

# **PRINCE DR.K.VASUDEVAN COLLEGE OF ENGINEERING AND TECHNOLOGY**

## **CODE OF CONDUCT FOR TEACHING & NON-TEACHING STAFF**



## **HANDBOOK**

### **CODE OF CONDUCT FOR TEACHING & NON-TEACHING STAFFS**

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## INTRODUCTION

This Code of Conduct is intended as a guide and a help to all staffs of the college. It sets out standards of conduct which the staff are expected to follow when within, or representing the college. This is written to assist staff and they should take advice and guidance if necessary. The underlying purpose is to ensure that the college provides a high-quality service to its pupils and stakeholders in accordance with our Mission Statement and to promote public confidence in the integrity of the college. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the college, its staff and its students. It has been drafted to comply with College Policies and Procedures. The Staff are requested to read this Code carefully and follow it in their educational activities. The Principal should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications. Investigations of alleged breaches of this Code will be covered under the College's disciplinary procedures and related codes of practice.

### CODE OF CONDUCT FOR THE GOVERNING BODY

The governing body is the key strategic decision-making body in the College, setting the strategic framework and ensuring it meets all its statutory duties. Raising achievement is at the heart of a governing body's strategic role; every student has the right to attend a good College.

The governing body has the following core strategic functions:

1. Establishes the strategic direction by:

- setting the vision, mission, values, and objectives for the college
- agreeing the College improvement strategy with priorities and targets
- meeting statutory duties

2. Ensures accountability by:

- appointing the Principal
- monitoring progress towards targets
- performance managing the Principal
- engaging with stakeholders (parents & pupils)
- contributing to College self-evaluation

3. Ensuring financial probity by:

- setting the budget
- monitoring spending against the budget
- ensuring value for money is obtained
- ensuring risks to the organization are managed

4. For governing bodies to carry out their roles effectively, members must be:

- prepared and equipped to take their responsibilities seriously
- acknowledged as the accountable body by the lead professionals
- supported by the appropriate authorities in that task
- willing and able to monitor and review their own performance

5. As individuals on the governing body, we agree to the following:

**A. Role & Responsibilities**

- We understand the purpose of the governing body and the role of the Principal.
- We accept that we have no legal authority to act individually, except when the governing body has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorized to do so.
- We accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfill all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other Colleges.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our College. Our actions within the College and the local community will reflect this.
- We will always use social networking sites responsibly and ensure that neither our personal/professional reputation, nor the College's reputation is compromised by inappropriate postings.
- We will promote tolerance of and respect for those of different faiths and beliefs, races, genders, ages, disability and sexual orientation.

- In making or responding to criticism or complaints affecting the College we will follow the procedures established by the governing body.
- We will support the Principal and senior leadership team but challenge their expectations and hold them to account for College performance

## **B. Commitment**

- We acknowledge that accepting office as a member involves the commitment of significant amounts of time and energy.
- We will involve ourselves actively in the work of the governing body and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to do so.
- We will get to know the College well and respond to opportunities to involve ourselves in College activities.
- We will visit the College, with all visits to College arranged in advance with staff and undertaken within the framework established by the governing body and agreed with the Principal.
- We will demonstrate commitment to our individual and collective needs for training and development, and will undertake relevant training to develop knowledge and skills and keep them up to date
- We accept that in the interests of openness and transparency, our names, terms of office, details of positions of responsibility on the governing body, category of member and the body responsible for appointing us will be published on the College's website.

## **C. Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in our communications with other members.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.

- We will seek to develop effective working relationships with our Principal, staff and parents, the local authority, and other relevant agencies and the community.

#### **D. Confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside and outside the College.
- We will exercise the greatest prudence at all times when discussions regarding College business arise outside a governing body meeting.
- We will not reveal the details of any governing body vote

#### **E. Breach of this Code of Conduct**

- If we believe this Code has been breached, we will raise this issue with the chair and the chair will investigate; the governing body will only use suspension as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another member, such as the vice chair will investigate.

### **CODE OF CONDUCT FOR PRINCIPAL**

1. Principal should make a conscious effort to be fair to personnel and students. Principal should be fair to Faculty, staff, and students and need to know that they will be treated fairly when you make a decision.
2. Principal must apply honesty in his/her job. He should never directly lie to anyone. They must never withhold vital information that should be made public.
3. The Principal assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence.
4. The Principal endeavors to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.
5. Principal should maintain professional boundaries.
6. Train teachers to be responsible for their actions.
7. Understand that you and your teachers are accountable for your actions 24 hours a day, seven days a week.

8. The Principal shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage. The Principal shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
9. The Principal makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student. The Principal shall not submit fraudulent requests for reimbursement, expenses, or pay. The Principal shall be of good moral character and be worthy to instruct or supervise the youth of this state.

### **CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT**

- HOD is responsible for conducting all academic programmes of the Department as per the norms of affiliating University. In pursuance of above objectives, 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.
- To train and update the faculty to deliver good instruction to the students.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behavior of students.

### **SPECIFIC DUTIES OF HOD**

- 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. Should recommend for disciplinary action against those availing leave without prior arrangement for class work.
- 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.



- Should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- Should convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.
- 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.
- Should monitor students' development and problems through feedback and counseling.
- Should appoint faculty counselors so as to meet the needs of students suffering from the effects of stress and peer pressure.

### **CODE OF CONDUCT FOR TEACHING STAFFS**

Teacher should:

- 1) Perform their duties in college as per the working calendar. They should be available for consultation by the students.
- 2) Maintain the dignity and decorum of the post, must conduct himself / herself in accordance with the ideal of the profession.
- 3) Discharge their duties sincerely. Tutorial, Practical classes, seminars research work with dedication.
- 4) Accept various duties allotted to them in various committees and participate in extension activities and involve themselves in co- curricular and extracurricular activities including community service, from time to time.
- 5) Inculcate national ideals of education among students.
- 6) Be calm, patient and communicative by temperaments.
- 7) Discharge their professional responsibilities according to existing rules and adhere to procedures and methods consistent with their profession.
- 8) Avail their leaves with prior intimation to the principal unless in case of urgency.
- 9) Refrain from taking any other employment and commitment including private tuitions and coaching classes.
- 10) Cooperate in the formulation of policies and implementation of programs in the institutions.
- 11) Treat other members of the profession with respect and refrain from lodging unsubstantiated allegations against colleagues to higher authorities.



- 12) Refrain from allowing considerations of caste, creed, religion or sex in their professional endeavor.
- 13) Treat non-teaching staff as colleagues and equal partners in a cooperative undertaking.

#### **DUTIES & RESPONSIBILITIES OF THE TEACHING STAFFS**

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their qualifications and competencies
- Contribute to the development and promotion of sound educational policy
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose
- Respect confidential information on colleagues unless
- Speak out if the behaviour of a colleague is seriously in breach of this code.

#### **RESPONSIBILITY AND ACCOUNTABILITY**

- Teachers should handle the subjects assigned by the Head of the Department
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Mentor-Mentee system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.

- Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
- Two CIA Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CIA Tests, Seminars if attended are to be entered in the counseling report.
- Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

#### **DRESS CODE FOR STAFFS**

Male staff members should wear formal shirts and pants, wear shoes on all days. Female Staff Members should come in formal sarees on all working days.

#### **ID CARD**

- It is Mandatory for students and staff to wear ID cards at all times when they are in campus.
- Staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.

#### **COMMUNICATING WITH PARENTS**

- Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the Principal or The Discipline and Welfare Committee.

### **STUDENTS - LATE COMING**

- Students should not be denied admission into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those Classes.
- Teachers must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- Cases of indiscipline, misbehavior or insubordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

### **TAKING ATTENDANCE**

- Staff members must take attendance within first 5 minutes of starting the period.
- Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.
- Teachers are advised to refrain from awarding punishments like:
  - Dismissal from the class rooms,
  - Making them stand in the class rooms,
  - Summoning their parents to campus
- Trouble makers in the class rooms must be reported to the HOD / Principal for further action.
- Students violating dress code must not be allowed to attend the lecture classes, laboratories and Library. Faculty members must report such cases to the Admin. Office for cancellation of attendance for that day.

### **COURSE DIARY**

Every teacher must maintain a course diary for each subject offered during semester/year. It shall have following details:

- Syllabus
- Lecture Plan
- Lecture notes for each period
- Date and time of preparation
- Date and time of delivery

### **CLASS ADJUSTMENT BEFORE AVAILING LEAVE**

- As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.
- All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

### **PROCEDURE TO BE FOLLOWED ON RESIGNATION**

- As per the service rules of the Institute, faculty members intending to resign are required to give 3 months' notice.
- To ensure compliance of (9.01) above, staff should deposit following original Certificates.
  - 10<sup>th</sup> or equivalent
  - 12<sup>th</sup> or equivalent
  - B.Tech. & M.Tech. / B.Sc. & M.Sc / M.phil / Ph.D
- Institute reserves the right to relieve the staff at any time during notice period.

### **INSTRUCTIONS TO STAFFS DURING INVIGILATION**

- Report to the Chief Superintendent at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.
- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the Examination. Ensure that the candidate should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls. Programmable Calculators, Cell Phones and other electronic items are not allowed for the examinations.
- Ensure that the relevant question papers are given for distribution in the hall.
- Candidates are not allowed to leave the examination hall until 3 hours from the commencement of examination.
- Please ensure to collect the answer book from the candidates before they leave the examination hall.

- Malpractice cases, if any, should be reported to the Chief Superintendent/AUR immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

### **NORMS TO BE FOLLOWED BY STAFFS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS**

- Practical examinations have to be conducted in the respective Laboratories /Workshops / Drawing Halls only.
- Both the examiners (Internal and External) have to assess the students for 50% of marks assigned for practicals. Internal examiners have to brief the external examiners regarding allocation of marks for each component of practical activity.
- Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- Both the examiners must sign on the Answer Sheets as well as on the award lists.

### **DISCIPLINE IN COLLEGE BUSES**

- All staff members traveling in college Buses should sit in the middle and last row to curb ragging in the Buses.
- Transport in-charge is requested to report the compliance of above instruction to the undersigned immediately.
- Senior faculty members are once again requested to keep a strict vigil on the students indulging in ragging.

### **CODE OF CONDUCT FOR NON-TEACHING STAFFS**

1. They are responsible for sustaining the highest ethical standards of the College and the broader community in which they function.
2. While the aim of the College is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,
  - According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
  - Making regular contribution for the personal development of students, while looking after their interest and welfare.

- Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behavior, unmindful of some untoward event if occurred, rather than having a feeling of revenge.
- Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.

3. As the technical and administrative staff are expected to work closely with the faculty of the College in day-to-day activities, the staff should

- Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- Develop friendly and co-operative relationship with the faculty members.
- Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.

4. A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,

- Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- Refrain from passing information about colleagues to any individual or agency without his/her express permission.

5. A member is expected to develop proper rapport with the employer viz. Management of the College. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

- Perform all professional activities through proper channels.
- Do not discuss with unauthorized individuals about professional and other information pertaining to the College.
- Look for promotion/elevation only on grounds of competence/performance.

- Co-operate whole heartedly with the authorities of the College in the fulfillment of mission and goals of College by performing his/her role in a professional manner.
- Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- Should follow all norms and job details assigned by the College to the member from time to time with dedication.

#### **DUTIES OF LAB-TECHNICIANS**

- Any unexpected breakdowns of Lab Machines / Equipment must be reported immediately to the teaching staff in-charge of the particular Lab.
- Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
- 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.
- Issue register for tools issued to the students must be maintained for each and every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- To ensure the availability & proper maintenance of “first aid facilities & firefighting equipment”.
- Avoid other activities during Lab hours unless assigned by the senior Management.
- Adjust Lab work to a technician, who is familiar with that Lab, in case of your absence.
- Ensure that the Machine is in proper working condition & then allow the students to do the Job.





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