

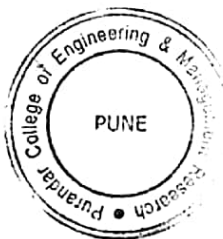
K.J's Educational Institutes

Code of Conduct-1

DUTIES & RESPONSIBILITIES OF STAFF, FUNCTIONS OF VARIOUS COMMITTEES & PROCEDURES

Objectives: To increase the efficiency in the work and make the functioning cordial and smooth so as to achieve our goal to develop our students with integrity.

The 'Duties & Responsibilities of Staff, Functions of Various Committees & Procedures' mentioned herein, shall come into effect from 01 /11/2012 and shall remain in force until further notification. The contents mentioned herein, either in full or in part, are liable to be altered by the College Management at any time, by due notification.



Principal

PCOEMR
Principal

Purandar College of Engineering
& Management Research
A/P. Piroli, Tal. Haveli, Dist. Pune-48

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GUIDELINES

1) GUIDELINES

1) TEACHING FACULTY

The Duties and Responsibilities of a Teaching Faculty

General

1. The Faculty Member should come to the college at least 15 minutes before the commencement of college and should leave the college not earlier than 15 minutes after the end of the last hour.
2. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
3. The work assignment of all the faculty staff shall be fixed by the Principal/Management
4. All teachers should take the work as per the stipulations of AICTE. The lectures per week should not be less than 16 hours.

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

1. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the HOD/ Principal/Management.
2. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences etc.
3. The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the students. Every Faculty Member is expected to extend his/her beneficial

influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

4. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

ii) Department Rules and Regulations

1. The Faculty Member should always first discuss and take the consent of the HOD and keep the HOD in confidence about the member's professional activities. (E.g. Consultancy, Guest Lectures, IEEE, IEE, ISTE... etc.)
2. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.
3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
4. Every Faculty Member should maintain student's attendance records and mark the absentees roll number in every lecture.
5. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation etc. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
6. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

iii) Class Room Teaching

1. Once the subject is allotted the Faculty Member should prepare the lecture hour wise **Lesson Plan**.
2. The Faculty Member should get the lesson plan and course file - approved by HOD and Principal. Importance should be given for the preparation of Lesson Plan.

The course file should consist of preface, previous year university question papers, notes, hand outs, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), feedback analysis report etc.,

1. The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes.
2. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
3. The Faculty Member should engage the full 60 minutes and should not leave the class early.
4. The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 50 minutes and in the last 3 minutes conclude and say what we will see in the next class.
5. The Faculty Member should make use of various teaching aids (LCD Projector, OHP).
6. The Faculty Member should encourage students asking doubts / questions.
7. The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
8. The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
9. In problem oriented subject, regular tutorials can be conducted. The Tutorial problems have to be handed over to the students at least a week in advance of actual class.
10. The Faculty Member should sign in the class log book every day after he/she finishes the lecture.
11. The Faculty Member should interact with the HOD and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
12. The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly. **Remedial Classes** be conducted for year down students.
13. The Faculty member should regularly **visit library and read the latest journals / magazines** in his / her specialty and keep oneself abreast of latest advancements.
14. The Faculty Member should make himself/ herself available for doubt clearance of the students in college hours.

15. The Faculty Member should motivate the students and bring out **the creativity / originality in the students.**

iv) Laboratory

1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
2. Whenever possible, additional experiments to clarify or enlighten the students must be given.
3. The lab observations/records must be corrected then and there only(i.e. during the lab periods)

v) Test / Exam

1. While setting question paper, **the Faculty Member should also prepare the detailed answer and marking scheme** and submit to HOD for approval.
2. During invigilation, the Faculty Member should be continuously moving around in the class room/ exam hall. He/She should not sit in a place for a prolonged time. He/She should watch closely so that nobody does any malpractice in the exam/test.
3. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student to the HOD. It is the responsibility of the Supervisor/ Invigilator to control malpractice in the examination hall.
4. The test papers must be corrected within two days from the date of examination, display marks on the notice board and marks should be submitted to the HOD for forwarding to Principal with remarks.
5. The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

vi) Student – Faculty Rapport

- The Faculty Member should have a good control over the students.
 - As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked late. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the, HOD. Late comers, class bunkers shall be penalized on the same/ next day by giving additional work from 4 to 5.30 p.m. in the respective department. **Teacher should monitor this activity.**
 - The Faculty Member should act with tact and deal with insubordination by students with maturity.
 - The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.
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2) STUDENT'S FEEDBACK:

- First feedback should be taken within first 3 weeks of the semester and should be analyzed. Inputs to be given to the teacher concerned for the improvements by the HOD. In special cases, the matter should be discussed with the Principal.
- Another feedback to be taken before the end of the semester and should be analyzed and compared with the first feedback, to see if the improvement was done by the teacher.
- HOD should arrange the **training sessions for teachers**, depending upon their requirements. Whatever training suggested by the teachers should be evaluated by HODs and should be communicated formally to the Principal.

3) FACULTY MOTIVATION

- Faculties whose results are consistently good (say 100% continuously 2-3 times) shall be rewarded. HODs should evaluate the weightage of performance and suggest reward for the faculties to the Principal. Rewards given to the teachers should be same in all the

colleges. Principals should take meeting with director and decide the motivational rewards.

4) FACULTY TRAINING

- Training to the faculties should be given **upon the advice of HOD**. Teachers should be allowed to go for the trainings. For common areas, training can be arranged in the college only. After training the performance of a teacher, if improved, a letter of appreciation to the deserving candidates, by the Director should be given. Various seminars, conferences, workshop should be attended by the teachers.

PROFILES AND RESPONSIBILITIES

5) DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT

Head of the Departments are responsible for providing academic leadership, to encourage excellence in learning/ teaching, and research culture in the Department, its staff and its activities through the most efficient and cost effective use of resources. Heads of Department also represent their department to the University's strategic plans and policies.

The duties of the Department Head shall be as follows:

- a) Departmental Planning
- b) Administration
- c) Teaching / Learning Process
 - University Interaction
 - Industry- Institute Interaction
- d) Research & Training
 - Faculty Training, Deputation, In-house training, Furthering the activities of **Quality in Teaching**

- e) Student Activity
- f) Maintenance
- g) Outcome

- **Results**
- **Placement**
- **Brand-Building**

a) Departmental Planning:

1. Developing and implementing the Department's Strategic and Operational Plans in line with KJEl strategies and priorities.
2. Responsibility for **staff and resource planning**.
3. Ensuring the effective implementation of all quality assurance measures stipulated by the University and AICTE.
4. To ensure that research proposals are submitted to the University.
5. Proposals for various AICTE grant (RPS, MODROB etc.)
6. **Industry - Institute interaction** proposals.

b) Administration:

1. To provide general supervision and administration of all students and staff within the Department. Also supervise the daily operations of the department.
2. To communicate with University and other departments on matters concerning courses and research programs in the department.
3. Ensuring effective communication between students, staff and others and ensuring dissemination of and compliance with the University's policies, systems and procedures.
4. To call departmental meetings on regular basis.
5. To ensure that the faculty members maintain **professional standards of behaviour and ethics at all the times**. They also have duty to report unprofessional behaviour and breaches of college rules and regulations.
6. To maintain Teacher - Guardian files.
7. To maintain all NBA files as per recent format.

8. To maintain individual student files with correct updated data at all the times so as to be able to provide any required information at all times.
9. To ensure that proper uniform, whenever necessary, is worn by the students and the faculty.
10. To ensure that all dues payable by the students (Fees, library dues, breakages, transport etc.) are paid on time by the students.
11. Collect/(go through) attendance from all faculty members for every month.
12. HODs have to administrate the entire department. **Leave without pay for the employees who will take leave without sanction.** Any teacher who wants to go for the leave should complete his syllabus for the day before going on the leave and should arrange for the replacement faculty for his/her lecture.
13. Display **student's attendance on or before 5th date of every month.**
14. Check display of monthly attendance record on the notice board every month. Take corrective action. Inform parents and keep record.
15. Prepare data base of students information including medical / leave/ achievement records etc.
16. Arrange **parents meet once in a semester.**
17. Send letters and SMS to parents regarding attendance & test marks.
18. Display Provisional Detention list at the end of the term.
19. Submit Detention list to the Principal Office, and take the final decision in consultation with the Principal.
20. To ensure that appropriate notices are displayed in each lab.
21. All faculty members should be informed that all electrical devices should be switched off when classrooms/ labs are not in use.
22. Maintain proper **staff musters inward and outward registers.**
23. To provide required information about staff members to Administration for absenteeism, vacations etc.
24. To ensure that the premises under your control is always kept clean and secure.
25. Manage staff responsibilities in line with KJEI policies and University's policies.

26. Disseminates decisions made by KJEI Management to staff and students and report issues raised by staff and/or students to the management in a timely manner.
27. Undertaking any other related duties as reasonably requested by the Principal/ Management.
28. To prepare various documents for the University, AICTE, MHRD, UGC under the guidance of the Principal.

c) Teaching / Learning Process :

1. To prepare Time-Table for classes, labs, tests and exams. Preparation of **Academic Calendar in line with the University calendar.**
2. Put the same on the college website.
3. To prepare departmental yearly budget, space requirements and other reports for submission to the Principal.
4. Display of time table on the notice board and college website before commencement of classes.
5. To prepare database for on-line exams and conduct them whenever necessary.
6. To conduct online **student feedback 2 times in each semester** (First within 21 days of beginning of Academic calendar and second feedback 15 days before the last day of the semester).
7. To maintain liaison with systems department for all requirements. (Hardware, software maintenance) of the equipments.
8. Equipments required for the next term in the department, the process of purchase and delivery of the equipments should be completed before the start of the new semester.
9. **Practical wise Lab-Manual should be prepared.**
10. All practical periods shall be engaged right from the first day. No excuses be entertained in this regard.
11. Remedial classes should be provided by the college during the month which is usually during vacation, or on the appropriate time period which will help the students.

12. Be open to questions and to feedback from students about the teaching.
13. Be available for formal and informal contact after class.
14. To assign duties to the faculties, including teaching duties. The assignment of duties to the members of the department will be done after consultation of all faculty members of the department, subject to the approval by the principal and the director.
15. To participate in teaching, research or other scholarly activities, and to participate in or contribute to the practice of the engineering professional level of expectation for the Department Head position.
16. Follow **the best practice for teaching and learning**.
17. Managing & developing staff through induction, appraisal, training and development, performance management, attendance (including sickness, absence management), and in the operation of grievance and disciplinary procedures.
18. Overseeing the development of undergraduate programs and revise programs by interacting with the industry to bridge the gap between academics and industry.
19. Organize lectures by specific topics, including adequate examples in each, using materials beyond the textbook!
20. Use media **beyond 'chalk and board'**. You may use Power-points, videos etc.
21. It is the duty of Teacher/ HOD to see whether all the units have been taught.
22. It is the duty of Teacher/HOD to see whether notes have been taken for all the units and checked also.
23. Notes so made by the teachers are the property of the department and should be given to the department only. **The teacher shall upload the course notes on the college server.** Any modification carried out further shall replace the older notes.

University Interaction

1. Responsibility for ensuring that the administrative, academic and procedural requirements necessary for the functioning of the University are thoroughly understood, and carried out effectively.

d) Research & Training

1. Promoting and strengthening research and enterprise activities, including advising the supporting staff and maintaining a personal research and enterprise profile.

e) Student Activity

1. To interact with Training & Placement Cell and arrange for extra sessions to improve student's employability.
2. Additional inputs to the students beyond syllabus be given. i.e. to improve the communication and personality. The aptitude test preparation of the students to be carried out. (Refer NASSCOM)

f) Maintenance

1. To train faculty members to undertake preventive maintenance of all college belongings.
2. The Head of Department will be responsible to the Principal for making and ensuring the implementation of arrangements for health and safety within the department.
3. Class IV Employees should be given measurable tasks, to monitor their performances.

g) Outcome

- **Brand-Building**
1. **Incremental student's recruitment for (the Department) meeting the targets.**
 2. **Semester wise/ Year wise high and higher University results.**
 3. **Better position of the department in the university.**
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6) ROLES AND RESPONSIBILITIES OF COMMITTEES

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular

activity/field and administrative skills. The committees are constituted by the Principal in consultation with HODs for one academic year or until new committees are constituted. The outgoing In-charges of the committees shall hand over all the relevant documents/files to the new in-charges in the presence of the Principal or a representative appointed by him.

The procedure followed for constituting a committee is as follows:

- a) A notice is circulated among the faculty inviting their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Principal and HOD) they will approve the same.
- OR
- b) However, for sufficient reasons the Principal along with the HOD may appoint faculty to various committees, with the approval of the Director.

CLASS COORDINATOR/ CLASS TEACHER

Objective: To help students in their pursuit of knowledge.

Roles and Responsibilities:

- a. One division shall have one Class Teacher/ Class Coordinator.
- b. To display the session plan and portion for Class Tests on the respective Departmental Notice Board.
- c. To guide the students about rules of attendance (general), **Industrial Visits**, sports, medical leave etc.
- d. Address students' queries.
- e. Meeting the **parents of students, especially defaulters**.
- f. To inform the HOD about making alternate arrangement for lectures and practicals when a faculty is absent.
- g. If the faculty wants a C.L. in the academic session, it is expected that the portion / **topic** which he/she was supposed to take on that day, **will be covered before he/she proceeds for leave**.
- h. To coordinate with the Attendance Committee of the department to update attendance in case of medical leave, sports leave etc.
- i. Collect information regarding weaker students (in terms of academic and personal problem) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
- j. Motivate good students for them to excel.

- k. Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- l. Any other duty the Director/ Principal may assign.

LITERARY COMMITTEE:

Objective: To develop and encourage literary skills

Roles and Responsibilities

- a. To conduct competitions for literary events like debates, elocutions and so on within the college.
- b. To display notices regarding inter and intra literary events.
- c. To publish College magazine.
- d. To encourage the students to attend literary events outside college.
- e. Any other duties the Director / Principal may assign.

RECORD OF ATTENDANCE

Objective: To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree

A. Faculty Role for keeping attendance

- i. Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial by the subject teacher.
- ii. Faculty may grant attendance to a student up to 10 minutes late for the first instructional hour of the day. However, faculty may also exercise their own discretion for permitting any latecomer to enter the class by giving/withholding attendance. In case of practical/workshop, attendance should be taken for the subsequent hour.
- iii. Absence shall be indicated by 'A'. For every hour the student is present, attendance should be marked cumulatively. No ambiguous symbols be used for marking the absentees. (. , - etc. should not be used).

iv. After due verification, if absence is found to be due to a legitimate college activity, the same shall be indicated by encircling the letter 'A'.

All such attendance shall be added and written under the extracurricular activities attendance column. To get the total attendance, the extracurricular attendance shall be added to the regular attendance. Then the percentage of attendance shall be calculated.

Faculty shall grant this attendance, only if the students bring this to their notice well in advance of the extracurricular activity taken. Absenteeism more than 25% should be dealt strictly.

v) After the display of the defaulters' list, in case of any discrepancies, verify the same and rectify if necessary within two days.

vi) To encourage participation from students in College activities, Conferences, Workshops, Annual Day etc; they should submit necessary permission in written and duly signed by their Class teacher and fulfill 75% attendance criteria at the end of the semester in the concerned subject. It is expected that the student should attend more than 90% lectures.

vii) Term work can be granted if all the practicals are conducted by the student.

viii) Attendance record should be collected by the class/ subject teacher. Practical attendance shall be maintained by the respective subject teacher.

ix) Class Teacher shall prepare the defaulters' list and hand over one copy to the HOD/Principal and mail them to respective parents /guardians.

x) One copy of the same shall be handed over to the respective class coordinator.

xi) Prepare a subject wise list of the final attendance, practical and lectures together.

Role of Class Coordinator/ Class Teacher:

Objective: To monitor the student's behavior and make him/her determined for learning.

- i. To announce defaulters' names in the classroom and collect their signatures.
- ii. To meet guardians of students **defaulting in more than 50% of the heads**. Explain the importance of attendance and other college activities and collect the undertaking from them. Also a letter to be issued to the students specifying the consequences of absenteeism.

TIME TABLE COMMITTEE:-

Objective: Smooth and efficient management of academic programme through the semester

Time table committee will be constituted by the Principal. One member from each department shall be assigned by the HOD for Time-Table Committee. One overall Time-Table committee will be appointed by the Principal.

- a) To prepare the class timetable at the beginning of each semester (shall be done by respective department's Timetable Committee).
- b) To collect the following information from the HOD:
 - i. Teaching load distribution (Individual faculty's teaching load in the department).
 - ii. Sharing teaching load from other departments.
 - iii. Lab-wise subject allotment.
 - iv. Assigning of classrooms and tutorial rooms.
 - v. Assigning of common resources (classrooms, labs, tutorial rooms which are shared by other departments).
 - vi. If modification is required, prepare the desired templates for the timetables /Academic Calendar and get them approved by the HOD and Principal.
 - vii. To prepare the Academic Calendar and get it approved from the Principal. Put it on the website with the help of system department.
 - viii. With the information gathered, prepare a draft of the class timetables.
 - ix. Prepare the class timetables in the predefined Excel Format.
 - x. Referring to the class timetables, prepare the timetables of individual faculty and labs.
 - xi. Mail all the timetables of the individual faculty and labs to all the staff, giving them three days to correct any discrepancies.
 - xii. Prepare the final class, individual and laboratory timetables and get them approved from the HOD and Principal.
 - xiii. **Display the class timetables on the staff and student notice boards.**

- xiv. With regard to the individual faculty and lab timetables, submit one signed copy each to the HOD, Principal and the concerned faculty member/ lab in charge. The original set shall be retained with the Timetable Committee.
- xv. A copy of academic calendar and all time tables are to be mailed to the Director.
- xvi. Make the class timetables available in the main Department Room for students' reference
- xvii. To gather the following information from Committee Conveners, HODs and the Principal in order to prepare Academic Calendar :
 - a. Term start and end dates.
 - b. Public holidays.
 - c. **Dates for Class Tests**
 - d. Dates for annual functions and festivals
 - e. Days for activities like Fresher's day, Teachers day, Engineers day, BE farewell , National Science Day etc.
 - f. Industrial Visits.
 - h. Term work submission dates.
- xviii. **To display the academic calendar for the information of students and staff. Hard copy shall be kept in the Department.**

CULTURAL COMMITTEE

Objective: To promote and arrange extracurricular activities to bring out the talents of students in the performing arts.

Responsibilities

- i. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- ii. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- iii. The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- iv. Procedure to organize cultural events :

- a. To prepare the Annual Budget for various cultural events.
- b. To obtain formal permission from the College authorities to arrange programs.
- c. To decide the date, time and agenda of the programs.
- d. To inform members of staff and students about the events.
- e. To arrange the venue and logistics (audio/video system, dais, podium etc).
- f. To invite the Chief Guest and other dignitaries.
- g. To arrange mementos for guests and gifts/certificates for the participants.
- h. The committee shall display on the Notice Board/Website information about festivals to be celebrated.
- i. Events arranged for students in coordination with 'Students Cultural Committee' are
 - Teachers' Day
 - Engineers Day
 - B.E. Farewell
- j. Various programs arranged for faculty and staffs are:
 - Birthday celebration
 - Felicitation of faculty/ staff achievements (preferably in the general programmes)
 - Picnic
 - Spots activity ,etc.
- v. The Cultural Committee shall also be responsible for organizing the following events:
 - FE Orientation Program (First year coordinator will initiate and shall organize the Cultural Committee).
 - Independence Day
 - Republic Day
- vi. Any other duties the Principal / Director may assign.

SPORTS COMMITTEE

Objective: To provide healthy leisure time for every KJian.

Following are the responsibilities of the Sports Committee

Sports Officer / PTI/ Sports Director should take an active interest in these activities.

i. Coordination with the Student Sports Secretary

- a. Should take the initiative for the District Level and University Level sports activity.**
- b. Keeping stock of previous and current years' sports goods.
- c. Ordering sports goods in consultation with the Principal/Director.
- d. Arranging the venues for sports events in consultation with the Principal/Director.**

ii. Coordination with the Director

- a. Obtaining permission to hold sports events in the college campus.
 - b. To recommend students for permission to participate in the intra-or inter- college events.
 - c. To recommend sanction for Entry/Registration Fees to participate in various sports events.
 - d. To recommend attendance to students who have taken part in sports events.
- iii. Sort out any issues taking place during matches (team selections, objections, disputes etc).
- iv. Maintaining discipline in all events happening in and outside the college.
- v. Holding sports events for staff members.
 - vi. Maintaining records of sports events attended by students outside the college, within the University and outside. This is especially important from the Annual Day point of view, as the information is required for the Principal's Report and Prize Distribution Ceremony.
 - vii. Participation in sports events outside the College/University shall be allowed only till the end of the programme. Exceptions be taken up by the Principal/Director.
 - viii. On working days, sports and games are to be held from 4pm to 7pm. On non-working days, permission from the Principal/ Director is necessary.

- ix. Any other duties the Principal/ Director may assign

TRAINING & PLACEMENT COMMITTEE:

Objective: To help students to prepare for placement interviews/higher studies and help them to choose an appropriate organization.

The Training & Placement Committee constitutes of Senior Placement Officer (Convener), Junior Placement Officer, Trainers, Dept. Coordinator. The T&P Committee shall organize Campus Placement Programs for various companies visiting our institute during the placement season under the guidance of Principal. Usually it starts immediately after the 6th semester exams. It can be also organized later (Off Campus) in the same academic year, if other companies wish to come.

Roles and Responsibilities:

In the beginning, the convener calls for a meeting and delegates the role and responsibilities to committee members. He/She shall also schedule the Placement Programme by allocating dates and timings of companies' visits. The copies of the same are distributed to all the members, Director and Principal. The requisition for extended courtesy to the guests, indicating number of guests, shall also be prepared. The Convener shall also prepare a budget for the Placement Cell. The Training and Placement cell empowers groups of students to visit websites of industries of different sectors and contacts H.R. Managers of these firms under the guidance of the Convener. Accordingly, letters/e-mails shall be sent to generate a larger data base for placements. A new placement brochure shall be published involving students, with the approval of the Director. Following are the roles and responsibilities allocated to the members of the Placement Committee:

- a) **Registration:** Registration of the eligible students shall be done with the help of students. This is done 30 minutes before the start of the program in the Assembly Hall. Students shall sign against their names.
- b) **Display:** To display a welcome poster at the entrance on the ground floor showing the name of the company visiting, names of their team members, program and venue for the test and interviews.

- d) **Assembly Hall / Auditorium:** To arrange the Assembly Hall for the pre-placement talk and company presentation i.e., sound system, L.C.D. projector, chairs tables etc.
- e) **Classrooms:** Classrooms are allotted for the aptitude test and group discussion. Tables, papers, stationery, drinking water etc. shall be arranged.
- f) **Interview Rooms:** Tables, chairs, papers, stationary items etc. shall be kept ready in Interview rooms.
- g) **Final selection:** At the end of the selection activity, names of the short listed students shall be announced by company representatives.
- h) **Breakfast, tea and lunch:** Based on the number of guests from the organizations, such arrangements shall be made. The menu is decided beforehand and intimated to College canteen. Timings are also specified.
- i) **Records:** Records of the lists of students placed, company name, branch and salary offered shall be maintained and displayed on the Notice Board/ Website.
- j) **Data Updating:** Other data like branch wise placements, students' profiles, year wise placements, list of companies visited etc shall also be maintained.
- k) During the year, short meetings shall be held to communicate the **status on placement** and to discuss the comments made by the recruitment team on the students' performance.
- l) The activities to be communicated to the Principal/Director every month.

LABORATORY

Objective: To help students to prove and confirm for themselves through experiments, what they learn in the classroom

Duties and responsibilities of the Laboratory In-charge/ Teacher

- a. To maintain the Dead Stock Register and Consumable Registers.
- b. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.

- c. To plan for the procurement of equipment for the successive term well in advance. To put the DSR numbers, pertaining to the laboratory on all the items in a proper way
- d. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to conduct practical's satisfactorily.
- e. Preparation of the laboratory for oral and practical examinations.
- f. To hold those responsible for any breakage / loss etc. and recover costs. The recovery be submitted to the Principal's office.
- g. To ensure **the cleanliness of the lab and ensure to switch off all equipment after use.**
- h. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Director for necessary action. Requisition of consumables for the semester exams also be considered while getting the stock of consumables.
- i. In order to prevent theft/damage, the Lab In-charge shall take the following action:
 - i) Lab In-charge and Lab Assistants shall report the matter in writing immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and **suggest further action in order to compensate the loss as well as prevent recurrence of the same.**
 - ii) Lab Assistants in turn shall note down the missing items in the **respective Lab Register. Remarks must be reflected in the stock register.**
 - iii) If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

Duties and Responsibilities of Lab Assistants

- a. The Lab. Assistants are required to assist the respective Lab In-Charge (teacher) for smooth functioning of the laboratories.
- b. Lab Assistants shall maintain and take care of resources/services of the institute.

c. All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters in written format, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD on the same day of the matter/incident.

d. Lab Assistants in coordination with Lab In-charge should display

(i) List of Equipments/software with cost and date of purchase.

(ii) List of Experiments

(iii) Lab Time Table

(iv) Names of Lab In-charge / Lab Assistants / Technical Assistants etc. on the Lab Notice board.

e. Any other assignments as given by HOD/Principal/Director.

Duties and Responsibilities of Faculty in the Labs.

a. Faculty should be present in the laboratory for 2 hours completely.

b. Faculty conducting practicals / projects shall be responsible for the respective labs during their practical hours.

c. Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However, faculty can suggest changes in these matters with the consent of the HOD.

d. In order to prevent theft, faculty members are advised to take the following action.

i. Before starting the practicals/projects, students shall be asked to check the PCs/equipments etc. and report in case of any missing items/irregularity to the lab In-Charge.

ii. As far as possible, allot the same PC to the same individual/same group of students (in case of projects).

iii. Students shall not be permitted to carry bags into the labs.

d. In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

7) LEAVE APPLICATION PROCEDURE

Procedure for obtaining Leave (Casual, Earned, Vacation etc) / OD:

- i. Principal is authorized to sanction leave up to 3 days after the HOD's recommendation. Director's sanction is required for leave for more than 3 days after the recommendation from the HOD and Principal.
- ii. Faculty Members who desire to avail of any kind of leave shall make alternate arrangement with other members of the staff to carry out assigned academic and administrative responsibilities. Leave application / leave form shall be put up to the concerned authority for the subsequent approval.
- iii. In case of emergency leave, one shall inform respective HODs up to 9.30 a.m. failing which, leave without the pay shall be considered.
- iv. Vacation shall be availed of only after the official end of the instructional period subject to following conditions. (Vacation period will be notified by the Director)
 - a. Completion of term work evaluation/practical/oral
 - b. Handing over the term work /practical/oral marks to exam cell / HOD.
 - c. Staff shall be available for exam related duties both for Institute and University.
 - d. Contact address and phone number shall be given to the Office before proceeding on leave.

8) EXAMINATION COMMITTEE/ EXAMINATION CELL

The Examination committee is an apex body of the Institute which is headed by Examinations In-Charge (EI) and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results, keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee.

- a) The Examination In charge (EI) is a faculty member (Sr. Asst. Professor level and above) of the Institute and is generally appointed for a period of three years.
- b) The Examination Committee shall function under the guidance of the Examination In-charge (EI).

- c) The Examination Committee shall comprise 5-6 members for carrying out the University Exams.
- d) The Committee shall meet at least twice in a semester to discuss the matters related to examination and record the progress of the student.
- e) The EI shall follow the class test / unit test schedule as per the Academic Calendar.

i) Responsibility of the Principal for the Examination

- a) The Principal is the in-house Chief Coordinator of University Examination.
- b) To appoint Examination In-Charge (EI) in consultation with the Director.
- c) To appoint Examination Committee in coordination with HODs and EI.
- d) To appoint internal Flying Squad from the Examination Committee/ Supervisors and other human resources for smooth conducting of examination in the College in coordination with EI.
- e) To interact with University for exam related works.
- f) To head Unfair Means Committee and student's grievances redression during the examination.
- g) To appoint internal and external examiners/moderators for paper assessment in coordination with HODs and EI.

ii) Responsibility of HOD for the Examination

- a) To coordinate with examination body for smooth conducting of examination.
- b) To appoint internal, external examiners and moderators for practical /oral /written examination.
- c) To monitor University practical/orals and other examination.
- d) Member of Internal Flying Squad.

iii) Roles and Responsibilities of the Examination In-charge (EI)

- a) Responsible for the due custody of the records pertaining to his/her work.
- b) Shall have administrative control over the members working under him/her.
- c) Shall conduct the Examinations (college and university) and therefore make all other arrangements and be responsible for the due execution of all processes connected therewith.

- d) To ensure that final year mark sheets are issued only to such students who produce a clearance certificate from the concerned authorities.
- e) Any other duty/responsibility assigned by the Principal / Director

iv) Unit test

- a) There will be Unit test after completion of each unit. Unit Test shall be conducted by the Subject teacher in the respective class and during the regular lecture hours. The duration for the same would be 1hr only.

Teacher may give the option of solving 2 questions out of 3. Question paper should be in a printed form. **Proper format must be made and should be kept with teacher for the records.**

Date of the test	Attendance	Date of Evaluation	Date on which result displayed	Counseling lecture for solving the paper
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So there will be six Unit tests in one semester for each subject. The date and time for the unit test shall be announced by the teacher after the completion of the particular unit. The result for the same should be announced within the two days after the test.

- b) The Exam Committee -
 - i. (Shall keep a copy of the notice in the Exam Cell.)
 - ii. (Shall display Block Arrangement and Supervision Duty List. One copy each shall be kept in the Exam Cell for ready reference.)
 - iii. Shall ensure that adequate stationery (answer sheets, drawing sheets, charts, graph papers, drawing boards, trays, threads etc.) are made available.
 - iv. Shall prepare a file containing the following documents, which shall be kept in the Exam Cell.
 - Attendance Sheets
 - Answer Sheets handed over to teachers

v) University Oral/Practical Exams:

Shall follow the guidelines of the University

a. The HODs shall be responsible for finalizing the dates of exams, preparing the Time-Table and sending a copy of the same to the Exam Cell for display. Subsequently the Exam Cell shall make necessary arrangements for refreshments/lunch and remuneration.

Lunch can be arranged in the College canteen. However, tea/coffee shall be served within the respective departments.

b. At the end of the Practical/Oral exam, the Internal Examiner shall ensure that the External Examiners' attendance is marked, certificate is issued and remuneration is paid. For this, the internal Examiner shall approach the Exam Cell.

c. The Internal Examiner shall hand over the completed oral/practical evaluation sheets on the same day to the Exam Cell.

d. Each faculty shall submit to the Exam Cell the term work sheets with the signature of the Principal. This shall be done at least 2 days in advance of the date announced by the University.

e. It is the duty of faculty to ensure that they complete first our college assessment (Practical/Oral) before committing to dates as an External Examiner elsewhere.

f. Each Faculty member shall enter the Oral / Practical marks into the format available with the Exam Cell. A printout of the same shall be taken by the Exam Cell which shall be verified and signed by the concerned faculty.

vi) University Exams : Student Section of the office

Note: A separate Notice Board should be allocated to display the notices related to the payment of fees, the dates for acceptance of fees, University important dates and all matters related to office and the students. All notices should be numbered, dates and the title of the notice be printed in bold letters.

- a) The Student Section shall distribute the Exam Forms of the University to regular students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in. After verification, the Student Section shall forward the same to the University within the stipulated time period.

- b) The Student Section shall put up notice inviting ATKT students to have the exam form collected and returned in due time. Students shall make the payment of required examination fees.
- c) The Examination Committee shall prepare relevant time tables for the College based on the Examination.
- d) The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board and Blocks.
- e) Though the teaching faculty is entitled to vacation if eligible, it is expected that they are available for examination duty compulsorily. All teachers, including seniors, must involve in invigilation work.
- f) The Exam Committee shall prepare and distribute an overall Supervision Duty List as well as Daily Supervision Duty list and shall be provided to the concerned Supervisors.
- g) The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.

9) GENERAL GUIDELINES

The provisions contained in this schedule shall apply to all employees of the Institute whether, ah-hoc, probationary, temporary, part-time, contractual or permanent.

1. Every employee of the Institute , whether ad-hoc, temporary, contractual, part-time or permanent shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct.
2. Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
3. An employee should **at all times be courteous in his / her dealings with other members of the staff, students or members of the public.**

4. Except for valid reasons and/or unforeseen contingencies no employee shall remain absent from duty without prior permission of the designated authority. Formalities of absence/leave must be completed immediately after resuming the duties.
5. **All employees are expected to be exemplary (representing the best of its kind) in their public as well as private life.** Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the students and other learners committed to their care.
6. All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.
7. Every employee shall strive to instill in the students under his/her care a high sense of values, social conscientiousness, and pride in their Institute and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all students.
8. **Any association, active or passive by any employee with any unlawful organization is strictly forbidden.**
9. Consumption or distribution of alcohol, drugs or any other intoxicant including smoking by whatsoever name called, by an employee within the Institutes' premises, is strictly prohibited.
10. All correspondence addressed to an employee or by him/her or by the Institute, books including all notebooks containing all notes, records, prices or other data, apparatus, samples, other goods belonging to the Institute , circulars and document of any nature whatsoever, relating to the Institutes' affairs which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the Institute and he/she shall, at anytime, during service or termination thereof or upon his/her leaving the

services of the Institute for any reason whatsoever deliver the same to the Institute on demand and without claiming any lieu thereon.

11. Employee shall only be relieved from their duties (bonded by his/her order) upon resignation etc. at the end of the semester or upon fulfillment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc have been evaluated and all assignments given by Department/Principal/ Management or University are completed and submitted to the appropriate office.

12. Every Employee Shall:

a. Be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Director/ Head of Department.

b. Abide by the rules and regulations of the Institute and also show due respect to his/her higher authority.

c. On every working day sign the staff attendance register, or punch his card at the time of arrival and at the time of leaving the Institute. Overwriting on the attendance register or marking attendance wrongfully either the previous day or subsequently is a serious violation of the rules.

d. Be responsible for the discipline of students even outside the classrooms.

e. Be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs / replacements that may be required.

f. Train students to make extensive use of the Library facilities and to take care of the property of the Institute including, books, journals, equipment and machinery, furniture, fixtures and fittings.

g. Ensure that no student(s) indulge in ragging, canvassing and/or cause harassment of any kind to other student(s) by whatsoever name called as it strictly prohibited under law

h. Not through any act of omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace, dignity and harmony of the Institute.
