



### **Code of Conduct for Governing Body**

1. To ensure that the institute is well run, meets the needs for which it has been set up.
2. To use reasonable care and skill in their work as members of the governing body and must seek professional advice where appropriate.
3. To regularly attend meetings of the governing body and the committees on which they serve, and acquire appropriate knowledge to contribute effectively to decision making
4. Make such provisions, as may enable institute to undertake specialized studies with proper provision for laboratories, libraries, museums and equipment.
5. Establish departments, colleges, schools, institutes of higher learning, research and specialized studies, hostels.
6. Present the budget estimates as received from the finance and accounts committee with modifications, if any, to the Principal for its final approval.
7. Provide infrastructure, premises, furniture, apparatus and other means needed for the smooth conduct of the work of the institute.
8. Consider the perspective plan for the academic development of the institute.
9. Take overall responsibility for student welfare.

### **Code of Conduct for Principal**

1. Principal being a Head of the Institute is answerable to the University of Madras for all academic, financial and administrative activities of the institute also to the Management.
2. Review current academic programmes , collaborative programmes and Human resources management of the institute.
3. Admission authority for the institute to implement admission process as prescribed by state government and University of Madras.
4. Development and implementation of strategic plan for short term and long term development of the institute and sustainable quality improvement.
5. Plan and facilitate guidance, Counselling and other students services at institute level.
6. Maintaining support services, academic facilities etc.
7. Discuss and approve financial estimates, annual reports, accounts and audit reports time to time. Maintain necessary records of the institute in stipulated formats.
8. Demonstrate care and commitment to academic excellence and plan to organize faculty and supporting staff development programs.
9. Promote interactions with all stake-holders, facilitate students placements and students development programs.
10. To act as a chief officer in-charge for examinations.
11. To facilitate industry interactions.
12. To plan and implement the activities to take care of hygiene, safety and housekeeping in

the institute.

13. Take teaching load prescribed as per the norms issued time to time by state government.
14. Communicate regularly with all members of the institute.
15. Evaluate the performance of faculty and supporting staff.
16. Upliftment of Institution's image in the society.
17. To lead the accreditation activities of institute for various quality standards.

### **Code of Conduct of Vice Principal**

1. All reports to be submitted to the Principal.
2. Strategic direction and development of the College.
3. Planning for curriculum and academic development
4. management of physical and financial resources
5. Accounting for the efficiency and effectiveness of the College, including self- assessment processes of faculty.
6. Organizing or arranging meetings when required
7. Preparing morning assemblies.
8. Staff on leave or OD to be noted regularly and submitted to the Principal
9. Motivate faculty for all round development.
10. Leadership of the College's curriculum development group, comprising all subject area.
11. Course file of staff to be structured and checked and filed.
12. Time table framing, Subject allotment, change or transfer of staff when required for Academic progress can be done after informing Principal.
13. Substitution to be monitored regularly.
14. Leaders and leaders of curriculum support teams.
15. Staying informed and alert to all curriculum development in the university and shaping policy development in response.
16. Planning for curriculum staffing resource on an annual basis.
17. The design and implementation of student tracking and reporting systems.
18. Conduct regular review with the departments on academic progress
19. Results improvement strategies to be planned.
20. Preparation of result analysis for each semester.
21. Frame strategies for Slow learners.
22. Conduct of examination and regular tests including CIA.
23. Faculty attending Conference/paper presentation/work shop to be planned and submitted to the Principal.
24. The development of partnership projects consistent with the curricular
25. The development of partnership projects consistent with our commitment to maximising progression to initiatives with Higher Education institutions.
26. Working with Placement Co-ordinator for the development of strong, constructive relationships with the education need, at a strategic and operational level, as they acquire commissioning powers.
27. Organising and planning any event inside the College.
28. Interaction with student and Parents on a regular space.
29. Vice principal to keep up with documentation on student discipline and progress.

30. A teaching commitment of approximately 12 hours per week.
31. Leading by example in all matters relating to the teaching commitment
32. Regularly monitor and assess teaching of faculty.
33. Feedback and appraisal to be received regularly.
34. To foster a learning culture that is supportive, innovative and responsive to the needs of student.
35. To be responsible for the development, implementation and promotion of the College's teaching and learning strategy.
36. Assisting faculty members to register Ph.D and publishing research articles in journals and seminars. Minimum two papers per semester to inculcate research and development.
37. The discharge of the Principal's properly delegated functions at any time when the Principal is away from the College
38. Providing leadership which supports challenges and develops all staff within the spirit and identity of the College.
39. Apart from the above mentioned duties the Vice Principal shall be incharge of the IQAC and Coordinate with the ISO MR for quality development.
40. Regular report of the Academics to be forwarded to the Secretary and Joint Secretary regularly.

#### **Code of Conduct for Head of the Department**

1. HOD is responsible for conducting all academic programmes of the Department as per the norms of affiliating University.
2. In pursuance of above objective he/she is required to formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.
3. To train and update the faculty to deliver good instruction to the students.
4. To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
5. To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students.
6. Should ensure that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day.
7. Should recommend for disciplinary action against those availing leave without prior arrangement for class work.
8. Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. He should forward all the registers on the last working day of every month to the Director's perusal.
9. Should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
10. Should convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.

11. Should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures.
12. Should monitor students' development and problems through feedback and counseling.
13. Should appoint faculty Mentors so as to meet the needs of students suffering from the effects of stress and peer pressure.

### **Code of Conduct for Office Support Staff**

1. Commence work on time.
2. Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department.
3. Maintain a supportive environment for while performing their assigned duties.
4. Respect confidentiality in all matters.
5. Understand the job scope, practices, and procedures relating to their position.
6. Ensure accuracy and thoroughness in the performance of their assigned duties.
7. Meet targets regarding work to be performed to the best of their ability.
8. Manage time effectively.
9. Be well-organized.
10. Demonstrate ability to solve problem within the scope of their position.
11. Demonstrate ability to work independently when appropriate.
12. Show initiative.
13. Notify their in-charge if they are unable to come to work.
14. Submit leave application to the in-charge if want to avail vacation.

### **Code of Conduct for Lab-In Charges**

1. Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by Technician in proper manner.
2. Lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD.

### **Code of Conduct for Lab-Technician**

1. Any unexpected breakdowns of Lab Machines / Equipments must be reported immediately to the teaching staff in-charge of the particular Lab.
2. Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
3. The responsibility of Lab Assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab –In-charge. All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
4. Issue register for tools issued to the students must be maintained for each and every Lab.

5. Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
6. To ensure the availability & proper maintenance of “first aid facilities & fire fighting equipments”.
7. Avoid other activities during Lab hours unless assigned by the senior Management.
8. Adjust Lab work to a technician, who is familiar with that Lab, in case of your absence.
9. Ensure that the Machine is in proper working condition & then allow the students to do the Job.

### **Examination Rules**

1. The student must have minimum 75% attendance in theory and practical of the respective Subject.
2. Student must appear for all internals as well as university examinations.
3. In case the student is unable to appear for examination due to medical or other reason beyond his/her control, he/she should make the case known to the examination section and the principal for consideration of matter with satisfactory documents to support his/her case.
4. Student must read the scheduled timetable of examination carefully and check regularly the changes made in time table if any.
5. Student must be present in the examination hall ten minutes before the start of examination.
6. The student should obey the instructions given by the supervisor in the examination hall.
7. Student should not speak or communicate in any way with any other candidate in the examination hall during the examination .
8. Exchange of writing materials, mathematical instruments etc, is strictly prohibited
9. Student must not enter an examination hall more than half-an-hour after the start of an examination.
10. Also student must not leave an examination hall less than half-an-hour before the end of an exam.
11. Student must not carry notes, blank papers, books, calculator, mobile phone or any other electronic data storage device with them during the exam. All rough work must be done in the exam booklets provided during the exam.
12. A warning bell will be given ten minutes before the close of the examination; at the second bell student must stop writing and be ready to hand over the answer-books to the supervisor.
13. Student must not leave the seat until all answer-books are collected by the supervisor.

### **Guidelines Regarding Persons with Disabilities**

Those candidates who are visually impaired and other candidates whose writing speed is affected permanently for any reason can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

1. Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.

2. The candidate will have to arrange his own scribe at his own cost.
3. The scribe can be from any academic stream.
4. Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that s/he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
5. Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. (Blind/Low Vision candidates and other candidates whose writing speed is affected permanently for any reason, whether availing the facility of scribe or not shall be allowed compensatory time of 20 minutes and or part thereof for every hour of the examination.)
6. Visually Impaired candidates under Blind/Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Numerical Ability. The candidates will be awarded marks for such Section based on the overall average obtained in other Sections of the respective test.