the globe.

Presently, SCET is led by a Young, Dynamic, Enlightened and Visionary personality, Mr. Mohd Shah Alam Rasool Khan, Chairman, Shadan Educational Society who always strives and ensures that the quality benchmark of SCET is maintained.

Every effort is made to by management to develop necessary infrastructure, teaching learning process, support services and facilities for extracurricular activities in an exemplary manner. Any initiative that is required is always forth coming and necessary finances are provided for building the institution. State of the art laboratories, library with latest books and periodicals and computer centre with high ended systems in SCET provide an excellent platform for quality technical education.

Senior Professors who are well known in their own branches of engineering have laid a solid foundation for building this institution. Their enormous experience made SCET, an institution par excellence in the technical education system of India. The students are provided excellent opportunities for improving their communication skills. An hour is provided every week for presentation of seminars. Students are also encouraged to participate in various technical paper meets and other contests. They have brought laurels to the institution.

In 25 years if its reign, SCET has imparted quality education, strong and dynamic Engineers and Entrepreneurs have evolved out of this institution and it is now one of the leading Engineering College in Telangana. High standards and expectation of each student with regard to academic performance, co-curricular activities and responsible citizen are the foundation of our institute. There is continuous check on the implementation of planned academic activities with desired results for grooming our future generations for employment and for higher studies in India and abroad. Research culture has

taken shape in the institute through enhanced R&D activities for final year B. Tech and MTech students.

As we enter into the quarter century of quality technical education service, our commitment is to provide a safe and intellectually challenging environment that will empower students to become innovative thinkers, creative problem solvers and inspired learners prepared to thrive in the 21st century.

One of our B. Tech CSE 2000 batch passout student Mr. Parveen secured First Rank and got gold medal at University. B Kurian, a CSE 2001 batch passout student secured 4th Rank at University level. One of our B.Tech ECE 2010 batch passout student, Mr Md Roshan was selected in Indian Administrative Service(IAS).

The College is **ISO certified institution**, it is a Member of **National Service Scheme**, the college have institutional Membership of **Oracle Academy**, it is recognized under **2(f) of UGC**, it is also enrolled in **Unnat Bharath Abhiyaan**, Govt of INDIA, the college have established **Institution Innovation Council(IIC)** as per **Ministry of Education,** it is Recognized **Social Entrepreneurship, Swachhta & Rural Engagement Cell** (SES REC) Institution, under Ministry of Education. The college has Participated in **NIRF**, MoE, Govt of INDIA., the college is also a member of **National Digital Library. The college is Enrolled in J-HUB, JNUTH, Hyderabad.**

(ii) VISION

- To become a Centre for Excellence in Teaching and Learning, to inculcate innovative research for sustainability and to provide a better societal safety.

MISSION

- To ensure the availability of faculty with excellent research potential.
- To adopt outcome-based education in a student-centric learning model that helps the faculty to plan course delivery and assessment with the end point in mind, by identifying curriculum gaps and adding values to fill up the gaps.
- To provide quality educational opportunity for socially, economically, backward / weaker section and to enhance ethical standards among all students for a lifelong learning.

(iii) PRINCIPAL MESSAGE ABOUT POLICY DOCUMENTS
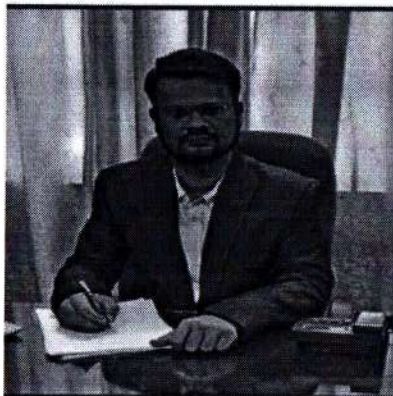
Dr. Md Ateeq Ur Rahman

B.E, M.Tech, Ph.D.(JNTUH), M.I.S.T.E, M.I.E, M.I.A.ENG

Principal

The "Policy Document" is a major guideline for an institution's functioning. Shadan college of Engineering and Technology is happy to release the "Handbook on Policy Documents" to enable the stakeholders to know about the Rules and Regulations.

This handbook contains the various code of conduct such as student code book, Faculty code book, Policy document on Green Initiatives, Policy document for physically challenged students and policy on R& D.

My Best Wishes to All.

II. STUDENTS CODE BOOK

1. PREAMBLE

This Handbook indicates the standard procedures and practices of **SHADAN COLLEGE OF ENGINEERING AND TECHNOLOGY** (Hereinafter referred to as the 'Institute') for all students enrolling With the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. All Students are requested to be well aware with this Code.

2. JURISDICTION

The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take notice of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down 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.

c) Possession or use of weapons, explosives, or destructive devices off campus.

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.

3. ETHICS AND CONDUCT

This Code shall apply to all kinds of conduct of students that occurs on the Institute premises and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

1. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- He/she shall be regular and must complete his/her studies in the Institute.
- 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 Principal and Chairman.
- As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
- 4

2. Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

3. All students must deter from indulging in any and all forms of misconduct including partaking 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.

5. Intentionally damaging or destroying Institute property or property of other students and/or faculty members

6. Any disruptive activity in a class room or in an event sponsored by the Institute.

7. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards.

8. Participating in activities including:

- Organizing meetings and processions without permission from the Institute.
- Accepting membership of religious or terrorist groups banned by the Institute/Government of India.

- Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, contrary to law or policy.
- Unauthorized possession or use of harmful chemicals and banned drugs.
- Smoking on the campus of the Institute.
- Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
- Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
- Rash driving on the campus that may cause any inconvenience to others.
- Not disclosing a pre-existing health condition, either physical or psychological and this may cause hindrance to the academic progress.
- Theft or unauthorized access to others resources.
- Misbehavior at the time of student body elections or during any activity of the Institute.
- 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.

9. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

10. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

11. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

12. 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.

13. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, 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 is punishable.

14. Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.

15. 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.

16. Indulging 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, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability and medical condition.

4. BREACH OF CODE OF CONDUCT

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

1. WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

2. RESTRICTIONS -Reprimanding and restricting access to various facilities on the campus for a specified period of time.

3. COMMUNITY SERVICE - For a specified period of time to be extended if need be however, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

4. 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.

5. MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

6. SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

7. Ineligibility to reapply for admission to the Institute for a period of three years, and
   Withholding the mark sheets or certificate for the courses studied or work carried out.

5. APPEAL

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

1. Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as a stipulated in this Code which is commensurate with the gravity of the proved misconduct.

2. Refer the case back to the committee for reconsideration. In any case the Chairman's decision is final and binding in all the cases where there is a possible misconduct by a student.

6. ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

1. Scope and Purpose:

a) This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and is required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.

b) Failure to uphold these principles of academic integrity threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every member of the Institution community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

c) The principles of academic integrity require that a student,

- Properly acknowledges and cites use of the ideas, results, material or words of others.

11

- Properly acknowledges all contributors to a given piece of work.
- Makes sure that all work submitted as his or her own in 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 this policy include, but are not limited to:

a) 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. Examples of plagiarism include:

- Reproducing, in whole or part, text/sentences from a report, book, project, publication or the internet.
- Reproducing one's own previously published data, illustrations, figures, images or someone else's data, etc.
- Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or project without proper attribution.
- Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- Paraphrasing or changing an author's words or style without citation.

b) Cheating. Cheating includes, but is not limited to:

- Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- Allowing or facilitating copying, or writing a report or taking examination for someone else.

- Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- Fabricating (making up) or falsifying (manipulating) data and reporting them in project and publications.
- Creating sources, or citations that do not exist.
- Altering previously evaluated and re-submitting the work for re-evaluation.
- Signing another student's name on an assignment, report, research paper, project or attendance sheet:

c) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, and publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest. Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

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

- Use proper methodology for experiments and computational work. Accurately describe and compile data.
- Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").

- Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- 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.
- Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

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

a) **Student roles:** Before submitting a project to the department, the student is responsible for checking the project for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the project is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy, he/she is strongly encouraged to report the misconduct in a timely manner.

b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are 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. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

7. ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation *on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'*. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to.

1. Ragging constitutes one or more of the following acts:

a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;

b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to Raise fear or apprehension thereof in any other student;9CODE OF CONDUCT

c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or Embarrassment so as to adversely affect the physique or psyche of such a student;

d. Any act by a senior student that prevents, disrupts or disturbs the regular academic Activity of any student;

e. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;

f. Any act of financial extortion or forceful expenditure burden put on a student by other students;

g. Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;

i. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

2. Anti-Ragging Committee:

The Anti-Ragging Committee, as constituted by the Principal and headed by students' affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by student's affairs advisors, and can have as its members, the Deans, Student Counsellors, Faculty Advisors, and Chairperson of the concerned Department.

3. Anti-Ragging Squad

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions.

15

Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

4. A student found guilty by the committee will attract one or more of the following punishments as imposed by the Anti-Ragging Committee:

a. Suspension from attending classes and academic privileges.

b. Withholding/ withdrawing scholarship/ fellowship and other benefits.

c. Debarring from appearing in any test/ examination or other evaluation process.

d. Withholding results.

e. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.

f. Suspension/ expulsion from the hostels and mess.

g. Cancellation of admission.

h. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.ODE OF CONDUCT

i. In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.

j. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

5. An Appeal against that any of the orders of punishment enumerated hereinabove shall lie to:

a. In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Principal of the Institute.

8. SEXUAL HARASSMENT

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

Acts amounting to Sexual Harassment

• Unwanted physical contact and advance. Standing too close/ogling/suggestive gestures.

• A demand or request for sexual favours / unwelcome comments / sexual epithets

• Exposing the victim to pornographic material: audio or visual or BOTH or print.

• Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Medium of conducting Sexual Harassment

A person can be guilty of sexual harassment if any unwelcome sexually determined behavior is committed through any of the following ways:

• Comments

• Remarks

• Jokes

• Letters

• Phone calls

• Emails

• Chats on any electronic medium like whatsApp, twitter, facebook, etc.

• Gestures

• Remarks

• Showing of pornography clipping

• Lurid stares

• Physical contact

• Molestation

• Stalking

• Sounds or display of a derogatory nature

• Any other understandable medium

Sexual Exploitation

Sexual exploitation is when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or to benefit anyone other than the one being exploited. Examples DE OF CONDUCT

Include non-consensual electronically recording, photographing or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved and voyeurism (spying on others who are in intimate or sexual situations).

Sexual Intimidation

Sexual intimidation involves threatening another with a non-consensual sex act such as engaging in indecent exposure. Violence against another person can take many forms. Violence, in the context of this policy, includes domestic violence, dating violence and stalking.

Domestic Violence

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

Dating Violence

Dating violence is a violent act committed by a person who is or has been in a social relationship of intimate nature with the victim.

Stalking

Stalking is a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

ASSISTANCE BY COLLEGE

In order to foster a fearless environment, the COLLEGE shall take proactive steps in preventing sexual harassment and resolving disputes of the above said nature.

• To provide counseling services to the complainant.

• To undertake workshops and training programmes at regular intervals.

• Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines

• To pursue the complaint and the safety of the complainant.

• To assure confidentiality of the case.

• To form the Internal Complaints Committee to deal with the cases relating to Sexual Harassment

• To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place.

• Provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting inquiry;

•Assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

•Make available such information to the Internal Committee as the case may be, as it may require

Redressal Process

- Any employee/student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with her signature within 10 days of occurrence of incident.

- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

- The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.

- At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her complaint.

- Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him to give an explanation, where after, an "Enquiry" shall be conducted.

- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.

- In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

9. STUDENT GRIEVANCE PROCEDURE

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal 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. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

10. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the Institute, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be being encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

11. Annexure A - LIBRARY RULES AND REGULATIONS

1. All library users are required to enter their names and sign the register provided at the entrance.

2. Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the Librarian.

3. Students can borrow one book for internal use, subject to the condition that they return the book on the same day of issue.

4. Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.

5. Borrowers shall replace lost or damaged library materials with new versions of the same.

6. Renewal of library book and of the educational materials are generally allowed if no reservation has been made for the same.

7. Personal items, for example books, folders, files, blazer, jerkins, overcoats, etc. are not allowed in the library.

8. Case studies and project reports will not be issued to students and are for library reference purpose only.

9. Library users are expected to maintain silence at all times in the library. Cell phones and their use prohibited.

10. Library users should present their identity card for the borrowing or renewal of library material. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.

11. Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one.

12. Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments.

13. The membership of the library is not transferable.

14. Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.

15. All library users are expected to read the notice board or browse the library website for library timings and other services.

16. The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.

17. Students are requested to maintain the dress code of the Institution while they are in the library.

18. Students should return all the borrowed items from the library clear all fines and return the library ID card before leaving the Institution.

12. ANNEXURE B -COMPUTER LAB RULES AND REGULATIONS

A. ENTRY/EXIT

i. Only students, faculty and staff of Institution are allowed inside the computer lab.

ii. Visitors are allowed inside the lab only and with prior permission from the appropriate authorities.

iii. Students are required to sign the register at the time of entry and exit from the computer lab.

iv. Students should be dressed in a formal attire (as per the dress code stipulation of the Institution) to gain entry into the lab during working hours.

v. Any kind of footwear inside the lab is strictly prohibited.

vi. Students shall not carry any storage device such as CDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course.

B. Inside the Lab

i. Students have to maintain silence at all times in the lab.

ii. Students will occupy the computer systems as identified by the lab-in-charge.

iii. Students will login with their username and password.

iv. Where the students have carried storage devices such as pen drives CDs the same will be tested for any presence of computer viruses or any other undesirable content.

v. Students should not attempt to access IT servers.

vi. Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from computers and IT servers located in the computer lab, or anywhere else on the educational campus machines as well as server.

vii. The Internet facility at the Institution is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.

viii. Whenever a student has copied any data or Computer program from the Computer system, the same should be shown to the lab-in-charge for verification or approval.

ix. The lab-in-charge, system administrators inside the Computer lab or the Institution is not responsible for the loss of any personal property of the students.

x. Beverages and food are prohibited inside the Computer lab.

i. Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned of the student only at the end of the course.

xi. Chatting and talking is prohibited in all the Computer labs of the Institution.

xii. Students are prohibited from visiting any sites that do not add learning value or are illegal.

xiii. Students should use the computer lab only for academic learning. Activities of the students on the campus network tracked using monitoring software for regulation purposes.

13. Annexure C - STUDENT CODE OF CONDUCT FOR LABORATORY AND WORKSHOP CLASSES

i. Students are to report for the required laboratory and workshop sessions on time.

ii. Students are required to wear laboratory/workshop uniforms as prescribed by the institution. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.

iii. All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by the students.

iv. Students must intimate the faculty laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.

v. Any damage caused to equipment/machinery/appliances will be recovered by the Institution from the concerned student/students.

vi. Students should adhere to the instructions given by the faculty/laboratory Technician/workshop technician during the laboratory class.

vii. Students are required to report to the laboratory/workshop sessions with their record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behavior such as, unnecessary talking in the laboratory/ Workshop is strictly prohibited.

viii. All materials used in the laboratory/workshop are the property of the Institution and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.

ix. Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

PRINCIPAL
Shadan College of Engineering & Technology
Peeran Cheru, Hyderabad-08, T.S.
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III. FACULTY RELATED RULES & REGULATIONS

1. CODE OF ETHICS FOR TEACHERS

In fulfillment of their obligations to the teaching profession, teachers will strive to the following rules.

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their qualifications and competencies.
- Contribute to the development and promotion of sound educational policy.
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose.
- Respect confidential information on colleagues unless speak out if the behavior of a colleague is seriously in breach of this code.

2. RESPONSIBILITY AND ACCOUNTABILITY

- Teachers should handle the subjects assigned by the Head of the Department.
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Tutor – Ward system must be effectively implemented. Teachers shall monitor the Respective group of students who are attached to them.
- Assignment topics for each course are to be given to the students within a week of the Beginning of the semester.
- Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.

26

- Two CIA Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CIA Tests, Seminars if attended are to be entered in the counseling report.
- Teachers should be good counselors and Facilitators. They should help, guide the students.
- Encourage and assist the students to ensure that the Teaching-Learning Process is Effective and successful.
- Teachers should maintain decorum both inside and outside the classroom and set good example to the students.
- Value based education must be their motto.
- Teachers should carry out other academic and co-curricular

3. DRESS CODE: FACULTY

Following is the dress code for the faculty of Institution:

- **Gentlemen:** Tucked in shirts and shoes.
- **Ladies:** Sarees

4. ID CARD

- It is Mandatory for students and staff to display ID cards at all times when they are in campus.
- Staff should avoid collecting ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.

5. COMMUNICATING WITH PARENTS

- Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.

6. STUDENTS - LATE COMING

- Students should not be denied admission into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those Classes.
- Teachers must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- Cases of indiscipline, misbehaviour or insubordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

7. TAKING ATTENDANCE

- Staff members must take attendance with in first 5 minutes of starting the period.
- Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.
- Teachers are advised to refrain from awarding punishments like: Dismissal from the class rooms, making them stand in the class rooms, summoning their parents to campus.
- Trouble makers in the class rooms must be reported to the HOD/Principal/Director for Further action.
- Students violating dress code must not be allowed to attend the lecture classes, laboratories and Library. Faculty members must report such cases to the Admin. Office for cancellation of attendance for that day.

8. COURSE DIARY

- Every teacher must maintain a course diary for each subject offered during semester/year.
- It shall have following details:
- Syllabus
- Lecture Plan
- Lecture notes for each period.
- Date and time of preparation.
- Date and time of delivery.

9. CLASS ADJUSTMENT BEFORE GOING ON LEAVE

- As per the rules of the institution staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.
- All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

10. PROCEDURE FOR RELIEF ON RESIGNATION:

- As per the service rules of the Institute, faculty members intending to resign are required to give 3 months' notice.
- To ensure compliance of (9.01) above, staff should deposit following original Certificates.
- 10th or equivalent
- 12th or equivalent
- B. Tech. & M.Tech. / B.Sc. & M.Sc /M.phil/ Ph.D.
- Institution reserves the right to relieve the staff at any time during notice period.

11. INSTRUCTIONS TO INVIGILATORS:

- Report to the Chief Superintendent at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be Present at the respective hall at least 15 minutes prior to the commencement of Examination.
- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the Examination. Ensure that the candidate should not carry any material except Hall Ticket, ID card and non-programmable calculator into the examination halls.
- Programmable Calculators, Cell Phones and other electronic items are not allowed for the examinations.
- Ensure that the relevant question papers are given for distribution in the hall.
- Candidates are not allowed to leave the examination hall until 3 hours from the Commencement of examination.
- Please ensure to collect the answer book from the candidates before they leave the Examination hall.

- Malpractice cases, if any, should be reported to the Chief Superintendent / AUR Immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

12. NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS:

- Practical examinations have to be conducted in the respective Laboratories /Workshops / Drawing Halls only.
- Both the examiners (Internal and External) have to assess the students for 50% of Marks assigned for practical's. Internal examiners have to brief the external examiner.
- Examiners regarding allocation of marks for each component of practical activity.
- Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- Both the examiners must sign on the Answer Sheets as well as on the award lists.

13. PROMOTION POLICY

- Staff members belonging to all branches may be promoted as Associate Professors on completion of 5 years of service provided, they possess post-graduate qualifications. These promotions are need based i.e. to fulfil the cadre ratio required as per AICTE norms.
- Staff members belonging to other disciplines shall be promoted as Associate Professors based on university selection only.
- Ph.D. holders having minimum 5 years' experience shall be promoted as Associate Professors irrespective of their discipline and selection by the university.
- Staff belonging to Basic Sciences & Humanities with 10 years of teaching experience (in Engineering Colleges) shall be considered for promotion as Associate Professors without insisting on Ph.D. or university selection.
- Promotion to the cadre of Professor is either through the university selection committee or governing body only.
- While promoting staff to higher cadre, due weightage shall be given to feedback, involvement in extra-curricular activities and administrative responsibilities.
- Experienced candidates working in reputed institutes may be given pay protection without insisting on fulfilling the above norms.

14. DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT

- HOD is responsible for conducting all academic programs of the Department as per the norms of affiliating University. In pursuance of above objective, he/she is required

- To formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.

- To train and update the faculty to deliver good instruction to the students.

- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.

- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students.

15. SPECIFIC DUTIES OF HOD

- Should ensure that all classes are held as per the time table and make alternate arrangement for the class work of teachers absent on that day. Should recommend for disciplinary action against that availing leave without prior arrangement for class work.

- Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. He should forward all the registers on the last working day of every month to the Director's perusal.

- HOD should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.

- HOD should convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.

- HOD should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures.

- Should monitor students' development and problems through feedback and counseling.

- HOD should appoint faculty counselors so as to meet the needs of students suffering from the effects of stress and peer pressure.

16. DISCIPLINE IN COLLEGE BUSES:

- All staff members traveling in college Buses should sit in the middle and last row to curb ragging in the Buses.
- Transport in-charge is requested to report the compliance of above instruction to the undersigned immediately.
- Senior faculty members are once again requested to keep a strict vigil on the students indulging in ragging.

17. DUTIES OF LAB-TECHNICIAN:

- Any unexpected breakdowns of Lab Machines / Equipment's must be report immediately to the teaching staff in-charge of the particular Lab.
- Damages caused to the Lab Equipment by students due to mishandling must reported to the concerned staff member for further action.
- The responsibility of Lab Assistant is to identify the requirement of Lab.
- Consumables etc. preferably before the beginning of the semester and give same in writing to Lab –In-charge.
- All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
- Issue register for tools issued to the students must be maintained for each and every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- To ensure the availability & proper maintenance of "first aid facilities & fire fighting equipment's". Avoid other activities during Lab hours unless assigned by the senior Management.
- Adjust Lab work to a technician, who is familiar with that Lab, in case of your absence.
- Ensure that the Machine is in proper working condition & then allow the students to do the Job.

18. DUTIES OF LAB-IN CHARGES:

- Preparing a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by Technician in proper manner.
- Lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD.

PRINCIPAL
Shadan College of Engineering & Technology
Peeran Cheru, Hyderabad-86, T.S.
College Code: 08

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IV. POLICY DOCUMENT FOR GREEN INITIATIVES

1. POLICY DOCUMENT FOR RESTICTED ENTRY OF AUTOMOBILES

The cars and two wheelers of the staff, Students are not allowed to enter inside Shadan College of Engineering campus. As per the new rules framed by the Institution to reduce the pollution inside the campus and to protect the environment from pollution vehicles are strictly banned after the parking spot. Students are motivated to use the public transport to avoid the traffic delays, accidents and to reach the campus on time. TSRTC provide the bus service towards the college bus route 228, 6k, 228A, 228D and 188 with many intermediate boarding points. Students are motivated to use this facility provided by the TSRTC. To keep the campus pollution free staff and students are encouraged to use bicycle.

Automobile pollution is one of the major reasons causing Global warming. Automobile emits carbon dioxide and other harmful gases and pollutes the air and water etc., In order to provide a healthy, pollution free learning environment, automobiles were prevented in our campus and our Institution has framed certain policy on restricted entry of automobiles.

1. Automobiles like two wheelers and cars used by the students and faculties are restricted at the Entrance near the Gate, and a well-established parking facility has been provided at the entrance for parking.

33

2. Anyone Violating the Restriction of Automobile will be imposed a fine of Rs. 500/- and they will be warned severely to avoid the same in future.

3. Representatives from Faculty/Students were assigned to monitor any violations in connection with this restricted automobile entries.

4. .Motivational events are organized every year to bring awareness among the students.

5. The campus is pollution free as automobiles were restricted.

Principal

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Shadan College of Engineering & Technology
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2. POLICY DOCUMENT FOR USE OF BICYCLES/ BATTERY POWERED VEHICLES

As the vehicles are restricted from the parking point, facilities were provided by the institution for the faculties, students and other stakeholders of the institution to reach the campus smoothly. The facilities provided are bicycles and Battery powered vehicles. Bicycles are treated as the primary transport within the campus. Bicycles are kept at the parking point, whereas the students and staff can make use of the bicycles from the parking point to reach campus. Bicycles will not produce any kind of pollution when in operation. Bicycles are an effective alternative to the car. Aged and Physically challenged peoples are provided with the battery powered vehicles to reach the campus in time.

1. From Entrance (Parking) to the college campus, Students and Faculties are motivated to use the Battery powered vehicles.
2. Healthy youngsters are motivated to walk or to use bi-cycles, whereas physically challenged and senior citizens are given high preference to use the battery powered vehicles by free of cost within the campus.
3. Students are motivated to do the projects in solar enabled vehicles and battery enabled vehicle designs and some of the mechanical students in collaboration with EEE students were achieved the same.
4. Students staying nearby are motivated to use bi-cycles and most of the students are following the same

Principal

35

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College of Engineering & Technology
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3 .POLICY DOCUMENT FOR PEDESTRIAN FRIENDLY PATHWAYS

1. Flexible pathways are provided separately for Boys and Girls to reach the campus from Parking and this was implemented to avoid pollution in the campus.

2. Green Trees are available on the pathways to make the environment cool and attractive.

3. The young students are motivated to walk through the pedestrian paths. Those who are violating will be penalized.

4. The Pedestrians should walk only on the pathways designated.

5. Separate pedestrian friendly pathways are provided for boys and girls and they are advised to use the allotted path.

6. Do not pluck the flowers on the pathways and do not pluck the leaves of the plants on the sides of the pathways.

7. Throwing waste materials on the pathways are strictly restricted and all are advised to use the dust bins provided.

8. Sitting or Standing as a group or individual is strictly prohibited and students should be only in movement on the pathways.

9. Students violating any of the rule will be penalized.

10. Faculty and student representatives are assigned to monitor and report the violations to the HOD or Principal for further action.

Principal

PRINCIPAL 36
Shadan College of Engineering & Technology
Peeran Cheru, Hyderabad-86, T.S.
College Code: 08

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4. POLICY DOCUMENT FOR BAN ON USE OF PLASTICS

Plastic pollution is one of the major environmental concerns and Shadan College of Engineering and Technology has taken an initiative to ban the use of plastics inside the campus by students and Faculties. The following policies should be followed strictly.

1. Bringing plastic inside the campus is banned and the students and faculties are advised to not bring plastic bags, Use through Lunch boxes, Plastic water bottles and related materials.

2. Security persons are assigned to check the above violations when entering the campus. Faculties and students are advised to cooperate the security persons while they are doing their duties.

3. In canteens also, use of plastics are completely banned and the eatables are food items packed in the plastic packets are strictly banned.

4. Students and Faculties are motivated to use cloth bags instead of plastic bags.

5. Faculty and Student representatives were assigned to monitor any violation regarding the use of plastics in the campus and they can report to the HOD or Principal for necessary action.

6. This should be followed from 14.7.2016 as plastic waste has emerged as one of the biggest environmental concerns adversely impacting the soil, water, health and well-being of citizens at large.

7. All the Students and Faculties are advised to follow this rule. Those students who are violating the rules have to pay fine Rs 500/-. Kindly adhere to the rule.

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PRINCIPAL
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5. POLICY DOCUMENTS FOR GREEN AUDIT & GREEN CAMPUS INITIATIVE POLICY

Shadan College of Engineering and Technology is highly interested in maintaining the campus as eco-friendly and energy conservative. The Campus is having many trees and a well-maintained lawn. Many steps are taken for continuous seedling of trees during Haritha Haram. We take immense care in various factors such as Water, Air & Noise, Land, Parking, Flora & Fauna, Socio Economic, Nursery, Solar System in making eco-friendly campus. Actions Taken for Making Campus Eco-friendly. Some of them includes the following

GREEN CAMPUS INITIATIVE POLICY: Actions Taken for Making Campus Eco-friendly:

Bicycles:

To keep the campus pollution free staff and students are encouraged to use bicycle.

Use of Public Transport

Students are motivated to use the public transport to avoid the traffic delays, accidents and to reach on time. TSRTC provide the bus service towards the college bus route 288, 288B,6,592 with many intermediate alight points. Students use this facility provided by the TSRTC.

Pedestrian Friendly Roads:

Shadan College of Engineering And Technology set with roads within the campus of 26 feet width which connect the blocks in the campus where 10 feet roads near the department and separate markings are made for walking of pedestrians. Entry of vehicles is restricted into the campus, for these clear instructions are given that vehicle is not allowed inside the campus.

Plastic-Free Campus:

Shadan College of Engineering and Technology took an initiative to avoid the usage of plastic bags in the campus; in this process college has banned plastic bags at college canteen and college premises. The canteen started using the steel plates and steel spoons for serving and also started selling reusable bags to students to reduce waste, as an initiation College conducted 'Say-No-To-Plastic' in which 110 students actively participated.
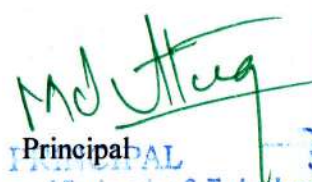
Paperless Office:

39

To reduce the use of paper Shadan College of Engineering and Technology opened a practice of digitalizing the data of the students, In house developed ERP software for planning & development for administration and academic activities, finance & accounts, student administration & their support and for examination and also encourages students to make all types of fee payments through online. It crafts a great reduction of paper.

Green Landscaping with Trees and Plants:

Shadan College of Engineering and Technology is in a spacious 10.02 acres campus, aesthetically designed with lush green landscape. The Campus has about 256 trees and 320 small plants. Some other initiatives are

1. Rain water harvesting system is used to recharge the ground level water.

2. Cleanliness is maintained around the campus and wastes are mininmized.

3. We Plant the trees regularly for preserving environment in campus.

5. Periodical maintanence of plants is done once in 6 months,the well grown leafs are cut to normal size.

6. Soil is changed and new plants are made to grow when old one does not grow effectively.

7. Water is stored in the tank and fertilizers are sprayed to the plants regularly to grow.

8. Proper lanes are done to water the plants more efficiently.

9. E-wastes are taken from each place and dumped into one single area.

10. Biogas is done effectively to reduce the waste toxic substances.

Principal
PRINCIPAL
Shadan College of Engineering & Technology
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V. 1. POLICY DOCUMENT FOR DISABLED STUDENTS

Shadan college of Engineering and Technology has the following facilities for disabled students in the campus to make disabled friendly environment. Even there is no physically challenged students, the institution has taken several measures and facilities to attract the physically challenged students into our campus. The facilities should be used only by physically challenged students and other students should not use this. Any Violation in this will be viewed seriously and severe action will be taken along with penalty.

1. The built-in environment with ramps for easy access to classrooms along with the wheel chairs for easy movement withing the campus.
2. Disabled-friendly washrooms with hand rail facilities for easy access.
3. Signage including tactile path, display boards and signposts for easy access of all laboratories, classes and offices.
4. Assistive technology and facilities for persons with disabilities
5. Provision for enquiry and information, human assistance, reader and scribe for supporting physically challenged students.
6. Security persons are instructed to support and help the physically challenged students based on their requirements for movement within the campus.
7. Separate assistance has been appointed to operate the wheel chairs of the physical challenged students.
8. The pathways of physically challenged students should not be used by other students.
9. Any abuse or misbehaviour with the physically challenged students will be considered as serious issue and necessary action will be taken against their activities and them.
10. Braille /Fusion – Talking Screen reader cum Screen Magnifier for the visually impaired students were provided. Fusion is the ultimate accessibility tool for individuals with any level of vision impairment. It is a powerful combination "Fusion" of the JAWS Talking Screen Reader Software that converts the computer into a talking computer and ZoomText software that magnifies the screen and provides visual enhancements to view the screen easily.

11. Awareness programmes were conducted for all the students to motivate the physically challenged students in all aspects.

12. Physically challenged students disabled washrooms should not be used by other students. Violating this will be viewed seriously.

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