



SRI KRISHNA COLLEGE OF ENGINEERING AND TECHNOLOGY
Kuniamuthur, Coimbatore. Tamil Nadu 641008
(An Autonomous Institution Affiliated to Anna University, Chennai)



HAND BOOK FOR CODE OF CONDUCT





Code of Conduct

Sri Krishna College of Engineering and Technology has developed a Code of Conduct aimed at enhancing the well-being of students, academicians, and non-academicians through an effective teaching-learning environment. The primary focus is to foster academic integrity and professional behavior within the campus. This handbook serves to acquaint all students, academicians, non-academicians, cells, committees, and departments with the rules and regulations of the institution. It is designed to align with the mission and vision of the college, facilitating progress toward a common goal.

1. Code of Conduct for Students

Sri Krishna College of Engineering and Technology has established a Code of Conduct for students, outlining the rules and regulations of the college. Adhering to this code is essential for maintaining harmony and fostering a holistic educational experience. All the students are requested to familiarize themselves with this code, which is also available on the official college website.

1.1. Jurisdiction

The College retains jurisdiction over the behavior of students associated or enrolled with the institution. This encompasses addressing all instances of misconduct, including those related to ragging, occurring inside or outside the college campus. Violations of the ideal student conduct and discipline outlined in this policy handbook, as well as other related regulations, will be taken into cognizance.

- i. Any infractions of the Sexual Harassment Policy within the college against fellow students will be subject to appropriate action and investigation.
- ii. Physical assault, threats of violence, or any conduct that jeopardizes the physical and mental well-being or safety of any individual, including fellow students, is strictly prohibited.
- iii. The possession or use of weapons, explosives, or destructive devices inside or outside the college campus is strictly prohibited.
- iv. Engaging in the manufacture, sale, distribution, or consumption of prohibited drugs, alcohol, etc., is strictly forbidden.
- v. Any conduct that has a negative impact or constitutes a nuisance to members of the surrounding community is not acceptable.



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

2. Campus Code of Conduct

1. All students are required to wear their college ID cards at all times during their stay on the college premises.
2. Students are expected to maintain the highest standards of discipline and dignity both on and off the college campus
3. Students are required to adhere to the rules and regulations of the college and uphold the esteem of the institution.
4. All students are expected to be present in class at the scheduled time. Latecomers will not be entertained.
5. All students are required to maintain a minimum attendance of 75% to meet the mandatory attendance criteria.
6. The entire faculty should be addressed as Dr/ Prof. or Sir/ Madam. All non-teaching staff to be addressed as Sir/Madam.
7. Students are not permitted to leave the class during the session without the permission of the respective teacher.
8. In case of extenuating circumstance with due permission from the tutor or Head of the department, student can leave the campus. The authenticity of the reason, the student is leaving will be checked by the tutor by calling the parent/guardian.
9. Break time should be utilized wisely and should not be extended.
10. Students are required to strictly adhere to the dress code. For boys, the prescribed attire includes formal pants and shirts with formal shoes. Girls are expected to wear churidar with a dupatta and loose-fitting attire.
11. All leave application shall be submitted well in advance to the concerned tutors.



12. Any form of tattooing, body piercing, hair styling, or actions contrary to political, social, or cultural values, beliefs, and norms will be dealt strictly.
13. Rash driving, wheeling, and the use of powered vehicles are strictly prohibited inside the campus.
 - The sounding of horns is not permitted within the campus.
 - Students will not be allowed to enter the campus without wearing a helmet or seat belt, as mandated by the government.
 - Students' vehicles with altered silencers are not permitted inside the campus.
 - Students using two-wheelers are strictly advised to travel with only one pillion rider.
 - Any deviation from this rule will lead to the permanent removal of the vehicle from the campus.
14. Students are expected to maintain decorum in all academic buildings. Hooting, whistling, loitering or any unacceptable acts will be treated as deviant behavior and will be treated as instances of indiscipline.
15. Sitting in staircases or circulation areas, where it could interfere with free movement, is prohibited.
16. Students are instructed not to use mobile phones during the class hours.
17. The Campus is known for Swatchtha and it is the responsibility of the students to maintain neat and clean environment.
18. Consumption of intoxicants/banned substances in any form of Smoking or using Chewing Gum, Hans, Pan Masala, inhaling whitener, cool lip etc., are strictly prohibited.
19. Students are urged to refrain from activities such as scribbling on walls, doors, or any furniture that could deface the college and compromise the academic ambiance.
20. Adhere to safety precautions at all times during both class and laboratory hours.
21. In the event of damage to college property due to student activities, the students are responsible for bearing the cost of replacement/repair along with a penalty.
22. Students are not allowed to conduct any unauthorized celebrations inside the college campus.
23. Students are not permitted to distribute or display materials, notices, pamphlets, banners in the campus without the permission of the principal.



24. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned Head of the Department and the selection parameters will be fixed by the respective department.
25. On Duty leave applications should be submitted well in advance for approval by the respective HoDs. The supporting proof documents should be submitted to the concerned tutors for record purpose.
26. Political activity in any form is not permitted in the College campus. Unauthorized meetings, religious functions, propaganda work, processions or fund collections are forbidden within the college, hostels and outside the campus.
27. Ragging is an offence and enforceable by law.
28. Misbehavior towards girl students, like use of threat, physical or psychological harassment will be dealt as per the legal provisions. Above mentioned misbehavior towards any of the institutional personnel will also be dealt as per legal provisions.
29. Any violation of the above rules will invite penalty in the form of warning, parents meet, corrective measures or punishment by higher authorities of the college and legal authorities of the state.
30. Refrain from engaging disorderly, lewd, or indecent conduct, including creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption inside the College campus.
31. Students are expected not to interact, on behalf of the College, with media representatives or invite media persons in to the campus without the permission of the college management.
32. Students are not permitted to audio or video record lectures in class rooms or actions of other students, faculty or staff without prior permission.
33. Students are not permitted to provide any audio or video clippings of any activity on the campus to media without prior permission.
34. Refrain from posting any derogatory comments about faculty, students, College on any media, social media or website of any nature.
35. Refrain from theft or abuse of the individual and college properties and facilities.



Action on the above

- I. Warning: This indicates that the action of the student was in violation of the code, and any acts of misconduct shall result in severe disciplinary action.
- II. In case of misconduct, the matter will be referred to the discipline committee, which will conduct a detailed inquiry. The report of the inquiry will then be presented to the higher authority for follow-up action.
- III. Imposition of restrictions on the usage of various campus facilities for a specified period of time.
- IV. A student may face suspension for a specified period, entailing prohibitions on participating in student-related activities during that time.
- V. Expulsion of a student from the College permanently.
- VI. In case of criminal offenses, the matter may be referred to law enforcement agencies for appropriate action.

Code of Professional Ethics

Preamble

The main objective of Higher Education is to strive for academic excellence and quality standards to compete at global standards. The responsibility of Higher Education Institution is to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals. The pivotal objective of education is to create skill, knowledge and awareness of our glorious national heritage. The aim of education is to achieve basic scientific outlook and commitment to the ideals of the principles enunciated in the preamble to our national constitution.

Code of Conduct for the Principal

1. The Principal is expected to demonstrate qualities of effective leadership in all academic and administrative activities of the college.
2. A strategic plan will be implemented in alignment with the execution of the vision and mission of the college.
3. Emphasize coordination and teamwork in all activities associated with the college.
4. Provide guidance, leadership, direction to all the stakeholders
5. Oversee and monitor the administration of academic and administration activities.
6. Adapt novel technology and methods for effective teaching learning process.
7. Acquaint the students to recent development in the world.
8. Observance and implementation of directives issued by Government/ UGC/ AICTE/



- Anna University/ NAAC/ MoE and other related statutory bodies.
9. Ensure that both teaching and non-teaching staff adhere to the code of conduct set forth by the College.
 10. Assessing reports / teaching or module plan / plan of action and action taken reports of teachers / head/ deans/ coordinators.
 11. Assessing and monitoring the academic syllabus /course.
 12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
 13. Assessing reports of members of non-teaching, maintenance and other related departments.
 14. To instill social, cultural, national, and human values among students through education, fostering their overall development
 15. To provide professional development and continuous professional development activities to both teaching and non-teaching staff.
 16. Accountable to the Management for all expenditures incurred in the college by submitting vouchers and bills within the specified time limit to the finance department of the Trust.
 17. Submitting application to Government for claiming eligible scholarship for students in time and distributing it to students as and when received. The Principal should submit proper accounts to the Government for the scholarship.
 18. Formulate and conduct all statutory and non - statutory meetings as prescribed by UGC, AICTE and Anna University as per their regulations and frequency every year.
 19. The Principal is also a chief controller of examination, for all exam related activities.
 20. The Principal should oversee the maintenance of all infrastructures.
 21. The Principal should develop a system for monitoring the maintenance of the campus to ensure that the entire campus remains consistently neat, clean, green, and smart
 22. Formulate an eco system in maintaining and retaining quality standards in helping the Institution to elevate its positions in National Institute Ranking Framework (NIRF), ARIIA, National Assessment and Accreditation Council (NAAC), National Board of Accreditation (NBA) and Autonomy standards.
 23. To promote industry institute interaction and R& D activities
 24. To promote the brand building of the institution by adopting new technologies
 25. To create awareness among staff and students about the rules, procedures, and regulations established by the college and ensure their enforcement.



Code of Professional Ethics to Teachers

Professional ethics encompass personal and institutional regulations that govern behavior within the context of a respective profession. For the teaching fraternity, the following professional ethics are to be observed:

I. Teacher and their Responsibilities

Teaching is a noble profession with the obligation to embody the ideals of professionalism and cultivate responsible citizens for the country. The primary responsibility of every teacher is to ensure harmony between their perception and practice. They should possess a calm, patient, and communicative temperament, being amiable to all stakeholders. Teachers should treat students with dignity and mutual respect.

Teachers should:

1. Foster positive relationships by demonstrating kindness, care, and mentoring through a patient attitude.
2. Adhere to the standards set by the management in fulfilling their professional duties.
3. Manage their private affairs in a manner consistent with dignity of profession
4. Act with honesty and integrity in all aspects of their work
5. Respect the privacy of others and uphold the confidentiality of information acquired during professional practice, except in cases where legal requirements mandate disclosure or when there is a legitimate concern for an individual's well-being.
6. Use their name/names as recorded in the Register of Teachers in the course of their professional duties.
7. Commit to continuous professional development through research and higher studies.
8. Express free and frank opinions in a manner consistent with the management policy regarding participation in professional meetings, seminars, conferences, etc.
9. Maintain active membership in professional organizations within their domain and actively contribute to the improvement of education and professionalism through such memberships.
10. Adhere to the academic workload by following the norms of the respective statutory bodies or institution.
11. Cooperate and assist in carrying out academic and its related supporting activities of the Higher Educational Institutions.



12. Engage themselves in extension, co-curricular, extracurricular and outreach activities including community services
13. Contribute their efforts in maintaining and retaining quality standards in helping the Institution to elevate its positions in National Institute Ranking Framework (NIRF), ARIIA National Assessment and Accreditation Council (NAAC), National Board of Accreditation (NBA) and Autonomy standards.
14. To complete the quintessential persona of a teacher, their dress code is essential. For gentlemen, it includes collared shirts with tailored pants; shirts must be tucked in, and shoes are mandatory. For Ladies – Sarees; neatly draped with all pleats pinned and placed perfectly.
15. Wearing **ID-Card** is mandatory when staff is in campus and if travelling ONDUTY to the other places related to official work.
16. The duties and responsibilities of the Head of the Department are given in Annexure I
17. The duties and responsibilities of the faculty are given in Annexure II
18. The duties and responsibilities of Tutors are given in Annexure III
19. The duties and responsibilities of the administrative staff are given in Annexure IV
20. The duties and responsibilities of Technical Staff are given in Annexure V

II. Teachers and Students

Teachers should

1. Respect the right and dignity of the students in expressing their opinion.
2. Adhere to equality, fairness and impartiality with students regardless of their religion, caste, political, economic, social and physical characteristics
3. Identify, mentor and train students based on their capabilities and strive to meet their individual needs
4. Improve academic and personal achievements and develop their personalities through community welfare.
5. Inculcate a research culture among students by organizing conferences, seminars, and incubation programs, and by actively encouraging student involvement.
6. Mutual respect, trust and consistent communication for a greater connection and effective learning.
7. Refrain from inciting students against other students, colleagues and administration.
8. Develop an inclusive approach and stronger alumnus connect for the current students.



9. Be affectionate to all the students and avoid vindictiveness against any student.
10. Make themselves available beyond the class hours and guide them without any remuneration or reward.
11. Maintain a strong teacher student relationship that leads to student engagement and a better learning environment to achieve higher order in the knowledge map.
12. Should adopt humane approach in dealing with students who are physically challenged.

III. Teachers and Colleagues

Teachers should

1. Treat their fellow teaching fraternity in the same manner as they themselves wish to be treated.
2. Speak respectfully of other teachers and render assistance for professional accomplishment.
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
4. Refrain from allowing consideration of caste, creed, religion, race or sex in their professional endeavour.
5. Avoid creation of toxic work environment through gossips, rumors and grapevine communication.
6. Create a professional environment during the working hours and adhere to their professional commitments.
7. Refrain from using mobile phones during the working hours and teaching hours in particular.

IV. Teachers and Authorities

Teachers should

1. Discharge their professional responsibilities in line with the rules and regulations of the Institution.
2. Be consistent with their profession in initiating steps through their own institutional bodies/professional organization for change of any such rule detrimental to the professional interest.
3. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
4. Cooperate in the formulation of policies of the institutions and accept responsibilities, and discharge as required.
5. Adhere to the terms and conditions as specified in the service contract/appointment orders.



6. Refrain themselves in leaving the institutions during the academic year as it affects the academic schedule of the Institution.
7. Refrain from availing themselves on leave except on unavoidable circumstances with prior intimation, keeping in view of their responsibility and academic schedule. They should follow leave and service conditions of the institution.

V. Academic and non-academic staff

Teachers should

1. Treat the non-teaching staff as colleagues with equality and respect during their tenure in the Institution.
2. Help in the function of joint staff councils covering both academic and non-academic fraternity.

VI. Teachers and Parents/Guardian

Teachers should

1. Maintain contact with the parents/guardians and send reports of their wards performance at regular intervals as and when required.
2. Meet the parents/guardian as convened for the purpose of exchange of ideas and for the benefit of the Institution.

VII. Teachers and Society

Teachers should

1. Recognize that education is a public service and strive to keep the public informed on the educational programmes being provided
2. Work to enhance education in the community and contribute to strengthening the moral and intellectual life of the community.
3. Be aware of social problem and take part in such activities as would be conducive to the progress of society and country as whole.
4. Perform duties of citizenship, participate in community activities and shoulder responsibility of public offices.
5. Refrain from participating in or supporting activities that promote feelings of hatred among different communities, religions, or linguistic groups. Instead, work towards a common and collective goal for national integration.



6. Work for a common purpose in case of national disaster/pandemic situations in supporting the communities through crisis management.

Code of Conduct and Professional ethics for Non - Teaching Staff

1. Every non- teaching staff of the college shall discharge his/her duties efficiently and diligently in line with the required administrative standards as formulated by the Management.
2. Maintain their professional knowledge & skills for the proper discharge of duties assigned to them.
3. Assist in carrying out functions relating to the administrative responsibilities of the college and the Management.
4. Respect the right and dignity of the student for assisting and guidance.
5. Respect and politeness is expected from the non-teaching staff.
6. Deal impartially with students regardless of their religion, caste political, economic, social and physical characteristics.
7. Cooperate with the Teaching faculties and students and maintain dignity and decorum at all stages.
8. Avoid conflicts between their professional work and personal interest.
9. Should adopt humane approach in dealing with students who are physically challenged.
10. Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.

Annexure I

Duties and Responsibilities of the Head of the Department

1. HoD is responsible for all academic / administrative / students' discipline of the department as per AICTE / University directions.
2. HoD should disseminate the Vision and Mission of the Institution and department PEOs, POs & COs of their respective programmes/courses through different mechanism like posting in Google classroom, mentioning it in the syllabus, website and wherever necessary.
3. HoD is responsible for allocation of subjects / courses to the faculty taking into account the teacher's interests/ specialization and bottomup.
4. HoD is responsible for scheduling the timetable for the courses to provide adequate contact hours and to ensure the completion of the syllabus on time.



5. HoD should take the responsibility to train the Members of Faculty to deliver their course content effectively to the students during theory and practical classes.
6. HoD should improve the students' performance (slow learners) by motivating them and by taking remedial actions.
7. HoD is responsible for arranging internship to the students.
8. HoD is responsible for arranging Industry / Field visit to the students for real time experience.
9. HoD should ensure that all the classes are held as per the scheduled time table and make alternative arrangement to the teachers during the absence.
10. HoD should verify whether the Members of Faculty covered the lecture topic as per the lecture plan and should verify the students' master attendance every week end.
11. HoD must visit classrooms and laboratory to ensure the discipline of the students and conduct of the classes by the Members of Faculty.
12. HoD should conduct meeting with Members of Faculty regarding the academic progress once in a week.
13. HoD is responsible for arranging guest lecturers for the students by identifying eminent people.
14. HoD should collect the feedback from the students and take necessary action plan to improve the Teaching and Learning process.
15. HoD should prepare budget, well in advance for the requirement of purchasing new equipment, consumable, servicing of equipment etc.
16. HoD should motivate and guide the faculty and students to participate in National and International level contest and enhance the research culture in the department.

Annexure II

Duties and Responsibilities for Teaching Faculty

A Teacher should

1. Give utmost priority to Teaching, Learning process
2. Be truthful, ethical and faithful towards the Profession
3. Contribute with commitment to the development of sound education.
4. Adhere to the policies of the Institution.
5. Be a role model to the student's community.
6. Motivate the students and inculcate moral practices.



7. The teacher should come to the College at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after end of the last hour.
8. The teacher should deliver lectures exclusively in English.
9. Whenever a teacher intends to take leave, they should obtain prior approval and make suitable alternate arrangements for classes, labs, invigilation, and any other responsibilities. In case of an emergency, the Head of the Department (HOD) or the next senior faculty member must be informed, along with appropriate alternate arrangements.
10. Once the subject(s) / course(s) are allotted, the teacher should promptly prepare the course plan, course materials, and related documents.
11. The teacher is required to obtain approval for the course plan from the HoD and Principal. Following approval, they must establish a Google Classroom for course delivery at least a week before the beginning of each semester
12. The record of class work must be regularly updated and monitored by HoD and Principal.
13. The teacher should ideally review the last lecture for the first 5 minutes of the current class.
14. The teacher should sufficiently get trained in handling the classes with interactive board. The teacher should refer to reference books apart from the prescribed text book and prepare his/her detailed lecture notes.
15. The teacher should not dictate notes in the class.
16. The Members of Faculty, in charge of the practical class, are responsible for issuing instructions as how to conduct experiment and follow up with the technical staff for issuing of proper instruments and gadget as required.
17. The teacher should go to class at least 5 minutes before the commencement time.
18. The teacher should be firm yet polite, refraining from the use of harsh words that might hurt students.
19. The teacher should make himself/ herself available for clearing doubts of the students.
20. Snap talk has to be conducted every hour on a daily basis.
21. A laboratory manual must be prepared detailing the experiments.
22. The laboratory assessment for the experiment done on the day must be corrected then and there or at least by next day as per the rubrics.
23. While setting question paper for CIA, the teacher should also prepare the detailed answer and scheme of evaluation.



24. Test papers must be corrected within 3 days from the date of the examination, and the marks should be submitted to the HoD/Principal. Additionally, they must be updated in the ERP portal within 5 days. Corrected papers and marks should be shown to students without fail
25. During invigilation, the teacher should move around and be vigilant in closely monitoring the candidates allotted to them. Ensure there is no malpractice in the exams/tests
26. If any malpractice is noticed by the invigilator during the examination, they should immediately inform the chief superintendent. In the presence of the chief superintendent, a written statement from the candidate should be received. The received statement should then be handed over to the COE for further proceedings.
27. The teacher should make himself / herself presentable and show no partiality to any segment/ individual student.
28. The teacher should regularly update and maintain the record of class work, which will be inspected by the HoD/Principal as necessary.
29. The teacher should interact with the Class Advisor and inform him/her about the habitual absentees, academically weak students, disobeying attitude, misbehavior or any act of misconduct.
30. In addition to teaching, the teacher should undertake other responsibilities as assigned by the HoD/Principal, including involvement in academic, co-curricular, and extracurricular activities.
31. The teacher should take care of academically weak students and pay special attention to their needs.
32. The teacher should always aim for 100% pass results (zero arrear) in his/her subjects and work accordingly.
33. The teacher should motivate the students and bring out the creativity/ originality in the students.
34. It is mandatory to get the feedback from the students at regular intervals to enhance TLP.
35. The teacher should regularly visit the library, read the latest journals/magazines in their specialty, and stay abreast of the latest advancements and research outcomes.
36. Teachers should actively endeavor to write textbooks, book chapters, and publish/present research papers in reputed international/National Journals, Conferences, SCI, UGC, and AICTE.
37. All documents must adhere to the specific formats prescribed.



38. At the end of class works of every semester, the teachers should conduct a course exit survey in his/her class.
39. After the publication of results (both internal and end-semester exams), teachers should verify if each course has achieved its course outcomes. If not, the teacher should take the necessary measures.
40. Teachers should be well aware of the Vision and Mission of the institution, as well as the Program Educational Objectives (PEOs), Program Outcomes (POs), and Course Outcomes (COs) of their respective programs/courses.
41. Teachers should disseminate information about the Vision, Mission, PEOs, POs, and COs to students through various mechanisms such as posting in Google Classroom, including it in the syllabus, on the website, and wherever necessary.
42. Teachers should motivate and guide the students to participate in National and International level contests.
43. Faculty should undergo industry/field visits to facilitate their professional development and vertical movement
44. Members of the faculty may undertake research and consultancy work to apply practical insights in the classroom.
45. Members of Faculty should engage in consultancy work/ industrial interaction/ community services without compromising their teaching contact hours.

Annual Process of Promotions:

Promotion of Members of Faculty shall be determined based on the score of 360° feedback system prescribed by UGC / AICTE, New Delhi. Parameters as:

- a) Teaching process
- b) Students' feedback
- c) Departmental Activities
- d) Institute Activity
- e) ACR
- f) Contribution to Society

Annexure III

Duties and Responsibilities of Tutor

1. Tutors should have direct interaction with students.



2. He / She should take care of the entire activities & responsibilities of the class.
3. He / She should know each student personally well with all their antecedents.
4. He / She should keep all academic records of the students.
5. He / She should meet students at least once every fortnight and get the feedback about the courses/teachers and inform senior class advisor / HOD / Principal about any action that is needed.
6. It is the responsibility of the tutor to conduct the Teacher - Parents Meeting after every test and to give accurate academic information and progress of the students.
7. He / She should give an accurate data like attendance, sessional marks, etc. which is being forwarded to the Controller of Examinations.
8. He / She should conduct periodical "Class Committee Meeting" with the concerned course teachers and student representatives in presence of the HOD.
9. He / She should collect the feedbacks from the students' as per the guidance of AICTE/UGC for all subjects and same have to be submitted to the HOD.
10. After conducting monthly tests, model tests, etc., tutors should collect marks for all subjects to prepare the rank list, and the progress will be communicated to the parents.
11. The attendance particulars of each ward should be monitored by the tutors.
12. The master attendance must be regularly updated and should be reviewed every fortnight. The student with 75% or less attendance must be warned and the attendance report should be communicated to the parents.
13. When a student requests leave, the tutor should only grant it for genuine cases
14. At the end of each semester, the tutor should complete and submit the class log book, master attendance, and any other records notified by the student's section of the office.
15. The residential status of Day scholar / hosteller must be maintained. 16. If hosteller (inside the campus) - Room number and block number / name along with the residential address must be maintained and updated.
16. If day scholar - Residential address of parents / Guardian should be maintained.
17. The details of parent / Guardian such as occupation, mobile number/alternate address/ email/ mobile number should be maintained.
18. The result status of current semester with proof of mark sheet should be maintained.
19. The result status of internal test (CIA) should be maintained.
20. The required guidance and coaching should be given by the tutors for their wards to clear arrears.



21. Ensure that each student studies regularly, submits assignments, etc. If not, try to identify the reasons and help the student overcome the shortfall.
22. Understand the talents and achievements of each student.
23. Ensure that each student remits college fees, hostel fees, and exam fees on time. The tutor should maintain continuous follow-up with the office regarding their wards' dues, if any. They must keep a record of unpaid students and ensure timely payment of fees.
24. Take necessary steps and motivate the students to get good academic laurels.
25. Tutor is responsible for improving the performance of his / her wards.
26. He/She should play a proactive and friendly role, aiming to achieve a 100% pass rate for their wards.
27. If a ward receives low marks or has arrears in any subject, the tutor should arrange for remedial action to help the ward clear the arrear in the next reappearance
28. The marks reports of periodical tests must be conveyed to the parents.

Annexure IV

Duties and Responsibilities of Administrative Staff

1. Updating and monitoring the staff attendance register.
2. Sending Biometric attendance report every day to the higher officials.
3. Preparation of Salary every month.
4. Issuing various certificates to staff.
5. Staff Personal file maintenance
6. Receiving and replying letter correspondence on time.
7. Ensuring that all documents of students and staff are securely stored and safeguarded
8. Maintaining all the keys, key boards and key registers.
9. Communication between college and Trust office.
10. Monitoring and recording all the vouchers for all types of accounts.
11. Maintaining inward and dispatch register.
12. Keeping track of all stock register.
13. Preparation of Circulars.
14. Housekeeping monitoring
15. Update & monitor the office stationeries and its Stock register.
16. Preparation of Governing council, AICTE approval, AISHE records.
17. First year Admission approval process.



18. Sending proposal for the Transfer and re-admitting students and Lateral entry admissions.
19. Guiding students on online payments and follow up the unpaid students to make them pay fee on time.
20. Preparing and issuing of TC for all outgoing students.
21. Taking care of scholarship related tasks.
22. Issuing provisional and consolidated mark sheet to the students.
23. Issuing Genuineness certificates for the students, whenever requested by the industries.
24. When parents, students, or outsiders approach the office, they should be treated with respect and guided appropriately for their purpose.

Annexure V

Duties and Responsibilities for Technical Staff

The technical staff is responsible for:

- a. Maintaining the stock register for both consumable and non-consumable items by making entries then and there, and getting it attested by the faculty members and HOD.
- b. Keeping the store room / cupboard wherein the tools, gadgets, etc., are stocked securely and safely and issue to the students on the instruction of the faculty under proper acknowledgement.
- c. Assisting the faculty in reconciling the stock of items in the event of any discrepancies identified by the stock verification team
- d. The maintenance of a register documenting breakages of items by students during experiments, including the preparation of a statement duly attested by members of the faculty at the end of the semester for submission to the office.
- e. Maintaining all instruction manuals and sample record note books
- f. The technical staff should contribute in the efforts of the Members of Faculty in developing new experiments as and when needed.
- g. The technical staff with the approval of the project guide and the laboratory in charge should help the students in fabricating/assembling the experimental set up or developing gadget using the laboratory facilities.
- h. Whenever new equipment/machinery is purchased, the technical staff should ensure their fullest co-operation to the faculty in charge in the installation of equipment.
- i. To ensure a clean, safe, and secure laboratory environment.
- j. To carry out any other work assigned to them by staff in charge, HOD and Principal.
- k. Keeping the working tables in their respective labs always in working condition by proper maintenance.



1. After the Practical class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use.

Engineering / Science Laboratories

The technical supporting staff is employed in the laboratories. Regarding practical classes in the laboratory, the technical staff is responsible for arranging the equipment and instruments for conducting experiments by students, following the instructions of the faculty member in charge of the practical class

1. Issuing instruments to students based on the instructions of the faculty, with due acknowledgment from the students for conducting experiments.
2. Receiving the gadgets/instruments issued to students, after checking for any malfunctioning, damage caused etc., and reporting to the Members of Faculty any damages etc., if noticed.
3. The technical support member should take accurate instructions from teaching faculty and refrain from prompting the students.
4. While students conduct experiments, the technical staff has the duty to assist the Members of Faculty in ensuring that the students do not cause damage to the equipment due to incorrect operation or mishandling. items/chemicals are harmful, the supporting staff should vigilantly observe to prevent misuse by students in the interest of their safety.

Workshops

The technical staff such as Instructors and Technicians are employed in the Workshop primarily to coach the students in technical skills involving machining etc. While the Members of Faculty in charge of the Workshop class, are responsible for briefing the students about the exercise, and the theory behind it, precaution must be taken.

The technical staff is responsible for:

- a. Issuing of tools and gadgets required for carrying out the exercise assigned to the student and to receive after the class is over.
- b. Coaching the students as how to operate the machine, mounting of tool, carrying out machining operation, etc.
- c. Assisting students in sharpening dull tools, allowing them to acquire the necessary skills involved in the process.
- d. Adjusting the machine tools and ensuring that they are kept clean after students complete their exercises.
- e. Coaching students in the handling of hand tools involved in carpentry work and assisting them in learning simple carpentry tasks.



- f. "Providing coaching to students in fitting and welding activities, as well as in plumbing works.
- g. Demonstrating the steps involved in foundry and smithy related activities to the students as per the instruction of faculty in charge of practical class.
- h. Monitor the students to ensure they handle tools safely and securely.

Electrical and Electronics Laboratories

- a. To assist the faculty in charge of laboratory practical classes for the effective and orderly conduct of practical courses.
- b. To ensure whether all the equipment and machineries are in proper working condition before the commencement of practical classes.
- c. To ensure the safety of the students during Practical classes carefully by following the safety instructions.
- d. To issue the required meters, instruments, components etc., to the students during practical classes and receiving the same back after completion of experiment.
- e. To help the students in the circuit debugging measurement observation, etc., in regular lab classes.
- f. To help the students in the fabrication of working models, as a part of their project work.

Computer Laboratories

- a. Regular maintenance of all computer systems, UPS and other peripherals related to laboratory.
- b. Assisting the faculty in charge of practical classes, particularly concerning hardware and system software problems.
- c. If a system is within the warranty period or covered by maintenance contract and develops defects, contact the technical staff from the concerned company for rectifying the issues.
- d. Maintenance of all computing and networking facilities in the campus
- e. Creation and maintenance of login for faculty and students.
- f. Regular maintenance of LCD projector in the class room, conference hall, seminar hall, etc., as and when needed.
- g. Loading specific software and upgrading of system as and when required.
- h. Switching off the systems and air conditioners when not in use.

Assisting Research Scholars

- a. When Ph.D. researchers require experimental setups, the technical staff should assist the research scholar with the approval of the laboratory in charge and the Head of the



Department (HOD).

- b. The technical staff shall assist the researcher in taking readings/measurements and in the operation of the gadget.
- c. As an institution, emphasis will be placed on sponsored research projects and consultancy. Given that many research projects involve experiments and testing, the technical staff of the laboratory should extend cooperation and assistance to the project coordinator and project associates in their endeavors.
- d. Even if the work involves beyond the working hours of the institution, technical staff will have to render assistance to the project coordinators.

Repair, Maintenance and Calibration Policy

The institution may receive requests for testing components, materials, etc., for certification from different sources. While conducting tests, alongside the faculty member, the technical staff should exercise utmost precaution in preparing samples and be meticulous in testing to ensure credibility in the certification process."

Practical Examination

The duties and responsibilities during practical examination are as follows:

- a. Issue of instruments and other equipment to the students as per the instruction of examiners appointed for the purpose.
- b. Avoid disclosing any confidential information to students regarding the content and scope of practical tests
- c. Avoid providing any prompts or assistance to students undergoing examination to maintain the sanctity of the examination.
- d. Checking all the equipment, machinery and tools for any defect and rectify the same so that the students do not face any difficulty during the examination.

Workload

- a. A full-time technical staff should perform a minimum of 34 hours of work per week for the Institution on a 6-day week basis.
- b. The institution reserves the right to determine the working hours and days based on exigencies.
- c. 34 hours is only the minimum, but a technical staff is expected to devote more time to help faculty in connection with the execution of sponsored projects, consultancy work, continuing education, summer courses, etc.,



- d. It is quite likely in some semesters, there may not be much work in a particular laboratory. Therefore, the HoD concerned will redeploy the technical staff depending on the need so that the workload is even among the staff of the department.

Cleanliness and Maintenance

With regard to cleanliness and maintenance, the duties and responsibilities of technical staff include

1. Ensuring that the assigned laboratory/workshop is kept clean and neat.
2. All equipment/machinery should be maintained to ensure they are in good working condition. In the event of any fault/defect, it should be promptly reported to the faculty in charge of the laboratory, and immediate action should be taken to rectify the defects.
3. The Technical Staff should ensure that the garbage accumulated in the laboratory or in the vicinity outside the laboratory are cleared by the cleaning staff of the Institution.
4. All safety items, such as fire extinguishers, should be maintained in working condition. Additionally, first aid materials should be kept in the box for use in case of an emergency.
5. Many equipment/measuring devices require periodic calibration. It is the responsibility of the technical staff to conduct recalibration with the assistance of the faculty in charge or by engaging outside agencies, wherever necessary and with the approval of the Head of the Department (HoD).
6. Maintenance and exhibition of charts and other learning materials of the laboratory as per the instructions of the laboratory in charge is also the responsibility of technical staff.
7. The technical staff should bring it to the notice of faculty in charges about unserviceable items and items to be condemned. He/she should also help them in taking action to dispose them.
8. All machinery and equipment are to be cleaned regularly by the respective technical staff.

UGC Regulation for Faculty Workload

1. The working hours of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year.
2. It is necessary for the teachers to be available for at least 7 hours daily in the University/ College as follows:



- At least 2 hours for mentoring of students (minimum 15 students per coordinator) for Community Development/ Extracurricular Activities/ Library Consultation in case of undergraduate courses.
 - At least 2 hours for research in case of postgraduate courses, for which necessary space and infrastructure should be provided by the University/College.
3. The minimum direct teaching-learning process hours should be as follows
- Assistant Professor - 16 hours
 - Associate Professor and Professor - 14 hours
4. A relaxation of 2 hours in the workload may be given to Professors, Associate Professors who are actively involved in extension activities, administration.

Note

In accordance with Tamil Nadu Government (TCE) calculations, an additional 1 hour may be allocated if the total number of teaching hours for the department is divisible by 16 hours. In the case of a shortage of less than 16 hours, this deficit can be apportioned among the existing faculty. For example, if the workload is 86 hours and divided by 16, the faculty required is 5 with a surplus of 6 hours. These surplus hours can be apportioned among the existing faculty workload, resulting in an increased workload of 17 to 18 hours.

The following are the workload calculation



Designation	Assistant Professor	Associate Professor	HoD
Teaching, Tutorial / Lab	16	14	12
	4	4	-
Mentoring of students	2	2	2
Departmental administration work	2	4	4
Research	2	2	2
College administration work	4	4	10
Preparation for class, guidance of project and other academic activities	10	10	10



The above is the model workload calculated as per UGC guidelines. The Ministry of Human Resource Development (MHRD) has reviewed the recent amendment to the UGC (Minimum Qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education) Regulations, 2010.

Consequent on the review, the Ministry has issued a direction to UGC, under Section 20(1) of the UGC Act, 1956, to undertake amendments in the Regulation. After these amendments are carried out, the position regarding workload will be as follows: -

In the UGC (Minimum Qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education) Regulations, 2010, the overall workload of Assistant Professors and Associate Professors/Professors in full employment was prescribed to be not less than 40 hours a week for 180 teaching days. This workload remains unchanged, even with the amended Regulation.

The direct teaching-learning hours to be devoted by Assistant Professors (16 hours) and Associate Professors/Professors (14 hours) too will remain unchanged, as a consequence of the direction from the MHRD and subsequent notification by the UGC.

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach, teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counselling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently-abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months. While they will not be included in the calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

Teachers are required to allocate an additional 6 hours per week beyond the direct teaching-learning hours for research. These hours can also be utilized for tutorials, remedial classes, seminars, administrative responsibilities, and the innovation and updating of course



contents.

After the amendments, there will be no increase in the workload of teachers compared to the workload prescribed earlier. Before the commencement of classes each year, the College is required to prepare the workload of the departments in an Excel sheet based on the workload and the number of faculty required in various designations. The Principal of the College is responsible for maintaining the overall workload of the College and each department for each semester in a book form. A copy of this book is to be submitted to the Managing Trustee before the start of the semester.

An academic audit for workload and timetable will be conducted by external experts at the end of each semester. The resulting report will be submitted to the management for all colleges in SKI

It is the responsibility of the Principal to follow the UGC norms for allotment of subject to various category of faculty and when the academic audit is conducted the College should submit all relevant documents to the auditors along with the number of hours handled.

Leave Rules

1. Casual Leave(CL)

- a. Calendar year means January to December. In a calendar year teaching and non-teaching staff members are entitled to avail a casual leave of 1 day per month subject to a maximum of 12 days per calendar year. However, CL cannot be claimed as a matter of right. Un-availed CL cannot be accumulated and transferred to next calendar year.
- b. Application for any leave must be submitted to the office after getting the signature of HOD and approval of the Principal in the prescribed format by mentioning the necessary alternate arrangements on the reverse side of the application form before the leave is actually availed.
- c. Under any unforeseen real emergency condition, oral permission has to be obtained from the respective dean and the dean can inform the Principal and HOD for intimation and permission. Absenting without proper intimation may lead to "Leave on loss of Pay".

Availing Leave on loss of pay will affect regular increment, promotion and vacation



2. On Duty (OD):

- a. Leave ON DUTY (OD) during regular working period will be granted to staff for official work only. The vacation period declared at the end of the odd and even semester in academic year will not be reckoned as a regular working period.
- b. The official work for the teaching faculty includes the following:
 - Attending conference/seminar/workshop/summer school/winter school and similar such programs approved by the management.
 - Attending central valuation/project/viva voce evaluation/Practical examination/External Examination/University representative of Parent University outside the college up to a maximum of 5 days in a semester excluding holidays.
- c. The member of the faculty who are pursuing part-time Ph.D. programs are eligible for half aday Leave ON DUTY during regular working period if needed.
- d. During an academic year a maximum of 15 days only can be availed as leave ON DUTY.
- e. The restriction on the maximum number of days vide clause **4(d)**, referred above is not applicable to officials of physical education, placement and training.
- f. Prior permission has to be taken from the Principal for ON DUTY leave. The member of the staff may not be permitted to avail leave ON DUTY by the Principal, if any academic work is pending or any other work has to be attended to, in the institution.
- g. Any other categories needing leave ON DUTY will be at the discretion of the principal. The decision of the Principal is final in all above cases. However, any deputation or work assigned by the management to the faculty will be treated as additional ON DUTY over and above the restrictions prescribed.

3. Medical/ Maternity leave

- a. If any staff is ill, he/ she can avail a medical leave and the limit will be decided upon case-to-case basis.
- b. Female teaching faculty are eligible to avail approved maternity leave, however the period of Maternity Leave (6 months) will be counted for service. At the time of re-joining also will have to get the approval from Management.



4. Vacation Leave (VL)

- a. The vacation period will be declared by the College. Regular Faculty members who have put in a minimum of 1 year of continuous service are eligible for vacation. No on duty leave will be given during the above-mentioned vacation period.
- b. No College holidays/ Sundays can be prefixed / suffixed to the vacation. The duration will be calculated from the starting day of vacation till the day of re-joining duty. If it is not possible to permit continuous vacation due to official work, it should be availed within the two spells approved by the principal.
- c. It is mandatory on the part of the staff member to report for duty after completion of their vacation leave. Failure to report without prior communication after the vacation period will result in severe action being taken. However, If the faculty is not able to report due to medical reasons or any acceptable reasons then the case may be treated for late joining after vacation as decided by management and Principal.
- d. Vacation leave cannot be combined with any other type of leave except OD. If any other type of leave combined with VL except OD then whole VL availed may be treated as LOP, including holidays / Sundays prefixed / suffixed.
- e. Members are requested to proceed on VL only after the Approval / Sanction from the Principal. Also, they are requested to submit the leave form with necessary alternate arrangements and contact address, phone no, email id. etc.
- f. Members of Staff having invigilation/examination duties during the vacation period it is mandatory to attend the duty without fail or make proper alternate arrangement with the permission from the Principal/COE.
- g. The staff handling the subject has to be present during the end semester examination date of the subject even if he/she is on vacation and is requested to scrutinize the question paper and submit a report to the principal on the same day. For common subjects / a subject is handled by more than one faculty, at least one faculty marked by HOD, should be available on that day for scrutinizing the Question paper and to submit the report.

Note: Depending on existing contingencies like pandemic, natural disasters and Government orders, the vacation period may be altered then and there. Any faculty who has been assigned



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with official work like admission, academic, examination, placement, training etc., during the vacation has to attend the work and they cannot refuse the work because they are on vacation. It is a professional working environment and any rejection to take up the responsibility will cause hardship to the institute and on the individual.



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