



RASHTREEYA SIKSHANA SAMITHI TRUST

# RV COLLEGE OF ENGINEERING®

(Autonomous Institution affiliated to Visvesvaraya Technological University, Belagavi)  
Approved by All India Council for Technical Education, New Delhi.

## CODE OF CONDUCT

### Preamble

RV College of Engineering (RVCE) established in 1963 is one of the earliest self-financing engineering colleges in the country. The institution is run by Rashtreeya Sikshana Samithi Trust (RSST), a not-for-profit Trust. RVCE is an Autonomous college. Currently, the institution offers 15 Bachelor's, and 14 Master's Programs and all the departments have Research Centers, affiliated with Visvesvaraya Technological University (VTU) Belagavi. The institution has set itself a Vision of *"Leadership in Quality Technical Education, Interdisciplinary Research & Innovation, With a Focus on Sustainable and Inclusive Technology"*.

Recent awards and achievements include being ranked 96<sup>th</sup> in the Country by National Institutional Ranking Framework (NIRF: 2021-22), QS-IGUAGE -Diamond University Rating (2021-2024), "Engineering College of the Year-2023" by the Higher Education Review Magazine, Ranked 10<sup>th</sup> in the country & 2<sup>nd</sup> in Karnataka - IIRF Ranking (2023), Ranked 6<sup>th</sup> among the top 10 of 100 Pvt. Engg. Colleges in the Country by Education World Magazine-2023. Ranked 1501+ in Times Higher Education World University Rankings-2024. Ranked 801+ in Computer Science and 1001+ Rank in Engineering category in THE World University Rankings-2024, Ranked 1001+ in Impact Ranking in THE World University Rankings-2023, and NPTEL (Local Chapter) "AAA" Rating.

RVCE has to its credit over 1700 national and international journal publications, 70 filed patents, out of which 59 were published patents, 37 granted patents, and over Rs. 35 crores of sponsored research projects and consultancy in the last five years. The institution has established 27 Centers of Excellence and Competencies in niche areas of technology in association with industries. The institution has signed an MoU with the University of Applied Sciences (FHWS) Würzburg-Schweinfurt, Germany, Dortmund University of Applied Science and Arts, Germany, Florida International University, Miami, US, RWTH Aachen University-Germany, and the University of Rosenheim Technical University of Applied Sciences, Germany, for joint academic and research activities. The students have won awards and accolades in national and international competitions.

### Academic Integrity:

Engineering students are expected to uphold the highest standards of academic integrity. This includes avoiding plagiarism, cheating, or any form of dishonesty in coursework, exams, projects, and research.

### Respect for Diversity:

Engineering is a diverse field that brings together individuals from various backgrounds, cultures, and perspectives. Students should respect and value this diversity, fostering an inclusive environment where all members feel welcomed and respected.

### Professionalism:

Students should professionally conduct themselves both inside and outside the classroom. This includes being punctual, prepared, and respectful in interactions with faculty, staff, peers, and industry professionals.



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## **Ethical Behaviour:**

Engineering students should adhere to the highest ethical standards in their academic work and future professional practice. This includes prioritizing the safety, health, and welfare of the public, as well as respecting intellectual property rights and confidentiality.

## **Environmental and Social Responsibility:**

Recognizing the impact of engineering on society and the environment, students should strive to incorporate principles of sustainability, environmental stewardship, and social responsibility into their work.

## **Honesty & Transparency**

Students should communicate honestly and transparently in all academic and professional interactions. This includes accurately representing their qualifications, findings, and contributions in collaborative projects and research.

## **Continuous Learning:**

Engineering is a rapidly evolving field, and students should embrace a commitment to lifelong learning. This involves staying informed about new developments, technologies, and best practices within their discipline.

## **Safety Awareness:**

Engineering students should prioritize safety in all aspects of their work, whether in the classroom, laboratory, or field. This includes following safety protocols, wearing appropriate protective equipment, and reporting any hazards or incidents promptly.

## **Teamwork and Collaboration:**

Many engineering projects require teamwork and collaboration. Students should work effectively in teams, respecting the contributions of all members and resolving conflicts constructively.

## **Professional Development:**

Students should actively seek opportunities for professional development, including internships, co-op programs, research experiences, and involvement in student organizations relevant to their field of study.

## **Community Engagement:**

Engineering students should engage with their local and global communities, using their skills and knowledge to address societal challenges and contribute to the common good.

## **Compliance with Policies and Regulations:**

Students should familiarize themselves with and comply with all university policies, departmental regulations, and codes of conduct relevant to their academic program.





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## CODE OF CONDUCT FOR STUDENTS

1. All students are abide by all rules and regulations prescribed by the management of Rashtriya Sikshana Samithi Trust (RSST), Jayanagar, Bangalore-11, Visvesvaraya Technological University (VTU), Belagavi, University Grants Commission (UGC), New Delhi, All India Council for Technical Education (AICTE), and R V College of Engineering, Bengaluru – 560059.
2. The student comply with all rules pertaining to attendance and Continuous Internal Evaluation (CIE) requirements prescribed by the institution to be eligible for the Semester End Examination (SEE).
3. The student should not engage in or assist with any activities that disturb or are likely to disturb the peace and smooth functioning of the institution or hostel. This includes involvement in or encouragement of brawls, smoking, drugs, alcoholic drinks, gambling, betting, hawking, misuse of IT resources like internet/intranet/social media/software, inappropriate celebrations, or any other disruptive activities. Violations may result in immediate dismissal from the institution and/or hostel, with mandatory compliance with other institutional rules and regulations.
4. The students abides by any disciplinary actions initiated by the management or college authorities in the event of involvement in any subversive activities.
5. The student does not seek transfer to any other college or course after the last date of admission and must complete the course at the institution. If a transfer request is made after the specified date, the student will be liable to pay the full balance of the course fee for the entire program period.
6. The student should not indulge in ragging activities and acknowledges that ragging is a non-bailable criminal offense. If the candidate is found involved in ragging directly or indirectly, they may be dismissed from the college and hostel with immediate effect, and all fees paid may be forfeited.
7. The student should not carry or use mobile phones in the academic area as per the norms of the university and college.
8. The institute reserves the right to withdraw or cancel any Certificate of Character/Conduct issued to the student for purposes such as loans, scholarships, or passports by notifying the concerned authorities if the candidate is found violating any institutional rules and regulations.
9. The student shall not engage in copying or malpractice during internal and end semester examinations, nor in plagiarism during the submission of seminar papers, assignments, or project reports. If found involved in such activities, the student may be disqualified from further examinations and liable for immediate dismissal from the institution and hostel, with forfeiture of all fees paid.
10. The student should inform the institution of any past medical conditions with necessary records in advance, as required.



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11. The college will not be responsible for any mishaps if students, individually or in groups, organize pleasure trips or tours without prior permission from college authorities.
12. The student must satisfy attendance and Continuous Internal Evaluation (CIE) requirements to be eligible to appear for the Semester End Examination (SEE).
13. The day scholar or boarder will be solely responsible for any untoward incidents occurring due to their involvement, whether on campus, in the hostel, or outside the campus.
14. Admission is subject to approval by Visvesvaraya Technological University (VTU), Belagavi, Karnataka, and the Government of Karnataka.
15. The Principal has the authority to expel the candidate from the college and the hostel if found guilty of not abiding by the rules and regulations laid down by the college, university, or other statutory bodies.
16. The student hereby declares consent to use their Aadhaar Number for all educational purposes, such as creating a unique lifelong APAAR ID (formerly known as ABC ID).

## Dress Code:

1. Dress code is defined based on the need for safety, security, functionality, and comfort.
2. Students are required to wear decent outfits.
  - i. Girls are expected to wear Chudidars / Salwars and Kameez with sleeves. Jeans with decent tops with sleeves are allowed. No tight fitting clothing is permitted.
  - ii. Boys are expected to wear shirts and trousers. No tight fitting clothing is permitted.
  - iii. Displaying offensive and obscene slogans and icons on clothing is prohibited.
3. Uniforms for Labs is white coats and for workshops steel grey uniform.
4. Students who do not adhere to the dress code are liable to be rusticated from the institution.

## Mobile Phone

1. The possession & use of Mobile Phones by the students in the academic areas inside the campus is banned. However, for the convenience of the students the mobile lockers have been provided in every department. The parents/ guardians are advised not to call to the students on the mobile phones from 9.00 AM to 5.00 PM. In case of emergency, please contact respective HoD or Counselor.
2. If a student is found conversing on mobile or in possession of a mobile phone in any of the academic areas, the mobile will be confiscated and fine of Rs.5000/- will be levied for violating the rule.

## Security:

1. Wearing of identity card in such a way that it is clearly visible, is a must inside the campus for security reasons. Entry in to the campus without valid Identity card is strictly prohibited. The faculty and the security personnel have the authority to check the ID cards.
2. Motorcyclists must remove their helmets before entering the College campus.





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3. College Security Staff have the right to ask individuals to identify themselves. Action shall be initiated against those persons who refuse to identify themselves.
4. The students are advised to park their vehicle in the designated parking areas.



## CODE OF CONDUCT FOR FACULTY/ADMINISTRATIVE STAFF /TECHNICAL STAFF

1. Every employee shall at times: -
  - a) Maintain at all times absolute dignity, integrity and devotion to duty and loyalty to the Trust and shall do nothing that would or is likely to tarnish the image or reputation of the Trust, or adversely affect its interests
  - b) Acquire/have required knowledge and expertise for the best performance of his duty in whatever capacity is placed, and be aware of the rules and regulations of the Trust/Institution as also any law applicable to the functioning of the Trust/Institution
  - c) Abide by the rules, regulations and any other instructions that may be framed by the Management from time to time and which are in force to regulate the work, conduct and behavior of the employees
  - d) Devote his entire time (working hours) and attention to the discharge of his duties and responsibilities
  - e) Carry out duties and responsibilities assigned to his post and shall also carry out any other duties that may be assigned to him from time to time
  - f) Do nothing which is unbecoming of an employee of the Trust/ Institution.
2. Every employee holding supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority
3. No employee shall, in the performance of his official duty or in the exercise of powers conferred on him, act otherwise than in his best judgment except that when he is acting under the direction of his official superior. However, every employee shall act in accordance with the rules and the regulations of the Trust/Institution and any law applicable even when he is acting under the direction of his official superior
4. No employee shall
  - a) Use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the business of the Trust/Institution.
  - b) Bring or attempt to bring any outside influence to bear upon the management to further his personal interests in the Trust/Institution.
  - c) Misuse the amenities provided for him by the Trust/Institution to discharge his official duties.
  - d) Accept any gifts, presents, gratis, payments or other favors from the students, parents, patients, patients' attendants, suppliers, contractors, dealers or anyone who could directly or indirectly influence/ damage/ harm the business interests / goodwill or reputation of the Trust/Institution.
  - e) Disclose /divulge use any confidential information gained in the course of his employment in the Trust/Institution for personal gains/profit or advantage for himself or any other person
  - f) Engage directly or indirectly in any trade or business or a vocation or undertake any other employment.
5. No employee shall
  - a) Propagate/indulge in communal or sectarian activity.
  - b) Discriminate against any person on the grounds of caste, creed, language etc.





- c) Indulge in or encourage any form of malpractice, and
- d) Accept private tuition
6. No employee shall give or accept gifts or favour of any value in his business relationships with other organization or individuals doing or seeking to do business with the organization unless recognized as proper and approved in writing by the management.
7. Any employee involved in giving or accepting gifts and / or favour in violation of the above shall be liable to disciplinary action.
8. Every employee shall devote his full time of work to the Trust/Institution diligently and faithfully and observe the rules and regulations contained herein as well as other instructions, directions, stipulations, policies, guidelines, standard operating procedures and practices, which may be notified from time to time by the Trust/Institution.
9. Every employee shall carry out the work allotted by his/her superiors consistently and to the best of his ability and observe all the rules contained herein as well as other instructions, directions, stipulations policies, guidelines, standard operating procedures and practices, which may be notified from time to time by the Trust/Institution.
10. No employee shall enter or pass through departments other than those in which he is employed unless doing so is necessary in the course of his duties and he has been authorized to do so by the Superior/Head of the Institution.
11. Every employee shall commence work at the official starting time and continue working until the official closing time, unless permission or instructions to stop work earlier has been issued by the competent authority.
12. No employee shall leave the premises/ place of work during working hours without prior written permission from the Superior/HOD.
13. No employee shall engage himself in any other work or trade excepting that of the establishment either for himself or for any other person during his employment with the Trust/Institution.
14. No employee shall engage in any activity prejudicial to the interests of the Trust/Institution and its business.
15. No employee shall disclose any confidential matter regarding the Trust/Institution business methods, inventions, know-how, secrets, etc., which has come to his knowledge in the course of his employment with the Trust/Institution to any un- authorized person or authority, to the press or the electronic media unless permitted by his superior to do so in writing.
16. Every employee shall be courteous to any visitor / customer / supplier / parent/ patient / guest / caretaker, on business and to his colleagues, superiors and to all people during his work in the establishment and attend to them without any loss of time with all sincerity, punctuality and urgency that it deserves.
17. Every employee shall be responsible for and shall take proper care of all machines, tools, apparatus, appliances, instruments, drawings, vehicles or other materials/ properties of the Trust/Institution. No employee shall take out any article, document, materials or property belonging to the Trust/Institution, or of other employees, suppliers, parent/patients/ caretakers/ guests/ visitors or any other person, agency , etc., without prior permission from his superior neither shall he conceal nor attempt to conceal any such articles or materials etc., in the case of any necessity of any employee taking the above materials out of the Trust/ Institution with the permission of his superior, a pass in the prescribed form shall be issued by the superior in this regard. Such pass shall be produced for security check.
18. Every employee shall take all precaution to safeguard the Trust/Institution's property to prevent accident and or damage to it. Every employee shall, at once, report to his supervisor any defect which he may notice in any machinery/equipment connected with his work. Also, he shall immediately





report any defect or occurrences which he may notice and which might endanger him or any other employee of the Trust/Institution, or the patients/ guests/ visitors of the Trust/Institution or might result in damage to the Trust/Institution's or somebody else's property. It is the duty of every employee to ensure that the machine and /or place around the machine is kept clean and tidy always.

19. Strict observance of all the safety instructions/norms including fire precaution and protection is obligatory on the part of every employee.
20. No employee shall, unless specifically authorized, interfere with any safety device or any machine either running or idle. All protective clothing and or appliance provided for the safety of the employee shall be worn by him while on work.
21. No employee shall indulge in and force or cause other employee to participate in any activities in isolation or jointly, in the premises of Trust/Institution, in organizational activities not connected with the Trust/Institution. These activities include any trade union activities like holding meeting, canvassing for trade union, fund raising for trade union, shouting slogans, leading or participating in processions, distribution of leaflet or any literature, posters either in physical or in any electronic form during working hours of the Trust/Institution. These Activities also include any activity connected to a political party, religious organization or fundamentalist group.
22. The management may prescribe for any set of employees or all of them to wear uniform, safety gears and personal protection devices/ equipment. These uniforms, safety gears and protective devices/ instruments shall be the property of the Trust/Institution. The safety gears and protective equipment cannot be taken out of Trust/Institution.
23. Every employee shall be responsible for and shall take proper care of the machine, equipment, materials, etc., generally and specifically entrusted to him.
24. No employee shall interfere in or hinder performance of Trust/ Institution's duty to enforce discipline.
25. Every employee shall, whenever required by the Trust/Institution, travel by land, sea, air or space as may be directed by the Trust/ Institution.
26. All employees shall always maintain good housekeeping in and around their place of work or around their department.
27. Every employee, irrespective of the trade/ skill to which he was originally selected, shall be required to undergo training in other trades/skill on the basis of multi-skill, multi-trade concept, both for redeployment of employees as also for his career advancement. It shall be the responsibility of every employee to attend such training before such re-deployment and acquire new skills.
28. No employee shall undertake any assignment, occupation, employment, vocation and higher studies, trade, trade business or calling directly or indirectly outside his employment without the Trust/Institution's specific approval in writing.
29. All work in the establishment shall be considered dignified. Every employee shall be prepared and agreeable to perform any job when required by the management in the interest of the uninterrupted and productive working of the establishment/Trust/Institution.
30. Every employee shall follow the chain of command and all his actions/ activity shall be as may be authorized by his immediate Supervisor or his Head of the Institution.
31. Every employee shall always be neatly dressed in uniform as per the uniform policy while on duty and shall keep his work place clean at all times and shall assist the Trust/Institution/authorized persons to maintain good housekeeping and cleanliness of the Institution. The employee shall comply with the dress code of the Institution as notified from time to time.
32. Every employee has to present himself at the place of work as notified to him, in a clean and neat manner and adhere to the personal hygiene standards which the Trust/Institution may notify from time to time.
33. No employee shall enter or leave the premises of the establishment except through the gate or gates





- provided for the purpose and as specified by the management.
34. Every employee shall show his identification badge to the security staff on duty while passing through such gates or places of entry/exit.
  35. No employee shall enter the premises of the establishment except when on duty, without the permission of the Superior/Head of the Institution in this behalf.
  36. The Trust/Institution reserves the right to bar entry into its premises of an employee who is:
    - a) Not following the registered procedure of entry/ exit, or
    - b) Suspected to be under the influence of alcohol or narcotic substances or drugs, or
    - c) Suffering from any contagious or infectious disease, or
    - d) In possession of any material prejudicial to the security of the Institution, its employees or visitors, or
    - e) Likely to create disturbance & disturb peace at work, or
    - f) Reasonably considered hazardous for safety & health.
  37. Refusal by an employee to appear before a doctor for examination for verification of consumption of alcohol or drugs or narcotic substances shall be considered to be a confirmation that he has consumed alcohol or is under the influence of drugs of narcotics.
  38. If any employee is required to take any of the Trust/Institution's property or articles outside the Trust/Institution premises, he shall first obtain permission from the Head of the Institution/Superior after making request in that behalf, and in addition, the employee shall get the property/article description duly entered in the register maintained for this purpose and shall obtain a gate pass from his HOI/Superior.
  39. Any employee who if off duty, or has been granted leave, laid off, suspended, discharged, dismissed or has resigned or is not working for any reason or is declared to be suffering from an infectious disease, shall immediately leave the premises of the establishment and shall not enter any part of it except with the permission of the HOI/Superior in this behalf.
  40. No employee shall leave the establishment during the duty hours except after obtaining written permission of the authorized officer and with a valid gate pass. If any employee desires to leave the Institution premises during the hours of work notified for the employee, the said employee shall obtain prior consent of and a gate pass from the Supervisor, and in the absence of the Supervisor/head of the Institution, from the in-charge Supervisor/Head of the Institution(HOI)
  41. No employee shall take inside the premises of the Institution any outside person without the permission of the HOI/superior.
  42. Every employee shall be searched at the main gate or such other specified entrances of the Institution by the security staff on duty or by any other person appointed by the management for that purpose.
  43. Every employee shall be liable to be searched at any time while entering or leaving or when within the Institution premises, during or outside working hours by the security staff or by any other authorized person/s. All personal belongings including, all clothing, tiffin boxes, documents, pens, foot wear, glasses, bags, watches, computer peripherals and receptacles of any kind are liable to be searched and the employee shall offer them for search when required.
  44. Every employee shall be liable to search both at the time of entry and exit or at any other time as may be required by the Superior/HOI, by a person of the same gender authorized by the superiors in this behalf. Such checks/ searches shall be done at the nearest security post or department or office.
  45. Every employee shall be liable to be searched by the security staff or by any other person authorized by the management, in any part of the Institution's premises, at any time, if the management suspects that the employee is in wrongful or unauthorized possession of any property belonging to the Trust/Institution or to other persons. No packages, parcels, medicines or any other articles except tiffin boxes (containing only eatables), reading materials, newspapers, magazines and dress shall be allowed to be inside the Institution premises. Such article which are not allowed to be taken inside





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the Institution premises, may however be left at their own risk with the security personnel at the main gate, or such other gates provided for the purpose. When the employee goes out of the gate, such tiffin boxes and or any other materials or packages in his possession shall be kept open for inspection to the security staff.

46. The right to regulate the entry into work areas shall vest solely with the management as may be notified from time to time.
47. Any article belonging to the Trust/Institution found in his or her possession shall be liable to be confiscated and action shall also be taken against him/her under these rules and under any other law for the time being in force time to time.
48. The outgoing packages must bear the signature of the respective heads of the Institution or superior as may be authorized in the prescribed gate pass but they are liable for inspection by the security officer. No property of any other material or equipment, etc., belonging to the establishment/patients/visitors/guests and other employee shall be taken out of the premises without obtaining a gate pass from one of the officers authorized to issue the same.
49. No employee shall be permitted to bring their personal belongings into the establishment. All such personal belongings of the staff must be deposited at the security office and not brought inside the premises.
50. No employee shall be permitted to bring their personal jewellery, valuables, etc., into the premises and if he does so and if any theft or loss of the same occurs, then it shall be entirely at his/her own risk and the management shall not at all be responsible for the same.
51. Every employee shall be required to make available all articles carried by him for inspection at the gate. The management shall have the right to prevent any entry or exit of any employee for any reasonable cause.
52. An employee coming on bicycle, scooter, motor bike, car or any other vehicle shall be required to park the same in the area/place earmarked for the purpose of such parking and shall be searched by the security at the gate.
53. Any employee who is not in position to leave the premises after the close of the Institution within 15 minutes due to working beyond duty hours shall be required to produce a written authorization of the department head while leaving the premises.
54. Any employee who wants to enter the establishment during the period other than his normal duty hours may do so at the sole discretion of the management on procuring visitor's pass. In such a situation, he may be permitted to see any of the person(s) whose name has been entered by him on the visitor's pass.

*Subramanyam*

PRINCIPAL 1/6/2015  
RV COLLEGE OF ENGINEERING  
BENGALURU - 560 059