



HAND BOOK FOR CODE OF CONDUCT

SRI KRISHNA ARTS AND SCIENCE COLLEGE



AUGUST 1, 2022

Code of Conduct

Sri Krishna Institutions has formulated Code of Conduct to improve the well-being of the students, Academicians and Non-Academicians through an effective teaching learning environment. The pivotal role is to achieve academic integrity and professional behaviour in the campus. The purpose of this handbook is to familiarize the rules and regulations of the Institution to all the students, academicians, non-academicians, cells, committees, departments and to progress towards common goal in line with the mission and vision of the College.

1. Code of Conduct for Students

Sri Krishna Institutions has formulated Code of Conduct for students to observe and abide by the rules and regulations of the College. This will aid the college to maintain harmony and achieve holistic educational experience and atmosphere. Therefore, all students are requested to be conversant with this code which can also be reviewed on the official website of the college.

1.1. Jurisdiction

- The College shall have the jurisdiction over the conduct of the students associated/enrolled with the College. To take cognizance of all acts of misconduct including incidents pertaining to ragging

which are taking place on the campus or outside the campus with the college related activities and celebrations.

- The College may also exercise jurisdiction over conduct which occurs off campus violating the ideal student conduct and discipline as laid down in this policy handbook and other related regulations, as if the conduct has occurred on campus which shall include,
 1. Any violations of the Sexual Harassment Policy of this college against other students.
 2. Physical assault, threats of violence or conduct that threatens the physical and mental health or safety of any person including other students.
 3. Possession or use of weapons, explosives or destructive devices on campus or off-campus.
 4. Manufacture, sale or distribution and consumption of prohibited drugs, alcohol etc.,.
 5. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

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
- the risk of harm involved

- whether the victim(s) are members of the campus community
- 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 should wear ID's at all times during their stay in college.
 2. Students are expected to maintain the highest standards of discipline and dignity on and off the college campus.
 3. Students should abide by the rules and regulations of the College and should maintain the esteem of the college.
 4. All the students are expected to be present in the class as per the scheduled time. Late comers will not be entertained; An hour of absence will lead to losing half a day attendance.
 5. 75% of attendance is mandatory for all the students.
 6. All the faculty members should be addressed as Dr/Prof. or Sir/Madam. All admin staffs to be addressed as Sir/Mister.
 7. No students shall leave the class when the session is on without the permission of the respective teacher concerned.
 8. In case of extenuating circumstance, a student may be permitted to leave the campus with due permission from the tutor or Head of the department or the Dean of the concerned department.
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authenticity of the reason for such permission will be checked by the tutor by calling the parents/guardian.

9. Break time should be utilized wisely and should not be extended.
10. Students should strictly adhere to the dress code. The dress code prescribed for boys is formal pants and shirt with formal shoes. The dress code prescribed for girls is saree, half saree or churidar with dupatta with loose fittings. During college or department functions uniforms should be worn as required.
11. All leave application shall be submitted on time to the concerned tutors with appropriate evidences in case of Medical reasons.
12. All kinds of tattooing, body piercing, hair styling or any act that goes against the existing social norms and which goes against the spirit of the college and academic values will be referred to the discipline committee. Any act against political, social or cultural values, beliefs and norms will be dealt with stringently.
13. Rash driving, wheeling and powered vehicles are not allowed inside the campus. Horn sound which is beyond the decibel levels and causing harm to the environment are not permitted inside the campus.

Students possessing vehicles with altered silencers are not permitted inside the campus.

Students using two wheelers are strictly advised to travel with one pillion rider only.

Any deviation from this rule will result in ousting the vehicle from the campus permanently.

14. Students are expected to maintain decorum in all academic buildings. Hooting, whistling, loitering or any unacceptable act will be treated as deviant behaviour and will be treated as instance of indiscipline.
15. For Independent learning hours, students are expected to use the classroom, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
16. Accessing Social media network is prohibited inside the campus unless and otherwise for academic purpose.
17. Students are advised to follow the Mobile phone usage policy of the college.
18. The campus is known for Swachh and it is the responsibility of the students to maintain a neat and clean campus. Trash should be disposed wherever appropriate.
19. Consumption of intoxicants/psychotropic substances in any form or smoking or using chewing gum, hans, pan masala, inhaling whitener, cool lip etc., are strictly prohibited.
20. Refrain from activities such as scribbling or trashing on the walls, doors or any furniture which could consequently deface the college and destroy the academic ambiance.

21. Follow safety precautions at all time during the class hours and laboratory hours.
22. Any damage to the property of the college, the students have to bear the cost of replacement/repair with penalty.
23. Students are not authorized to celebrate any unauthorized celebrations and decorations of any magnitude including their birthday, bus day, Valentine's Day etc., in the campus.
24. Students are not permitted to distribute or display materials, notices, pamphlets, banners in the campus without the permission of the competent authority.
25. 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.
26. On Duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstances in a semester.
27. Political activity in any form is not permitted in the college campus, unauthorized meetings, propaganda work, processions or fund collections are forbidden within the college, hostels and outside the campus.
28. Ragging is an offence and enforceable by law.

29. Misbehavior towards girl students, like use of threat, or violence against members of the staff or fellow student will be taken as case of serious misconduct also 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.

30. 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.

31. Refrain from engaging disorderly, lewd, or indecent conduct, including creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the College.

32. Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the college management.

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

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

35. Refrain from posting any derogatory comments about faculty, students, college in, social media or website of any nature.

36. Refrain from theft or abuse of the College properties and facilities.

37. Refrain from celebrating any religious related functions, inside or near the campus. Without permission,

Action on the above

1. Warning – indicating that the action of the student was in violation of the code and any acts of misconduct shall result in severe disciplinary action.
2. Restrictions on using the various facilities on the campus for a specified period of time.
3. Expulsion of a student from the college permanently.
4. It may also include suspension or forfeiture of scholarship/fellowship for a specific time period or withdrawal of scholarship for the candidate.
5. A student may be suspended for a specified period of time which will entail prohibitions on participating in any student related activities.
6. With hold the grade or certificate for the course studied or work carried out.
7. Refer the misconduct to the discipline committee, conduct a detailed enquiry and the report of the enquiry will be presented to the higher authority for follow up action.
8. Referred to law enforcement agencies in case of criminal offence.

Code of Professional Ethics

Preamble

The main objective of Higher Education is to strive for academic excellence and quality standards to compete at a Global level. The responsibilities of Higher Educational Institutions are 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 should exhibit qualities of effective leadership in all academic and administrative activities of the college.
2. Strategic plan to be implemented in line with the execution of vision and mission of the college.
3. Keep the co-ordination and Team work in all the 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 nouvelle 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 / Parent University/NAAC/MoHE/MHRD and other related statutory bodies.
9. Ensure that the teaching and non-teaching staffs follow the code of conduct of the College.
10. Assessing reports/Academic diary/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 inculcate the social, cultural, national and human values among the students through education for 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 expenditure incurred in the college by submitting the vouchers and bills as per the time limit specified 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. Conduct all statutory meetings as prescribed by UGC, AICTE and parent University as per their regulations and frequency every year.
19. In the case of the autonomous colleges, the Principal is also a chief controller of examination, for exams related activities of CoE, the Principal and the Controller of Examination are jointly responsible.
20. The principal should oversee the maintenance of infrastructures and should evolve a system for monitoring the maintenance of the campus so that the whole campus is always neat and green.

Code of Professional Ethics to Teachers

Professional ethics are personal and institutional regulation that governs the behaviour with the context of respective profession.

The professional ethics for the teaching fraternity are as follows:

I. Teacher and their Responsibilities

“Teaching” is a noble profession with the obligation to conduct the ideals of professionalism to be engraved in responsible citizens of the country. The prime responsibility of every teacher is to ensure that there is no incompatibility between his/her perception and practice. They should be calm yet firm, patient and communicative, and possess a temperament amiable and respectable to all stake holder. The teachers should treat students with dignity and mutual respect.

Teachers should

- Develop positive relationships through kindness, care, mentoring through patient attitude. Should possess consistent communication skill
- Adhere to the standards set by the management in fulfilling their professional duties
- Manage their private affairs in a manner consistent with dignity of their profession
- Act with honesty and integrity in all aspects of their work
- Respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual

- Represent themselves, their professional status, qualifications experience and honesty
- Use their name/names as set out in the Register of Teachers, in the course of their professional duties
- Commit to continuous professional development in research and higher studies
- Express free and frank opinion in consistent with the management policy pertaining to the participation at professional meetings, seminars, conference etc.,
- Maintain active membership of professional organizations of his/her domain specific and strive to improve education and professionalism through them
- Adhere to the academic workload by following the norms of the respective statutory bodies or institution
- Cooperate and assist in carrying out academic and its related supporting activities of the Higher Educational Institutions.
- Engage themselves in extension, co-curricular, extracurricular and outreach activities including community services
- Contribute their efforts in maintaining and retaining quality standards in helping the Institutions to elevate its positions in National Institute Ranking Framework (NIRF), National Assessment and Accreditation Council (NAAC), National Board of Accreditation (NBA) and Autonomy standards

- The **dress code** for the staff

To complete the quintessential persona of a teacher is his or her dress code.

For Gentlemen – 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.

- Wearing **ID-Card** is mandatory when staff is in campus and if while going out, ON DUTY, to the other places related to official work
- The duties and responsibilities of the Head of the Department are given in Annexure I
- The duties and responsibilities of the faculty are given in Annexure II
- The duties and responsibilities of Tutors are given in Annexure III
- The duties and responsibilities of the administrative staff are given in Annexure IV
- The duties and responsibilities of Technical Staff both for Engineering and Arts colleges are given in Annexure V

II. **Teachers and Students**

Teachers should

- Respect the right and dignity of the students in expressing their opinion
- Adhere to equality, fairness and impartiality with students regardless of their religion, caste, political, economic, social and physical characteristics
- Identify and train students based on their capabilities and strive to meet their individual needs
- Improve academic and personal achievements and develop their personalities through community welfare
- Inculcate research culture among the students by organizing, conferences, seminars, incubation and encouraging students
- Mutual respect, trust and consistent communication for a greater connection and effective learning
- Refrain from inciting students against other students, colleagues and administration.
- Develop an inclusive approach and stronger alumnus connect for the current students
- Be polite to all the students and avoid vindictiveness against any student
- Make themselves available beyond the class hours, if required, and guide them without any remuneration or reward

- Maintain a strong teacher student relationship that leads to student engagement and a better learning environment to achieve higher order in the knowledge map
- Should adopt humane approach in dealing with students who are physically challenged

III. Teachers and Colleagues

Teachers should

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

IV. Teachers and Authorities

Teachers should

- Discharge their professional responsibilities in line with the rules and regulations of the Institution
- 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
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities
- Cooperate in the formulation of policies of the institutions and accept responsibilities, and discharge as required
- Adhere to the terms and conditions as specified in the service contract/appointment orders
- Refrain themselves in leaving the institutions during the academic year as it affects the academic schedule of the Institution
- Refrain from availing themselves on leave except on unavoidable circumstances with prior intimation, keeping in view of their responsibility and academic schedule

V. Academic and non-academic staff

Teachers should

- Treat the non-teaching staff as colleagues with equity and respect during their tenure in the Institution

- Help in the function of joint staff councils covering both academic and non-academic fraternity

VI. Teachers and Parents/Guardian

Teachers should

- Maintain contact with the parents/ guardian and send reports of their wards performance at regular intervals as and when required
- 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

- Recognize that education is a public service and strive to keep the public informed on the educational programmes being provided
- Work to improve education in the community and strengthen the community's moral and intellectual life
- Be aware of social problem and take part in such activities as it would be conducive to the progress of society and country as a whole
- Perform duties of citizenship, participate in community activities and shoulder responsibility of public offices
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred among different communities, religions or linguistic groups however, work for a common and collective goal towards national integration

- 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 one of 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. Fairness and impartiality with the students regardless of their caste, religion, 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 is responsible for scheduling the timetable for the courses to provide adequate contact hours and to ensure the completion of the syllabus on time.
3. 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.
4. HOD should improve the students' performance (Slow Learners) by motivating them and by taking remedial actions.
5. HOD is responsible for arranging internship to the students.
6. HOD is responsible for arranging Industry / Field visit to the students for real time experience.

7. 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.
8. 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.
9. HOD must visit classrooms and laboratory to ensure the discipline of the students and conduct of the classes by the Members of Faculty.
10. HOD should conduct meeting with Members of Faculty regarding the academic progress once in a week.
11. HOD is responsible for arranging guest lecturers for the students by identifying eminent people.
12. HOD should collect the feedback from the students and take necessary action plan to improve the Teaching and Learning process.
13. HOD should prepare budget, well in advance for the requirement of purchasing new equipment, consumable, servicing of equipment etc.

Annexure II

Duties and Responsibilities for Teaching Faculty

1. A Teacher should

- Give utmost priority to Teaching, Learning process
- Be truthful, ethical and faithful towards the Profession

- Contribute with commitment to the development towards
sound education
 - Adhere to the policies of the Institution
 - Be a role model to the student's community
 - Motivate the students and inculcate the moral practices
2. 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
 3. The teacher should lecture in English language only except language teachers
 4. Whenever a teacher intends to take leave, the teacher should get the leave sanctioned in prior and with proper alternate arrangements made for class/ lab / invigilation and other responsibilities if any. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested
 5. Allocation of subjects / courses to the faculty by the HOD after taking into account the teacher's interests/ specialization and bottom up
 6. Once the subject(s) / course(s) are allotted the teacher should prepare the Course plan, Course materials and related documents on time

7. The teacher should get the Course plan approved by HOD and Principal. After approval they have to create Google Classroom of their course delivery (at least) a week before beginning of each semester.
8. The record of class work must be regularly updated and monitored by HOD and Principal.
9. The teacher ideally should recapture for first 5 minutes the lesson of the last lecture.
10. The teacher should sufficiently get trained in handling the classes with interactive board.
11. The teacher should refer to reference books apart from the prescribed text book and prepare his/her detailed lecture notes.
The teacher should not dictate notes in the class.
12. 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.
13. The teacher should go to class at least 5 minutes before the commencement time.
14. The teacher should be strict but polite. Never use harsh words which might hurt the students.
15. The teacher should make him/her available for clearing doubts of the students.

16. Snap talk has to be conducted every hour on a daily basis.
17. In addition to teaching, the teacher should take other responsibilities as assigned by HOD/ Principal in academic, co-curricular, extracurricular activities.
18. A laboratory manual must be prepared detailing the experiments.
19. 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.
20. While setting question paper for CIA, the teacher should also prepare the detailed answer and scheme of evaluation and submits to HOD for approval.
21. The test papers must be corrected within 3 days from the date of examination and marks should be submitted to the HOD/Principal within 5 days & corrected papers and marks should be referred to students without fail.
22. During Invigilation, the teacher should be frequently moving around. He/ She should be vigil in closely monitoring the candidates allotted to him/her and make sure there is no malpractice in the exams/test.
23. Whenever any malpractice is noticed by the invigilator in examination, they should immediately inform the chief invigilator. In the presence of the chief invigilator a written statement from the

candidate should be received. The received statement should be handed over to the COE for further proceedings.

24. The teacher should make himself / herself presentable and shown no partiality to any segment/individual student.

25. The teacher should fill the record of class work and must be regularly updated and has to be inspected by HOD/Principal as the case maybe.

26. 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.

27. The teacher should take care of academically weak students and pay special attention to their needs.

28. The teacher should always aim for 100% pass results (zero arrear) in his/her subjects and work accordingly.

29. The teacher should motivate the students and bring out the creativity/originality in the students.

30. It is mandatory to get the feedback from the students at end of each semester.

31. The teacher should regularly visit library and read the latest journals / magazines in his / her specialty and keep himself /herself updated of latest advancements and research orientations.

32. The teachers should attempt to write textbooks, book chapter and publish/present research papers in reputed international / National Journals /Conferences / SCI / UGC /AICTE.
33. All documents must be prepared and maintained as per the specific formats prescribed.
34. At the end of class work for every semester, the teacher should conduct a course exit survey in his/her class.
35. After the publication of results (both internal & end semester exams) teachers should verify whether each course attain its course outcome, if not, the teacher should take the necessary measures.
36. Teachers should be well aware of Vision and Mission of the Institution and department PEOs, POs, PSOs, & COs of their respective programmes/courses.
37. Teachers should disseminate the information regarding Vision, Mission, PEOs, POs, PSOs, & COs to students through different mechanism like posting in Google classroom, mentioning it in the syllabus, website etc., and wherever necessary.
38. Teachers should motivate and guide the students to participate in National and International level contests.
39. Faculty should undergo Industry/Field visit for their vertical movement.
40. Consultancy work may be undertaken by the Members of Faculty

to acquaint resources and bring the application to practices in the class.

41. Members of Faculty should engage in consultancy work/industrial interaction/community services without compromising their teaching contact hours.

42. 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. The Parameters are:

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

For Arts and science colleges it is based on API score of faculties.

Annexure III

Duties and Responsibilities of Tutor

1. Tutor should have the direct interaction with the 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 in two weeks 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 counselling and accurate academic information and progress of the students.
7. He / She should give an accurate data like attendance, session 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 test, model test, etc. the tutor should get the marks of 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 maintained. (Reordered)
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 shall be communicated to the parents.
13. When any student approaches for leave, the tutor should grant leave only for genuine cases.
14. At the end of each semester, the tutor should complete and submit the class log book, master attendance and every other record, to the student's section in 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 and residential address.
17. If day scholar - Residential address of parents / Guardian.
18. The details of parent / Guardian such as occupation, mobile number/alternate address/ email/ mobile number should be maintained.
19. The result status of current semester with proof of mark sheet should be maintained.

20. The result status of internal test (CIA) should be maintained.
21. The required guidance and coaching should be given by the tutors for their wards to clear arrear.
22. Ensure that each ward studies regularly, submit the assignment etc., if not try to identify the reason and help the student to overcome the short fall.
23. Right counselling may be done by the tutor, in case of any student is with personal or family issues that deviates their studies.
24. Hobbies (TV, Cinema, Sports etc.) & achievement of each ward to be monitored and maintained.
25. Ensure that each ward remits the college fees/ hostel fees/ exam fees on time. The Tutor should have a continuous follow-up with the office about their wards due if any. They must have the record of unpaid students and should make them pay the fees on time.
26. Take necessary steps and motivate the students to get good academic laurels.
27. Tutor is responsible for improving the performance of his / her wards.
28. He / She should play a pro-active role, be friendly and try to achieve 100% pass of his / her wards.
29. If a ward gets low marks / arrears in any subject the tutor should arrange for remedial action so that the ward is helped to clear the arrear in the next reappearance.
30. Periodical test marks 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 punch every day to the higher official.
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. Assure that all documents of students and staff are kept in safe.
8. Maintain 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. Maintain inward and dispatch register.
12. Keeping track of all stock register.
13. Circular preparation.
14. Housekeeping monitoring
15. Update & monitor the office stationeries and its Stock register.
16. Governing council, AICTE approval, AISHE records preparation.
17. Admission approval process of first year admission.
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. Issue Genuineness certificates for the students, whenever requested by the industries.
24. When any parents/students/outsideers approach the office, they have to be treated respectfully and guided properly for the purpose.

Annexure V

Duties and Responsibilities for Technical Staff

Science Laboratories

- a. The technical supporting staffs are employed in the laboratories of various Science departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible for arranging the equipment / instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.

- b. Issuing instruments to the students based on the instructions of the faculty under due acknowledgement of the students for conducting experiments.
- c. Receiving of 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.
- d. Faculty, who are In charge of the practical class, have to instruct the lab experiment procedures. The technical support member should take accurate instructions from teaching faculty and refrain from prompting the students.
- e. While the students conduct experiment, it is the duty of the technical staff to help the Members of Faculty in ensuring that the students do not cause damage to the equipment due to wrong operation or mishandling.
- f. After the Practical class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use.
- g. In case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the office at the end of the semester to effect recovery from the student concerned.
- h. If items/chemicals are harmful, the supporting staff should watch to avoid misuse by students in the interest of the safety of students.
- i. To carry out any other work assigned to them by staff in charge, HOD and Principal.

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, the theory behind it, precaution to be adopted etc.,.

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. Helping the students in skill acquisition for sharpening and maintaining the tools.
- d. Adjusting the machine tool, ensuring that they are kept clean after the students complete their exercises.
- e. Coaching the students in handling of hand tools involved in carpentry work, helping the student in learning simple carpentry works.
- f. Coaching the students in fitting and welding activities, and 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. Keep a watch on the students so that they handle tools safely and securely.
- i. Technical staff should communicate with the students in English during Practical Classes.
- j. Carry out any other work assigned to them by the staff in charge and HOD.

Testing and Machine Oriented Laboratories

There are many laboratories, wherein the students are given practical exposure in conducting tests, which involve sophisticated and costly machineries. The technical staff provides support services to the Members of Faculty in coaching the students. The responsibilities include:

- a. Helping the students in the preparation of specimens required as per the instruction of faculty for conducting the test. The technician should avoid doing by himself instead of the students.
- b. Providing assistance if needed by the students in mounting the specimen and in handling the equipment or machinery so as to ensure that the equipment is not damaged.
- c. Issue of necessary consumables from the sub stock required by the students for conducting the experiment and account it in Issue Register.

- d. Keeping the testing, equipment/machinery in operable condition by checking and maintaining them when the laboratory classes are not held.
- e. Proper custody of all tools, gadgets, measuring instruments and other items of the laboratories that are issued to the students and receive after the experiment is over.
- f. Maintain cleanliness of the laboratory.
- g. Carry out any other work assigned to them by the staff in charge and HOD.

Electrical and Electronics Laboratories

- a. To assist the faculty in charge of laboratory practical class for an 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 after completion of experiment.
- e. To help the students in the circuit debugging measurement observation, etc., in the regular lab classes.
- f. Keeping the working tables in their respective labs always in working condition by proper maintenance.

- g. To help the students in the fabrication of working models, as a part of their project work.
- h. Maintain the laboratory clean.
- i. Carry out any other work assigned to them by the staff in charge, HOD and Principal.

Computer Laboratories

- a. Regular maintenance of all computer systems, UPS and other peripherals related to laboratory.
- b. Assisting the faculty in charge of practical class, so far as it relates to the hardware and system software problems.
- c. If a system is in warranty period or in maintenance contract, wherever it develops defects, call the concerned company technical staff for rectifying the defects.
- d. Maintenance of computers attached to the Institution office and senior officials like Principal and Deans.
- e. Maintenance of networking of the laboratory concerned.
- f. Creation of new login during the commencement of semester for the students, so that students can do new exercises during the semester.
- g. Attending the calls faced by the students with respect to hardware and system software.

- h. Arranging LCD projector to the class room, conference hall, seminar hall, etc., as and when needed.
- i. Loading specific software and upgrading of system to meet the specific requirement of students during project works.
- j. Maintenance of all software packages attached to the laboratory.
- k. Ensure to update the antivirus packs in the system as the system requires frequent updation when it is affected with virus
- l. Switching off the systems and air conditioners when students are not using the laboratory to save energy consumption.
- m. Report to the faculty member, if the technical staff notice any misuse of the system by students.
- n. Keeping the laboratory clean.
- o. To, carry out work assigned to them by the Staff in charge of Laboratory, HOD and Principal.

Record Keeping

Though the overall responsibility for the maintenance and upkeep of records pertaining to the laboratory is vested with the faculty member in charge of the laboratory,

The technical staff is responsible for:

- a. Maintaining the stock register for consumable and non- consumable items by making entries then and there, and getting it attested by the faculty member 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. Helping the faculty in reconciliation of stock of items if any discrepancy pointed out by the stock verification team.
- d. Maintenance of register regarding breakage of item by students while doing experiment, preparing the statement duly attested by the Members of Faculty at the end of semester for forwarding to the office to effect recovery.
- e. Maintaining all instruction manuals and record note books submitted by students to the faculty for correction and redistribute to the students.

Laboratory Development

- a. The technical staff should contribute in the efforts of the Members of Faculty in developing new experiments as and when needed.
- b. Especially in project works, the students do come up with plenty of new ideas. 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.
- c. Whenever new equipment/machinery is purchased, the technical staff should ensure their fullest co-operation to the faculty in charge in the installation of the equipment.

Assisting Research Scholars

- a. Whatever experimental set up needed by the Ph.D., researchers, the technical staff should assist the research scholar with the approval of the laboratory in charge and HOD.
- b. Not only in preparing the experimental set up wherever needed, 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 on sponsored research projects and consultancy, many research projects involve experiments, testing etc.,. Therefore, the technical staff of the laboratory should extend co-operation

and help to the project coordinator and project associates in their endeavor.

- d. Even if the work involves beyond the working hours of the institution, technical staff will have to render assistance to the project coordinators.

Hiring outside agencies

The institution may get request for testing components, materials etc., for certification from different sources. While conducting test along with the faculty member, the technical staff should take utmost precaution in preparing samples and careful in testing, so that the credibility is ensured in certification.

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. Desist from revealing to the students regarding any confidential information relating to the content and scope of the practical test given to the students.
- c. Desist from giving any prompt or assistance to the students, who are undergoing examination thereby not jeopardizing 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 has the right to fix the working hours and days depending upon the exigency.
- c. The stipulated 34 hours is only the minimum, but a technical staff is expected to devote more time to help the 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,

- a. Ensuring that the assigned laboratory/workshop is kept clean and neat.
- b. All the equipment / machinery should be maintained so that they are in good working condition. In case of any fault/defect, it should be brought to the notice of the faculty in charge of the laboratory and take prompt action to rectify the defects.
- c. 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.
- d. All safety items like fire extinguisher etc., should be kept in working condition and first aid materials kept in the box to be used in case of emergency.
- e. Many equipment/ measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of faculty in charge or getting it done by outside agencies, wherever it is needed with the approval of the HOD.
- f. 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.

- g. The technical staff should bring it to the notice of the faculty in charge about unserviceable items and items to be condemned. He/she should also help them in taking action to dispose them.
- h. All the machineries and equipment are to be cleaned regularly by the concerned 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/ Extra-Curricular 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

As per Tamil Nadu Government (TCE) Calculation an addition of 1 hour can be given in case the total no. of teaching hours of the department is divided by 16 hours and if there is any shortage of less than 16 hours then that can be apportioned by the existing faculty

For example: If the workload is 86 hours and if divided by 16 hours then the faculty required is 5 hours to 6 hours surplus. These 6 hours can be apportioned among the existing faculty workload. The workload can be increased to 17 to 18 hours.

Apart from teaching hour a faculty is expected to do the tutorial work, lab classes for four hours a week.

The following are the workload calculation

Designation	Assistant Professor	Associate Professor	HOD
Teaching	16	14	12
Tutorial / Lab	4	4	-
Mentoring of students	2	2	2
Departmental administration	42	4	4

work			
Research		2	2
College administration work	4	4	1210
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 the 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:-

(i) 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.

(ii) 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 were required to allocate 6 additional hours per week, beyond the direct teaching-learning hours, on research. These hours can now be also utilized for tutorials/remedial classes/seminars/administrative responsibilities/ innovation and updating of course contents.

There will be no increase in the workload of teachers, after the amendments, in comparison with the workload prescribed earlier.

Every year before commencement of classes, the College should have prepared the workload of the departments in an excel sheet based on the workload and the no. of faculty required in various designations to be calculated. The Principal of the College should maintain the overall workload of the College of each department for each semester in a book form. A copy of the book should be submitted to the Managing Trustee before start of the semester.

An academic audit for workload and timetable will be done by the outside experts at the end of each semester and the 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 no. 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 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 include the following:
 - i. Attending conference/ seminar/ workshop/ summer school/ winter school and similar such programmes approved by the management.
 - ii. 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 M.Phil. / M.S/ Ph.D. programmes are eligible for half a day Leave ON DUTY every week during the regular working period if needed and this is applicable only for engineering colleges.
- 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 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. If failing to report after vacation the whole vacation period will be treated as LOP. 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 it could be decided by the 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 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 the utmost duty of the Administrative/ Teaching and Non- teaching fraternity to take up the responsibility which will help for smooth functioning and for the growth of the institution. It is a professional working environment and any rejection to take up the responsibility will cause hardship on the institute and on the individual.