



**HANDBOOK FOR STUDENTS, TEACHERS, GOVERNING BODY, ADMINISTRATION  
AND SUPPORTING STAFF**

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**ROLES AND RESPONSIBILITIES**

**1. PRINCIPAL**

- 1 To look after all the Administrative and Academic activities falling in line with the AICTE, Anna University and the Government of Tamil Nadu norms, in all aspects.
- 2 To conduct all the UG, PG and Ph. D programmes according to the affiliating university (Anna University) guidelines.
- 3 To appoint Faculty Member according to the norms of the AICTE and affiliating university (Anna University).
- 4 To act as Warden for Gents and Ladies Hostel.
- 5 To monitor admission and conduct regular class works.
- 6 To organize placement activities in coordination with Placement officer.
- 7 To create an environment for industry institute interaction.
- 8 To coordinate R&D activities, coordinate staff and external organization for R&D and consultancy.
- 9 To maintain discipline among students and staff.
- 10 To Monitor smooth conduct of Quality Management System in accordance with NAAC & ISO.

11 To perform any other special activities assigned by the Management from time to time.

## 2. HEAD OF THE DEPARTMENT (HOD)

1 To take responsibility for all the academic affairs of the Department

2 To look after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.

3 To report to the Principal regarding all the requirements of his/her department such as Faculty Member, supporting staff, equipment, books & journals, maintenance etc.

4 To represent his/her department and report to the Principal all the requirements/short comings for the development and proper functioning of the Department during weekly/fortnightly/monthly meetings

5 To look after the matters related to R & D, Consultancy and Research Publications.

6 To arrange for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.

7 To take responsibility for mobilizing his/her Faculty Member for different research grants.

8 To take responsibility for innovative programmes including collaboration with other institutions, Universities and different industries

9 To act as a mentor and take responsibility for students' academic performance

10 To perform any other special activities assigned by the Management from time to time.

**3. DEPUTY HEAD OF THE DEPARTMENT (DHOD)**

- 1 To monitoring the functioning of class room activities
- 2 To counsel the students for improvement.
- 3 To monitor and arrange for parents meeting.
- 4 To monitor the smooth running of department activities.
- 5 To act as a HOD in the absence of HOD.
- 6 To monitor the slow learners coaching class and evening class
- 7 To act as a facilitator, motivate high achievers and encourage slow learners.

**4. PROFESSORS / ASSOCIATE PROFESSORS/ ASSISTANT PROFESSORS**

- 1 To co-ordinate with the head of the department in all academic and non- academic activities
- 2 To undertake specific and special tasks assigned by the head of the department.
- 3 To Complete the Syllabus including practical.
- 4 To closely monitor absenteeism of students and take necessary steps to curtail absenteeism.
- 5 To valuate answer script and submit mark statement as per the defined procedure.
- 6 To act as invigilators and examiners during the conduct of examinations
- 7 To shoulder the responsibilities of the head of the department in his / her absence.

- 8 To guide students on specific task like educational tour, industrial visit, etc.
- 9 To maintain ethical standards both in and outside the campus on their part and students.
- 10 To take additional responsibilities like warden ship, timetable in-charge, Purchase
- 11 In-charge, maintaining student record, sending progress report, getting student feedback, Student Counselor / Class in-charges and project guide etc.
- 12 To attend Faculty Develop Program / Refresher Courses and Seminar etc. to upgrade and update their knowledge level continuously.
- 13 To keep abreast of the state-of-art technologies in their field by utilizing journals in College library.
- 14 To grant leave for the students within his/her ambit.
- 15 To grade individual performance and award internal marks to students objectively.
- 16 To maintain the course file with lesson plan; ensures that syllabus of each unit is covered in time; get the summary of class work and assessment and "Attendance record" certified by the HOD.
- 17 To ensure that all Laboratory programs / projects are planned and completed well in time.
- 18 To ensure that any arrears in the laboratory programs by any student for any reason, are taken care of and the students are helped to complete the program immediately.
- 19 To ensure that all the periodical tests and model examinations for theory and practical are held as per the calendar.
- 20 To ensure that the students maintain their notebooks records etc. for the subjects systematically by making periodical random checks.
- 21 To ensure that the course delivery is carried out efficiently and effectively preferably with the support of teaching aids and course files.
- 22 To ensure that maximum possible references to various university questions are made possible by widening the scope of question banks in advance to university

examination

- 23 To ensure that students are encouraged and guided properly to participate in seminars, competitions, projects and visits.
- 24 To ensure wherever necessary special classes are arranged and make himself / herself available for the students seeking clarifications and to clear doubts.
- 25 To assist HOD in getting the exam result analysis, progress report, maintaining student record and feedback from students etc.
- 26 To assist HOD in association meetings and assigned committees.
- 27 To perform any other special activities assigned by the Management from time to time.

## **5. CLASS ADVISOR**

- 1 Class in-charge takes the responsibility of the class.
- 2 Class in-charge advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.  
  
Class in-charge works as a person between the student and parent on matters pertaining to them with particular emphasis on studies, attendance, performance and matters of discipline.
- 3 Class in-charge keep constant touch with the members of faculty regarding discipline and academic program of the students.
- 4 Class in-charge ensures that the results of the periodical tests, model examination and University examination are collected with analysis and acts on that by conveying to HODs, Principal and parents.
- 5 To perform any other special activities assigned by the Management from time to time.

## **6. STUDENT FACILITATOR**

- 1 Each Student facilitator takes the responsibility of maximum no. of 20-30

students.

- 2 Student facilitator advises the student in all matters and helps them in curricular, extra-curricular, career development and personality related areas by analyzing their aptitudes, attitudes, talents, problems and offers suitable remedial action.
- 3 Student facilitator carries out the counseling process the Student facilitator establishes a system of consultation with the HOD and other connected faculty members and update the relevant information and requirements of his / her students
- 4 Student facilitator keeps constant touch with the members of faculty regarding discipline and academic program of the students.
- 5 Student facilitator counsels the students in respect of university examination and guide them for successful performance.
- 6 Student facilitator helps in spotting of talents among students, direct them to various activities and monitor their performance and progress.
- 7 To conduct class committee meeting involving student representatives
- 8 To identify and organize counseling programs for the students through the Student Facilitators/ Class in-charges
- 9 To monitor the remittance of fees by students
- 10 To perform any other special activities assigned by the Management from time to time

## 7. **ADMISSION COORDINATOR**

- 1 To take care of all admission approval procedure and communicating with universities in person.
- 2 To take care of student scholarships like first graduate, S.C, S.T M.B.C scholarships

## 8. **ADMISSION AND EXAM ASSISTANT**

- 1 To keep safe custody of all original certificates

2 To close monitor daily attendance .

3 To write Application form register.

**9. SCHOLARSHIP ASSISTANT**

1 To keep the Scholarship forms in safe custody

2 To distribute and collect the Scholarship forms

3 Preparing the forms ready.

**10. WORKSHOP SUPERINTENDENT**

1 To Install, Operate, Identify, Maintain and ensure service of repaired items of laboratory equipment / instruments / tools / accessories / spares etc.,

2 To provide assistance in conducting laboratory sessions.

3 To report the damages, worn-out parts to the HOD through lab-in charges and setting it right.

4 To help faculty in consultancies and project test.

5 To attend all other assignment assigned by the HOD.

6 To assign unique identification number for all the equipment / instrument purchased.

7 To carry out preventive maintenance as per plan and maintaining records for the same.

8 To identify the faulty equipment / instrument and taking necessary step to rectify the fault.

9 To perform any other special activities assigned by the Management from time to time.

10 To arrange all the machines/equipment required in the workshops.

11 To be responsible for repair and maintenance of all the machines and equipment in the workshops.

12 To make schedule for different groups of students for practice in their respective workshops.

13 To be responsible for maintenance of laboratories

- 14 To report to the Principal/HOD regarding damage/breakdown of machines/equipment
- 15 To be responsible for safety measures in the workshop.
- 16 To perform any other special activities assigned by the Management from time to time

**11. LAB TECHNICIAN / LAB INSTRUCTOR**

- 1 Responsible for monitoring the operations and maintenance of Lab. equipments
- 2 Responsible for assisting and purchase of lab. equipments
- 3 Responsible to take necessary steps to replace the worn-out equipments
- 4 Responsible to maintain the stock and other relevant files and register for the laboratory assigned to them.
- 5 Responsible for any other special activities assigned by the Management from time to time.

**12. LAB ASSISTANT**

- 1 To ensure safe custody of consumables, maintain and assist in conduction of the lab experiments
- 2 To maintain the cleanliness inside the lab and execute the safety norms
- 3 To maintain the stock register related to lab

**13. LIBRARIAN**

- 1 To take responsibility of all the activities pertaining to the college library.
- 2 To maintain documentation of books, journals, magazines, newspapers, CD's & library materials
- 3 To prepare a periodical requirement of books and journals to students and Faculty Member.
- 4 To maintain and update e-journals and all teaching aids
- 5 To keep record of library materials and report to the Principal for any discrepancy.
- 6 To arrange periodic inventory of library materials.



**14. ASSISTANT LIBRARIAN**

- 1 To assist the Librarian in all activities related to Library.
- 2 To ensure silence is maintained by all students and staff in the library
- 3 To maintain all files and registers related to library
- 4 To be responsible for issue, returns and renewal of books and journals
- 5 To prepare consolidated monthly reports on the usage of library resources like issues returns and entry registers.

**15. LIBRARY ASSISTANT**

- 1 To maintain digital library systems, CD, DVD Floppies etc.,
- 2 To maintain records of CDs & DVDs Issue and returns.
- 3 To maintain digital library files and registers
- 4 To prepare consolidated monthly reports on the usage of library resources like issues returns and entry registers.
- 5 To properly arrange book in racks.
- 6 To take photo copies and maintaining the bill books
- 7 To ensure cleanliness of the library.

**16. PHYSICAL EDUCATION DIRECTOR**

- 1 To take responsibility of all the activities related to the Physical Education.
- 2 To arrange physical fitness camps for the students and staff.
- 3 To procure and maintain sports goods and other items related to the Physical Education.
- 4 To maintain play fields appropriately
- 5 To coordinate Intra College and Inter College, Inter University and Inter State competition for different sports.

**17. PLACEMENT OFFICER**

- 1 To take responsibility for entire activities related to the students placement.

- 2 To coordinate with the industries for providing the vocational training courses to students.
- 3 To arrange guest lectures, workshops, seminars, industrial visits & educational tours for students.
- 4 To coordinate with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.
- 5 To interact with different industries for placement opportunities, MOUs, tie ups etc
- 6 To interact with different industries for placement opportunities, MOUs, tie ups etc.,
- 7 To organize and conducting On/Off campus interviews and maintaining records for the placement of students.
- 8 To perform any other special activities assigned by the Management from time to time

**18. TRAINING OFFICER**

- 1 To identify the training needs of students in II,III and IV year by obtaining one-page response sheet from them
- 2 To identify and arrange for internal/external resource persons according to the need
- 3 To arrange for industrial canvass by appropriate students with the help of placement coordinators/HOD
- 4 To organize periodical tests for aptitude/mock GDs/mock interviews for students with the help of Placement coordinators/HODs/alumni
- 5 To arrange for Industrial visits and In-plant training in consultation with HODs and obtain brief report with proof for the industrial visit/in-plant training
- 6 To organize interaction with alumni and current students
- 7 To perform any other special activities assigned by the Management from time to time.

**19. SYSTEM ADMINISTRATOR**

- 1 To take overall responsibility of all the activities related to the Computer systems and networking.
- 2 To look after the repair and maintenance of Computer system and its networking.
- 3 To prepare a schedule for providing computer service to all concerned.
- 4 To arrange for availability of Internet connection wherever required.
- 5 To arrange computer training / refresher courses for the staff to update their knowledge
- 6 To maintain and updates the college website.
- 7 To develop e-learning and user friendly e-institution concept with guardian and Faculty Member.

**20. HUMAN RESOURCES COORDINATOR**

- 1 To takes care of HR policies of the institution inside and outside the college.
- 2 To conduct Interview as per HODs requirement with College constituted selection committee support.
- 3 To take care of staff joining and relieving procedures
- 4 To support in NAAC, AICTE/ Anna University official requirements
- 5 To maintains the Faculty Member leave records like casual leave, vacation, on duty & permission

**21. STORE INCHARGE**

- 1 To supervises and check the functioning of stores and maintenance of proper accounts-both in terms of quantity and value.
- 2 To prepare estimates for various civil, electrical, mechanical and sanitary works undertaken/ proposed by the institute.
- 3 To invites and opens quotations related to the estate office through committees duly constituted for the purpose; examines/recommends the tenders for

acceptance/rejection with proper justification and notes.

**22. ACCOUNTS OFFICER**

- 1 To maintain accounts, cash books / ledgers etc
- 2 To prepare monthly accounts including entries in cash books, journals etc
- 3 To verify bills , preparation of consolidate budgets
- 4 To take charge of Cash collection
- 5 To prepare daily receipts & challans and submission of associated details along with remittance details to the Principal for scrutiny
- 6 To verify cheques and bills
- 7 To make entries in daily collection register for college accounts, hostel etc,.
- 8 To make entries in demand draft register, money value register
- 9 To prepare audit reports & replies
- 10 To be responsible for keeping the following in safe custody
- 11 Bill books / receipt books, Files, Registers, Cash books, Ledgers, Vouchers ,  
Cheque books / pass books, Bank challans, Fixed deposit certificates  
and other important office documents
- 12 To prepare salary statements
- 13 To attend to income tax related matters
- 14 To maintain caution deposit register

**23. CASHIER**

- 1 To collection all types of fees.
- 2 To prepare the challan and remittance in bank

**24. OFFICE ASSISTANT**

- 1 To work under the direct supervision of the Administrative Officer and execute the work as assigned from time to time.

**25. DESPATCH ASSISTANT**

- 1 To make entries of all incoming and outgoing letters / documents / parcels through post, courier etc.,
- 2 Sending the letters to the concerned persons for verification and information
- 3 Keeping the relevant records in safe custody.

**26. ATTENDERS**

- 1 To extend assistance to HODs in the departmental activities as per their superior's instruction

**27. SITE ENGINEER/ ESTATE OFFICER**

- 1 To perform the duty assigned by the Management and look after the constructional activities inside the premises

**28. MAINTENANCE OFFICER**

- 1 To take responsibility of all maintenance related activities in the premises and discharge the duties under directions of the Management/ Principal.
- 2 To supervise and execute all the works related to civil, electrical, gardening and cleaning according to the norms and standards.
- 3 To acts as the office in-charge of the security/sanitation/public health units of the institute and exercise control over the contract workers;
- 4 To ensure compliance of all provisions of the labour laws and/or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the institute or workers hired through approved agencies.
- 5 To inspect the buildings, structures, roads, etc. as often as necessary and examine their condition from safety and maintenance point of view and take/suggest necessary action.
- 6 To prepares progress reports on on-going work and report the same to the Management of the institute on a monthly basis.
- 7 To ensures successful achievement of the targets fixed for completion of each

project/works with due consideration for speed and economy of scale and/or proper maintenance of building structures, water supply channels

8 To ensure regular maintenance of all the electric generators and ensuring proper use of the same.

9 To advise / recommend the Management in all technical matters and ensure that all works executed are as per the guidelines prescribed by the MOA/Bye-Laws/CPWD/State PWD and that these works are carried out with the authorization/approval of the works committee or building committee etc. as per the prescribed procedure.

10 To execute any other work assigned by the Management from time to time.

**29. ELECTRICIAN/ PLUMBER**

1 To take care of all the electrical / plumbing maintenance related activities and maintain the safety of the campus.

2 To ensure the incessant water supply at all water points

**30. TRANSPORT MANAGER**

1 To take responsibility of transport arrangements for students and staff from College to City & vice versa.

2 To periodically maintain all the buses

3 To report to the Principal in case of any major repair

4 To periodically check the log books maintained by the drivers

5 To arrange for agreements with Transport Company for additional buses, if required

6 To arrange transport for the students and staff for any educational tour, visit for sports competitions etc.

7 To maintain time discipline on the arrival and departure of buses

**31. TRANSPORT ASSISTANT**

1 To prepare students list for boarding the vehicle

2 To prepare the remitted and non-remitted fee list of students

- 3 To maintain the details of Drivers/Conductors up-to-date.
- 4 To keep the RC Book, Insurance documents, Driving license and any other relevant documents related to the vehicles in safe custody.

### **32. HOSTEL WARDEN**

- 1 To take charge of all activities related to Hostel Management
- 2 To allot rooms to the students.
- 3 To maintain the cleanliness in the hostel.
- 4 To look after the quality of food served in the hostels
- 5 To keep strict discipline in incoming and outgoing of students from the hostels
- 6 To report to the Principal in case of any indiscipline or misbehavior by the students.
- 7 To look into the grievances/complaints of the students if found genuine
- 8 To arrange for First-Aid in case of any emergency and arrange for hospitalization of student/staff.

### **33. DEPUTY WARDEN**

- 1 To assist the Warden in discharging his duties and to act as warden during his absence.
- 2 To supervise the discipline of students during study hour, silence hour and in dining hall.
- 3 To admit students and allocate living rooms through lot system.
- 4 To create homely atmosphere inside the hostel.
- 5 To coordinate the activities of the sub-wardens.
- 6 To ensure prompt housekeeping.
- 7 To ensure Health Care and Welfare activities for the inmates.
- 8 To enforce the rules and regulations of hostel without any bias.
- 9 To Conduct Hostel Representative meeting and discuss the issues every month second Wednesday.

- 10 To grant permission, leave to stay inside or to go outside the hostel campus.
- 11 To ensure approved remedial measures for defaulting students.

**34. SUB WARDEN**

- 1 To take In-charge of one wing and also for a year students
- 2 To take In-charge of sanctioning leave to the concern students
- 3 To help Deputy Warden in verifying Mess Bills.
- 4 To supervise the discipline of students during study hour, silence hour and in dining hall
- 5 To create homely atmosphere inside the hostel
- 6 To ensure health care and welfare activities for the inmates
- 7 To enforce the rules and regulations of hostel without any bias.
- 8 To follow up with defaulters

**35. MESS INCHARGE**

- 1 To take in-charge of the kitchen store-room
- 2 To maintain hostel account and records.
- 3 To purchase quality food materials at competitive prices.
- 4 To distribute the cooking materials to mess workers
- 5 To prepare bills and passing them for payment
- 6 To verify carpentry, plumbing, electrical related work and related issues in the hostel
- 7 To supervise water facilities.
- 8 To supervise the dining hall during breakfast, lunch and dinner.
- 9 To control and minimize food wastage and to ensure safe disposal of food waste
- 10 To prepare the mess bill.
- 11 To supervise the mess workers and sweepers.
- 12 To supervise the cleanliness in and around the hostel.



**36. MESS WORKERS**

- 1 To prepare and serve food for the student and staff in the hostel as per plan.
- 2 To take up preventive maintenance of kitchen equipment
- 3 To maintain housekeeping of the dining hall

**37. SECURITY OFFICER**

- 1 To take responsibility of all security related activities of the College premises
- 2 To ensure Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
- 3 To monitor Material movement in and out of the premises. To monitor the persons inside the campus.
- 4 To verify the ID Cards of students.
- 5 To ensure visitors enter their details in the Visitors register and issue the Visitor ID.
- 6 To ensure the Contract laborers wear Contract badge during working hours
- 7 To ensure safety & security of the inmates of hostel
- 8 To prevent entry of unauthorized persons at any point of time
- 9 To have contacts with local police station / fire station
- 10 To act fast in any kind of emergency situation
- 11 To execute any special activities related to Security assigned by Management from time to time.

**WORKING HOURS****For all teaching and non teaching staff**

- 8.45 am to 4.30pm with lunch break for half an hour

**For maintenance staff and housekeeping staff**

- 8.30 am to 5.45 pm with lunch break for half an hour

**ATTENDANCE RECORDING**

Faculty members shall sign in the attendance register available at the department.

Separate register for each department is maintained and accounted in the office.

Non-teaching staff shall sign in the main office.

Attendance register will be validated by the Principal every day by signing in the register.

Attendance register have to be signed twice a day by all the staff members. (8.45 am and 5 pm)

**LEAVE POLICY**

Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.

**Leave rules:**

- Every staff of the college is entitled to One (1) day casual leave for every month and maximum of Twelve (12) days of casual leave in one Academic year.
- A minimum of half (1/2) day CL can be availed of at one time. Half day CL will not be granted on half working days.
- CL can be pre-fixed/suffixed with all types of holidays/leaves. However CL will not be sanctioned before or after a long holidays.
- The CL not used for the particular month can be used cumulatively in the consecutive month after proper permission.

- Staff can avail one day casual leave for every completed month.
- Staff availing maternity leave shall intimate at least three months in advance or in a manner such that it does not affect the regular.
- The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.
- **National & Festival Holidays** are applicable as notified by Government of Tamilnadu.

**Leave Application:**

The leave application shall be submitted well in advance and sanction to be obtained before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged

The lab staff shall make alternate arrangements/internal adjustments to keep the students engaged. The same must be informed to concerned tutors and HOD's. Casual Leave and OD application shall be submitted through proper channel to Principal office well in advance before availing the leave/OD.

No leave shall commence unless it has been sanctioned: Mere submission of leave application does not authorize a staff to avail the leave applied for. Availing of leave without getting the same sanctioned makes the staff liable to disciplinary action besides penal deduction.

Leave will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the staff.

No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing. An alternative arrangement for class work has to be informed to the HOD.

**Leave sanction procedure:**

All staffs are required to make alternate arrangements in advance before availing leave.

Teaching faculty shall take authentication from the reporting authority in the Leave form

**Annexure T - 19** and submit the same to the Principal for approval.

In case of non teaching staff, the leave approval shall be obtained from the HOD.

**Duty leave (DL):**

An activity of a staff which can bring recognition to the Institute may be considered for grant of this leave.

Duty leave may be granted for one or more of the following purposes:

- To deliver academic lecture
- To work on behalf of the College or to attend technical workshops/symposium of National/International level.
- To read/present a research paper in a Conference/ Symposium of National/International level.
- To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the Government.
- To inspect academic institutions attached to a statutory body or a University recognized by the Government.
- Any activity related to brand building.

The duty leave will be subject to the following conditions:-

- A written request from the competent authority.
- Request has been accepted for presentation and a communication to this effect received in writing/mail.

**Out-station duty (On Duty):**

On duty will be granted when staff members are required to go out on official duties such as University Practical Examination, Theory Examination and paper Valuation, Viva voce, Synopsis submission & DC meeting, centralized Valuation as approved by the Principal/Designated Authority.

When staff members go for examination work for Universities other than Anna University, OD will not be granted.

Staff members are permitted to go on 'On Duty' for academic works of the colleges such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, Resource person for other colleges and other committee/ Council formed related to the

works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the HOD and the Principal.

Staff members availing OD are entitled to draw the salary in full for the entire period of OD. The faculty availing OD is permitted to enjoy the remuneration given by the University or any other academic bodies.

In all the cases, prior written permission has to be obtained from the Principal through HOD.

**On duty sanction procedure:**

All staffs are required to make alternate arrangements in advance before availing On duty. Teaching faculty shall take authentication from the reporting authority in the On-duty form as per **Annexure T 20** and submit the same to the Principal for approval. In case of non-teaching staff, the leave approval shall be obtained from the HOD.

**CODE OF CONDUCT**

The Code of Conduct offers guidance to its staff on standards of integrity and good conduct. All members shall follow the rules and regulations and standards of courtesy, conduct, cooperation, ethics and etiquettes as expected by the institute.

Every member of the Institute

1. Shall foster an environment which reflects the College values of Caring, Learning, Integrity and Respect, adhering to high ethical standards while performing their duties.
2. Shall be familiar with the College policies relevant to their responsibilities and conduct themselves in a manner consistent with those policies.
3. Shall promote and support a respectful, inclusive and safe work environment where everyone is treated with respect and dignity.
4. Shall act with transparency and impartiality.
5. Shall act in a professional manner which includes meeting obligations, being truthful, being cooperative and maintaining integrity in their work and politeness in their conduct and communications.
6. Shall present them in a professional manner including appropriate dress and personal appearance in keeping with the nature of the work they perform and the public image of the College they represent.
7. Shall contribute to a healthy and safe workplace by complying with all safety norms by taking all reasonable precautions to ensure their own safety and that of others.

**Breaches of College policies, including the Code of Conduct, may result in disciplinary action up to and including termination as defined in the Disciplinary policy and procedures.**

Following are examples of **MISCONDUCTS**, which are unacceptable to the institute and will result in disciplinary action or termination of employment

1. Insubordination
2. Theft
3. Conviction of a offence involving moral turpitude
4. Bringing discredit to the institute
5. Falsifying, grafting or forging of any record, report or information
6. Discourteous behavior
7. Any other misconduct interfering with performance of job tasks
8. Unauthorized absence
9. Sleeping on duty
10. Negligence of duty
11. Favouritism
12. Misusing college properties
13. Willful damage to equipment or property of the institute
14. Continued failure to perform assigned duties
15. Habitual absence or tardiness
16. Job abandonment
17. Disclosing confidential information about the institution
18. Extending Unauthorized support to other institutions
19. committing sexual harassment

#### **Disciplinary procedure:**

The purpose of the disciplinary procedure is to set and maintain standards of conduct within the Institution to ensure that all staff are treated fairly and consistently.

It is designed to help and encourage all staff to achieve and maintain satisfactory standards of conduct.

In case of violation of the code of conduct rules or breach of contract as per the employment terms, then the institution will take either informal or formal action, depending upon the gravity of misconducts committed by the staff.

**i. Informal disciplinary action**

- Informal disciplinary action is taken in case of minor misconduct.
- The HOD / Principal will let the staff know that their conduct is unsatisfactory and make them aware of the standards expected without recourse to the formal procedure.
- The HOD / Principal will hold a confidential discussion with the staff and ensure that they understand exactly what is expected of them.
- Where a need for improvement is identified, the HOD / Principal will explain to the staff what needs to be done, within an agreed timescale and how the conduct will be reviewed within the agreed period.
- If the required achievements are not achieved or maintained, the matter will be dealt with formally. The HOD / Principal should keep brief, confidential notes of any informal action in a diary for records and follow up.

**ii. Formal disciplinary action**

- Formal disciplinary action is taken in the case of “GROSS MISCONDUCT” which means a fundamental breach of contract that makes it impossible for the Institution to continue employing the staff.
- Formal disciplinary action is initiated normally when other interventions have failed to produce the required improvement or when the conduct matter is sufficiently serious to require immediate formal disciplinary action.

**GUIDELINES FOR FORMAL DISCIPLINARY ACTION**

- The concerned staff will be informed about the nature of complaint / charges alleged against him, either orally or in writing ( depending upon the situation)
- The concerned staff has required to give explanation to the complaint / charges , either orally or in writing ( depending upon the situation )
- Statement of witnesses (from the side of concerned staff and also from Institution) to be recorded either orally or in writing.



- A thorough investigation will be done by the disciplinary committee.
- Finally, after examination of both sides, the Disciplinary committee will give a findings in writing stating whether the charges against the concerned staff are proved or not proved.

The Management will review the enquiry investigation, statements and findings, and other related documents and finally come to conclusion about the punishment to be awarded to the concerned staff.

**Objectivity**

Strive to avoid bias in experimental design, data analysis, data interpretation, peer review, personnel decisions, and other aspects of research where objectivity is expected or required. Avoid or minimize bias or self-deception. Social conventions play an important role in establishing the reliability of scientific knowledge

**Respect for Intellectual Property**

Honor patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.

**Author Responsibility**

- Ensure work is new and original research
- All Authors are aware of submission and agree with content and support submission
- Agree that the manuscript can be examined by anonymous reviewers.
- Provide copies of related work submitted or published elsewhere
- Obtain copyright permission if figures/tables need to be reproduced – Include proper affiliation
- Papers that are well organized and well written, with clear statements regarding how the findings relate to and advance the understanding/development of the subject
- Papers that report “original and significant” findings that are likely to be of interest to a broad spectrum of its readers
- Papers that are well organized and well written, with clear statements regarding how the findings relate to and advance the understanding/development of the subject
- Papers that are concise and yet complete in their presentation of the findings

**Not Acceptable**

- Papers that are routine extensions of previous reports and that do not appreciably advance fundamental understanding or knowledge in the area
- Incremental / fragmentary reports of research results
- Verbose, poorly organized, papers cluttered with unnecessary or poor quality illustrations
- Research misconduct means Fabrication, Falsification, or Plagiarism (FFP) in proposing, performing, or reviewing research, or in reporting research results
- Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit
- Misrepresentation of research findings - use of selective or fraudulent data to support a hypothesis or claim

## **Plagiarism Checker X**

- IT detects plagiarized content through multiple search engines. The result is that your documents are scanned through 16 Billion + indexed web pages.
- A unique and exclusive feature of our application. This allows you to analyze multiple documents to determine originality within single or multiple repositories. Case in point; teachers can cross-check assignments from a whole batch with just one-click
- Plagiarism Checker X can work wonders by providing extended help to website owners and managers. It detects online plagiarism and can also help in content management process

**DRESS CODE**

PMC Tech expects its staff to follow a DRESS CODE which helps them to work comfortably at the workplace and at the same time project a professional image for students, staff and the community.

Hence, it is essential that all staff take pride in her/his appearance and maintain proper dress code and general appearance during office hours. Staff members are expected to dress neatly and in a manner consistent with the nature of the work performed.

**Dress code for male teaching faculty:**

- Formal dress with dark/light colour pant and full sleeves light/dark coloured shirt with Tie.
- Black shoes with Black socks. Close hair and clean shaven

**Dress code for female teaching faculty:**

- Formal Saree.
- Overcoat has to be worn while teaching in class rooms.
- Black Cut show.

**General code:**

- All staff members shall wear ID cards during working hours
- All staff should cut and keep their nails clean.
- All staff should wear minimum ornaments.