



# PRAGATI ENGINEERING COLLEGE (Autonomous)

3-180, ADB Road, Surampalem - 533 437, Near Peddapuram, E.G.Dist., A.P.  
(Approved by AICTE, Permanently Affiliated to JNTUK, Kakinada, Accredited by NAAC with 'A' Grade & Accredited by NBA)  
Recognized by UGC under sections 2(f) and 12 (b) of UGC Act, 1956. Ph : (08852) 252233, 252234  
D.No.2-46-21, Near D-Mart, Kakatiya Nagar, Kakinada. Ph : 0884-2355900, Fax : 2363900

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Date : 25/11/2020

## CIRCULAR

All the members of the Ethics committee are hereby informed that the meeting of the Ethics committee will be held on 29/11/2020 at 2:30 PM in the Conference room. So, all the members are requested to attend the meeting without fail.

### **Agenda:**

1. To review Draft Copy of Code of Ethics Policy
2. To Finalize the dissemination methods for CoE
3. To Approve Plan of action for activities related to ethics

  
PRINCIPAL

### **Copy to**

1. Principal Office
2. Ethics Committee File
3. All members of Ethics Committee.



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Date: 25/11/2020

## CONSTITUTION OF ETHICS COMMITTEE

The college Ethics Committee is created to follow ethics in the campus with following faculty members for AY 2020-21.

S. No.	Name of the Faculty	Designation	Role
1	Dr.S.Sambhu Prasad	Principal	Chairman
2	Dr.P.V.S.Machiraju	Dean R&D	Convenor
3	Dr.K.Satyanarayana	Vice-Principal	Member
4	Dr.G.Naresh	Dean-Admin	Member
5	Dr.M.Radhika Mani	HOD-CSE	Member
6	Mrs.D.Sirisha	HOD-IT	Member
7	Dr.T.Satyanarayana	HOD-BS&H	Member
8	Dr.B.V.S.Ramarao	HOD-ME	Member
9	Dr.D.Nagesh	HOD-ECE	Member

### Functions and Responsibilities:

- To responsible for creating and updating the organization's or association's code of ethics.
- To promote awareness and understanding of the code of ethics among all members or employees.
- To monitor the adherence of members or employees to the code of ethics
- To formulate policies for corrective actions.
- To coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.

**Frequency of Meetings:** Once in a year or as and when required.

  
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Date: 29/09/2020

## ETHICS COMMITTEE MINUTES OF MEETING dated on 29/09/2020

Minutes of the meeting of the ethics committee held at Pragati Engineering College on 29/09/2020 at 2:00 P.M in conference Hall

### Members Present:

S. No.	Name of the Faculty	Designation	Role	Signature
1	Dr. S. Sambhu Prasad	Principal	Chairman	
2	Dr. P.V.S. Machiraju	Dean R&D	Convenor	
3	Dr. K. Satyanarayana	Vice-Principal	Member	
4	Dr. G. Naresh	Dean-Admin	Member	
5	Dr. M. Radhika Mani	HOD-CSE	Member	
6	Mrs. D. Sirisha	HOD-IT	Member	
7	Dr. T. Satyanarayana	HOD-BS&H	Member	
8	Dr. B.V.S. Ramarao	HOD-ME	Member	
9	Dr. D. Nagesh	HOD-ECE	Member	

### Meeting Agenda :

1. To review Draft Copy of Code of Ethics Policy
2. To Finalize the dissemination methods for CoE
3. To Approve Plan of action for activities related to ethics

### Minutes and Resolutions:

#### 1. To review Draft Copy of Code of Ethics Policy

The meeting commenced with the first agenda item, which involved the committee members reviewing the Draft Copy of the Code of Ethics Policy. The committee members provided their feedback, suggestions, and proposed revisions to enhance the clarity and comprehensiveness of the policy. The discussion focused on aligning the policy with the organization's values, addressing potential ethical dilemmas, and ensuring the policy's relevance in the current business landscape.

**Action Item:** Dr.P.V.S.Machiraju to compile the feedback and update the Draft Copy of the Code of Ethics Policy accordingly. The revised version will be circulated among the committee members for final approval before dissemination.

## 2. To Finalize the dissemination methods for CoE

The committee then moved to discuss the dissemination methods for the approved Code of Ethics Policy. Various methods were proposed, including:

- a) **Email Distribution:** Sending the policy as an email attachment to all employees/members, along with a message from the organization's leadership emphasizing the significance of ethical behavior.
- b) **Intranet/Website Publication:** Uploading the policy document on the organization's intranet or website, making it easily accessible to all stakeholders.
- c) **Mandatory Training:** Organizing workshops or training sessions to educate employees/members about the Code of Ethics and its application in real-life scenarios.
- d) **Printed Copies:** Printing a limited number of copies for employees/members who may prefer physical copies.

**Action Item:** Dr.D.Nagesh to prepare a detailed plan outlining the dissemination methods, including timelines and responsible parties, for committee review and approval.

## 3. To Approve Plan of action for activities related to ethics

Next, the committee discussed the plan of action for activities related to ethics. The plan included initiatives to foster an ethical culture within the organization, such as:

- a) **Ethics Awareness Campaigns:** Conducting regular campaigns to raise awareness about ethical principles and their importance.
- b) **Ethics Training and Workshops:** Developing and conducting training sessions on ethical decision-making and behavior.

**Action Item:** Dr.T.Satyanarayana to finalize the plan of action, including the activities, resources required, and timelines. The plan will be presented to the committee for approval before implementation.

The committee expressed appreciation for the constructive discussions and progress made during the meeting.

  
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## CODE of ETHICS POLICY

### Preamble:

Pragati Engineering College (PEC) is dedicated to upholding the highest standards of ethical conduct, integrity, and accountability in all its endeavors. This Code of Ethics Policy establishes the fundamental principles and guidelines that govern the behavior and actions of the college's students, faculty, and administrative staff. By adhering to this code, we create an environment of trust, respect, and excellence.

### Objectives:

- To foster a culture of integrity, ethical behavior, and social responsibility within the college community.
- To provide a framework that guides the actions and decisions of students, faculty, and administrative staff.
- To ensure that PEC members uphold ethical standards in their academic, professional, and personal lives.
- To promote a diverse, inclusive, and respectful environment that values the rights and dignity of all individuals.
- To maintain the reputation and integrity of Pragati Engineering College.

### Code of Ethics Policy for Administrative Staff:

#### Integrity and Ethical Conduct:

- a) Administrative staff shall act with integrity, honesty, and transparency in their professional duties and interactions.
- b) They shall avoid engaging in any form of dishonesty, fraud, or misrepresentation.

#### Respectful and Professional Behavior:

- a. Administrative staff shall treat all individuals, including students, faculty, and colleagues, with respect, professionalism, and fairness.
- b. They shall maintain confidentiality and handle sensitive information in accordance with applicable laws and regulations.

**Responsible Use of Resources:**

- a. Administrative staff shall utilize college resources, including funds, facilities, and technology, responsibly and in alignment with their intended purposes.
- b. They shall report any misuse, theft, or abuse of resources promptly to the appropriate authorities.

**Compliance with Policies and Regulations:**

- a. Administrative staff shall adhere to all college policies, procedures, and regulations.
- b. They shall stay updated on relevant laws and regulations, ensuring compliance in their respective areas of responsibility.

**Code of Ethics Policy for Faculty:****Integrity and Professionalism:**

- a. Faculty members shall exhibit the highest standards of integrity, professionalism, and ethical conduct.
- b. They shall act with honesty, fairness, and transparency in their academic and research activities.
- c. Faculty members shall not engage in any form of academic misconduct, including plagiarism or data manipulation.

**Respect and Fairness:**

- a. Faculty members shall treat all students, colleagues, and staff members with respect, dignity, and fairness.
- b. They shall create an inclusive learning environment that values diversity and promotes equal opportunities for all.

**Academic Responsibility:**

- a. Faculty members shall uphold the principles of academic freedom, ensuring intellectual honesty and critical thinking in their teaching and research.
- b. They shall maintain the confidentiality of student information and protect their privacy rights.

**Conflicts of Interest:**

- a. Faculty members shall disclose any potential conflicts of interest that may compromise their objectivity, independence, or fairness.
- b. They shall take appropriate measures to mitigate or avoid conflicts of interest.

**Code of Ethics Policy for Students:****Integrity and Honesty:**

- a) Students shall demonstrate honesty, integrity, and fairness in all academic and personal matters.
- b) They shall refrain from engaging in cheating, plagiarism, or any form of academic misconduct.
- c) Students shall uphold the principles of academic integrity and ethical behavior.

**Respect and Diversity:**

- a) Students shall treat all individuals with respect, regardless of their race, gender, religion, nationality, or other protected characteristics.
- b) Discrimination, harassment, or any form of disrespectful behavior is strictly prohibited.
- c) Students shall contribute to creating an inclusive and diverse campus environment.

**Responsible Use of Resources:**

- a) Students shall utilize college resources, facilities, and equipment responsibly and in accordance with their intended purposes.
- b) They shall not engage in any form of misuse, theft, or abuse of college resources.

**Academic Excellence:**

- a) Students shall actively pursue academic excellence and commit to their studies with dedication and integrity.
- b) They shall comply with college policies and guidelines related to assignments, examinations, and research.

**General Provisions:****Reporting Violations:**

- a) PEC encourages the reporting of any suspected violations of this Code of Ethics Policy.
- b) Individuals who report violations in good faith shall be protected against retaliation.

**Enforcement and Disciplinary Actions:**

- a) Violations of this Code of Ethics Policy may result in disciplinary action, including but not limited to warnings, reprimands, suspension, termination of employment, or expulsion from the college.
- b) The specific disciplinary procedures of PEC shall be followed in investigating and resolving reported violations.