



**DR. SUDHIR CHANDRA SUR INSTITUTE OF
TECHNOLOGY AND SPORTS COMPLEX**

540, Dum Dum Road, Surermath, Kolkata- 700074, West Bengal



**Code of Conduct of
Administrators, Faculty
& Staff members**

CODE OF CONDUCTS OF BOG:

Responsibilities include:

A. THE PRIMARY ACCOUNTABILITIES

The institution's Board of Governors oversees managing the institution's operations, establishing its future course, and cultivating an atmosphere conducive to the accomplishment of the institution's objective.

A1. To approve the mission and strategic vision of the institution

The BoG's primary responsibility is to establish and implement the institution's mission, vision, quality policy, and strategic plan. It must evaluate its short- and long-term objectives and, if required, adjust its priorities as time passes. It should advise the institute to achieve quality in both internal and external parameters such as teaching-learning processes, good academic and administrative practices, benchmarking, risk management (financial and physical), and staff to meet the needs of stakeholders such as students, parents, alumni, employers, local communities, government, and others who represent the public interest.

Various other committees should support the BoG in areas such as curriculum modification, operational planning of strategic issues, and meeting the vision and mission statements in their real sense. The Institutional Development Committee is in charge of putting the BOG's recommendations into action.

Once every five years, the strategic strategy may be revisited.

A2. To ensure the establishment and monitoring of proper, effective, and efficient systems of control and accountability

The Board of Governors is responsible for ensuring the institution's smooth operation by overseeing the preparation of annual budgets and reviewing audit and performance reports.

- On the recommendations of the Finance Committee, submit an expenditure report to the Managing Director for the determination of the fees and other costs payable by students seeking admission to the college.
- On the Academic Council's suggestion, award scholarships, fellowships, studentships, medals, prizes, and diplomas.
- Adhere to proper procurement procedures and make sure your money is going to the right place.
- The associated risks must be examined on a regular basis, and appropriate remedial steps must be recommended to ensure long-term viability.

A3. To monitor institutional performance and quality assurance arrangements

The Board of Governors will provide periodic advice to the institute on the following topics:

- Accreditation documentation must be submitted on time.
- Assuring that the statutory standards for accreditation are met to maintain the quality of education.
- Benchmarking should be used as a performance monitoring technique to ensure the institution's credibility in the community.
- Conducting a gap analysis and identifying areas that need to be improved.

A4. To put in place suitable arrangements for monitoring the performance of managerial and administrative positions

Members of the Board of Governors must ensure that the institution's Head of Institution follows the BOG's decisions in spirit for the institution's growth using the decentralization process, that the required documentation is maintained to meet statutory requirements,



and that processes to evaluate the performance of the institution's Head of Institution are established.

B. OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES

The Board of Governors must ensure transparency and openness in the institution's operations to maintain high ethical standards.

B1. To promote of transparency and openness at every level

- The minutes of all committee meetings should be made available to the key stakeholders.
- Annual reports detailing the activities of an academic year are prepared and posted on the website.
- Conducting governing body proceedings in the most open and transparent manner possible (as permitted by statute), including the review of such proceedings and any reports on the findings of such reviews.
- Providing detailed information on student admissions to enhance public confidence in the integrity of the processes used to choose and admit students using clear and transparent criteria, methods, and processes.
- Ensure that job openings are widely advertised both inside and outside the organization.

B2. To maintain register of interests

All members of the BOG must declare any potential conflicts of interest in the institute's operations. The register of interests should be compiled and made available to stakeholders, as well as kept up to date as needed.

C. REGULATORY COMPLIANCE

Governing bodies guarantee that their institution complies with all applicable statutes, ordinances, and provisions, including those imposed by statutory agencies such as the AICTE and the UGC, as well as those imposed by the State government and the affiliating university (if any).

- Make all final decisions on issues of critical importance to the institution
- Demonstrating compliance with the 'not-for-profit' objective of educational institutions is part of the regulatory compliance.

CODE OF CONDUCTS OF ACADEMIC COUNCIL:

Academic Council is to oversee the academic affairs of the Institute and review and make recommendations to the BOG about academic programs and strategic priorities.

The Committee ensures that Institute has the policies, capabilities, programs, practices, measurement systems and evidentiary reporting capabilities in place to:

- Realize Institute's mission and execute Institute's strategic priorities.
- Deliver on Institute's promise to students that they will receive high quality education, training, and support in the field of study they have chosen at the Institute.

Without prejudice to the functions, the Academic Council will have the authority to:

(a) Examine and approve, with or without modification, the Boards of Studies' proposals for courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, and so on, provided that where the Academic Council disagrees on any proposal, it will have the right to retain the proposal.

(b) In the admission of students to the various programmes of study offered by the college, follow the orders issued from time to time by the State Government and the affiliating University.

(c) Establish rules for sports, extracurricular activities, and the proper upkeep and operation of playgrounds and hostels.

(d) Establish regulations for conducting examinations in accordance with University standards, as well as measures to improve the quality of teaching, student assessment, and advisory system in the College.

(e) Approve the list of candidates who have been awarded a degree, diploma, or certificate.

(f) Encourage professors to participate in sponsored research, industrial consulting, continuing education, and other related activities.

(g) Make recommendations to the Board of Governors for the establishment of new study programmes.

(h) Recommend to the Board of Governors the establishment of scholarships, studentships, fellowships, awards, and medals, as well as the establishment of rules for their awarding.

(i) Advise the Governing Body on any academic-related suggestions made by it.

(j) Carry out any additional duties as directed by the Governing Body.

CODE OF CONDUCTS OF IQAC:

- Assuring that academic, administrative, and financial activities are completed in a timely, efficient, and progressive manner.
- Academic and research programmes relevance and excellence.
- Access to and affordability of academic programmes for people from all walks of life.
- Modern teaching and learning approaches are optimized and integrated.
- The validity of evaluation methods.
- Assuring the appropriateness, maintenance, and distribution of support structures and services.
- Sharing of research findings and collaboration with other Indian and international institutes.
- To keep track of the NBA-accredited departments and guarantee that they adhere to the NBA's requirements.
- Every year, for departments not certified by the NBA, complete the NBA-prequalification, and notify the principal and CDC when any department becomes eligible for accreditation.
- Development and implementation of quality benchmarks/parameters for the institution's numerous academic and administrative activities.
- Facilitating the development of a learner-centered environment conducive to high-quality education and the maturation of teachers to embrace the necessary knowledge and technology for participatory teaching and learning.
- Organize for students, parents, and other stakeholders to provide input on quality-related institutional processes.
- Information on many quality characteristics of higher education is disseminated.
- Inter- and intra-institutional workshops, seminars on quality-related topics, and the promotion of quality circles are also planned.
- Documentation of the numerous quality-improvement programmes and initiatives.
- Serving as the Institution's nodal agency for coordinating quality-related initiatives, such as the adoption and dissemination of best practices.
- MIS is used to develop and maintain institutional databases with the goal of maintaining/improving institutional quality.
- The institution's quality culture is being developed.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC, following NAAC guidelines and parameters.

CODE OF CONDUCTS OF ACADEMIC COMMITTEE:

- Plan, monitor, and control all the Departments' academic systems.
- Introduce new approaches to teaching, learning, and assessment practices.
- Provide the additional infrastructure that is needed to Departments must be strengthened to meet changing needs.
- Revision of the curriculum or the addition of additional disciplines.
- Improve protocols for inducting Academic Audit at the Institute and Department levels.

CODE OF CONDUCTS OF FINANCE COMMITTEE:

- The Institute's annual accounts and financial estimates must be reviewed by the Finance Committee before being submitted to the Governing Council for approval, along with the Finance Committee's recommendations. Based on the Institute's income and resources, the Finance Committee will set annual spending limitations for total recurring and non-recurring expenditures. The Institute shall not incur any expenditures more than the restrictions set above. The Institute may not incur any expenditures not included in the budget without the consent of the Finance Committee.
- To offer budgetary estimates for the building and other infrastructural amenities that will be provided based on the Institute Development Committee's recommendations.
- Predicts revenue from fees and other sources.
- Estimates the amount of money received from the UGC, AICTE, or any other financial source.
- Prepares a daily expense plan for the institution's operations.
- Examines the budgets supplied by the various departments. and keep track of how the department's funding is being used.
- Proposes the departments' and institute's budgets for the fiscal year.
- To evaluate the Institute's audited accounts and present the audited accounts to the GC.
- To submit recommendations to the Governing Council for:
 - i. Provide financial advice to the Governing Council.
 - ii. Examine the budgets supplied by various departments and keep track of how they are being spent.
 - iii. Make a budget proposal for the departments and institutes for the upcoming fiscal year.
 - iv. Examine and submit the audited financial statements.

CODE OF CONDUCTS OF BOS:

- To approve the Course Outcomes (COs), Program Outcomes (POs), Program Specific Outcomes (PSOs), and programme educational objectives (PEOs) of the department's programmes; to design the syllabus in accordance with the department's mission, vision, programme outcomes, programme specific outcomes, and course outcomes; and to prepare contemporary syllabi for various programmes in accordance with the changing needs of the profession and industry requirements.
- Approve the curriculum and framework for all the department's programmes.
- Provides recommendations for novel pedagogical teaching and evaluation methodologies.
- Make a list of names for the academic council to consider for appointing examiners.
- Coordinates research, teaching, consulting, and other academic activities for the department/growth. institute's
- Making recommendations to the Academic Council on the following topics:
 - i. The beginning of new courses
 - ii. Take steps to increase the quality of teaching, training, and research.

CODE OF CONDUCTS OF R&D ADVISORY COMMITTEE:

- Identifying potential financing sources & funding agencies
- Complete the areas of focus for institutional R&D projects.
- Identifying Projects for Research
- Examine the status of the research initiatives.
- Review of the Institute's new/existing Centers of Excellence
- Efforts to find new sources of funding for research infrastructure
- Contributing to the curriculum's development.
- Recognizing current scientific and technological developments
- Identifying upcoming study areas and providing guidance on research methodologies and current technological practices.

CODE OF CONDUCTS OF HOI:

Responsibilities include:

Reporting only to the Management of the institute and assisting them in the following functions of the institute.

1. Regulation / Monitoring
2. Development
3. Leadership
4. Visionary

Regulation / Monitoring:

One of the important responsibilities of a HOI is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education, and the University; along with the expectations of the top management; students and their parents. The following are some of the important responsibilities coming under this category.

- Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
- Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline, and conduct.
- Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
- Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / AICTE / Management.
- Monitoring effective R&D Activities, IIC related activities, NSS related Activities, EDC related activities and others Statutory & Non-Statutory Committee activities in the Institute.
- Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts, and audit and any such other matter related to the administration of the college.
- Monitoring all the liaising activities with governmental, corporate, and other academic bodies / institutions.
- Monitoring the liaison of activities with departments within the college and most importantly with the top management of JIS Group.
- Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council, and the Governing Council.
- Monitoring the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
- Monitoring the auditing and inspections of the institution conducted by the regulator bodies such as AICTE, government, and university apart from the ones conducted by the top management.
- Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
- Maintaining cordial relations with the staff, students, parents, and with all

those connected to the institution both directly and indirectly.

Developmental Functions:

HOI also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the HOI.

- The HOI needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
- Nurturing and facilitating the faculty and giving all the necessary guidance and support.
- Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
- Focusing on building an image for the institution at an overall level or in terms of a particular strength either in terms of a department or activities.
- Developing the working and learning culture in the institution.
- Developing the necessary infrastructure most importantly the library, laboratory with international ambience.

Strategic Functions

HOI needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in long term. The following are some of the strategic functions.

- Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
- Developing a strong industry support and getting the industrialists and businesspeople on the governing council and other advisory bodies of the college.
- Contributing to various governmental and non-governmental agencies resources from the side of the institution to gain long term association and commitment from these bodies.

Leadership Functions:

These are in fact the most critical functions of a HOI of an academic institution. With the fulfillment of these functions, the HOI will exhibit the true qualities of a leader by being a role model to all his / her colleagues. The following are some of the leadership functions.

- The HOI shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
- Take-up research, publication, consultancy & training and establish credentials as academicians of international standard so as to gain acceptability among all the faculty members being a true academic leader.
- To set high standards of discipline, commitment, and involvement in work pattern.
- To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
- Exhibiting sacrificial attitude and set models for all the staff.
- Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

Visionary Functions:

These functions are the ultimate functions of a HOI. The following are some of the visionary functions.

- Developing a long-term model for the institution and working for realizing this vision in close association with the top management.
- Taking steps at regular intervals which facilitate towards realizing the vision.
- Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
- Under each of the heads mentioned above, the HOI could take up many more functions suiting to the requirement and needs to the institution from time to time.

Planning:

The HOI requires preparing long term as well as short term plans (concrete documents) and present to the top management.

Execution and Reporting:

The HOI requires presenting regular reports (monthly, quarterly, biannual, and annual) about each function that they have taken-up or intend to take-up to the management (GB).

CODE OF CONDUCTS OF REGISTRAR

Executive Responsibilities

- i. Is directly responsible to the college principal.
- ii. Assists the Principal in translating the college vision into an action plan
- iii. Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.
- iv. Assists the Principal in administering and leading the college within the policy framework developed by the College Academic Committee (CAC).
- v. Supervises at the direction of the principal and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the college.
- vi. Maintaining all records pertaining to students, faculty and staff

Administrative Responsibilities:

The Registrar along with the Dean, Academic may assist the Principal in:

- a. Developing job descriptions for faculty and other staff by emphasizing a candidate's knowledge, skills, values, and commitment
- b. Completing the student admission process of all programs of the college

The Registrar assists the Principal in

1. Improving quality of working of faculty, staff, and students by:

- i. Ensuring effective utilization of transportation services to students, staff, and faculty
- ii. Ensuring safety and security to all in the college
- iii. Promoting multicultural interactions and understandings among students, staff, and faculty.

2. Obtaining and developing personnel by:

- i. Planning, directing, scheduling and coordinating in-service training program for non-technical non-teaching staff.
- ii. Supervising and evaluating administrative personnel.

3. Maintaining effective interrelations with the community by:

- i. Maintaining student reporting procedures to parents.
- ii. Interacting with parents and other citizens.
- iii. Preparing information to be disseminated to parents, students, other stakeholders and public.
- iv. Preparing special reports and bulletins for general distribution.

4. Providing and maintaining funds and facilities by:

- i. Determining the need and planning for facility maintenance, and renovation expansion,.
- ii. Determining specifications for supplies and equipment.
- iii. Inventorying and distributing supplies and equipment.
- iv. Preparing reports/grant applications for AICTE, TSCHE, DTE, University, etc.

5. Assumes such other responsibilities as may be assigned by the Principal from time to time.

CODE OF CONDUCTS OF ASSISTANT REGISTRAR:

Assistant Registrar is the over-all in charge of administrative functions, responsible to Principal / Registrar for Transport, Campus maintenance, Security of college property, and personnel, canteen operations, public relations, Health Centre, among others.

His/her specific duties and responsibilities are as follows:

- Assists the Registrar in the day-to-day administrative functions of the college, and in developing policies, procedures, and systems which ensure productive and efficient operations.
- As the custodian of the college property records, manages the filing, storage, and security of documents.
- **Assist HOI regarding Accreditation, Ranking and Compliance related activities.**
- **Assist in Scholarship, Extracurricular, NSS & Alumni Interaction related activities.**
- **Assist in Student Welfare activities in the College.**
- Assists in the preparation of contract agreement/document for canteen operations, Security services, general maintenance, supply of Private Vehicles by Travel agencies, as required.
- Oversees and manages the transport operations with the assistance of Transport-in-charge and ensures provision of convenient, safe, and hassle-free transport to the students and staff as per the college policy and in conformance with RTA rules.
- Makes logistic arrangements for College Day, Graduation Day, Traditional Day, FDPs, placements, conferences, BoS meetings, Governing Body meetings, Academic Council meetings, faculty selection interviews, Industrial visits, and such other events.
- Liaisons with consulting architects/engineers for translating college's needs into specific requirements.
- Co-ordinate's provision of, and maintains, the campus infrastructure, installations, office equipment like classroom, staff rooms, laboratories, washrooms, electrical installations, RO plants, bore-wells, furniture, campus green cover, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, Cash Counting Machines, CC Cameras, Water Coolers etc.
- Ensures campus security and safety of personnel through administering the Agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the college from time to time.
- Oversees the functions of Caretaker, responsible for care and upkeep of buildings, grounds, offices etc.
- Monitors CCTV and other surveillance equipment, if any, to guard against vandalism, break-ins and promptly reports such incidents to Registrar, HOI, and management, and to Police, with proper approvals.
- Oversees canteen services, administers canteen service contract, with the assistance of Canteen committee.
- Serves as the primary point of contact and liaison with public, state Government departments, MROs, Police, Election Commission, student organizations, and other entities for administrative information about the college.
- Represents the college at meetings convened by Statuary bodies, social welfare department, Minority Welfare department, or other Government departments/bodies on matters relating to scholarship, NSS, Swach Bharat etc.
- Co-ordinates response to legal notices, filing of petitions and liaisons with advocates representing the college.
- Co-ordinate's disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise.
- Manages distribution of incoming mails, and dispatch of out-going mails.



- Identifies training needs of office staff and organizes staff development programmers.
- Recruits ministerial, contingency staff, and drivers in co-ordination with HR department, following proper procedures.
- Carries out periodical shuffling of ministerial and contingency staff across departments/sections, in co-ordination with HoDs / Sections-in-charge, following proper procedures.
- Prepares capital and operating budgets for Administration department, exercises budgetary control so as to regulate expenditure to the levels of provision in the approved budget.
- Monitors fuel efficiency of transport vehicles periodically and takes corrective actions as required.
- Monitors and controls repair and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
- Keeps an inventory of office equipment and furniture, identifies them with unique asset Nos., co-ordinates annual verification of the assets.
- Convenes meetings with Bus-In charges, at least once in 2 months, to review transport operations, acts promptly to resolve issues, if any, forwards a copy of the minutes to Registrar and HOI.
- Convenes meeting of General Services Committee, at least once in 3 months, acts on the problems, if any, with promptness and forwards a copy of the minutes to HOI and Registrar.
- Reviews the working of Transport section, Maintenance section, Security, Canteen on a regular basis and prepares quarterly reports on the performance vis-à-vis set goals (preferably physical), suggestions/complaints received and closed, future plans for improvement in line with the college's motto of "striving towards perfection" requiring continuous improvement.
- Guides and assists Transport-in-charge in fixing bus routes, allocating buses and drivers on the routes, factoring in the seating capacity, age of vehicles, route distance and experience of drivers, ensuring optimum use of college resources.
- FIRST AID - managing the first aid and ensuring staff are complaint with health and safety.
- Any other functions assigned by the Registrar /HOI from time to time.

CODE OF CONDUCTS OF PA TO PRINCIPAL:

The Principal's Personal Assistant is responsible to the Principal for day-to-day operations and provides support to the Senior Executive for designated administrative tasks.

Administration and diary management for the Principal:

- To present the professional and welcoming face of the Academy to all visitors, staff and students, including telephone callers and organizing refreshments as appropriate.
- To manage the Principal's diary for all appointments and meetings, ensuring a manageable schedule is maintained, it is kept up to date; a daily overview with documentation and papers needed provided to the Principal.
- To be the first line of contact between the Principal and any phone calls, requests from staff or visitors, ensuring only appropriate contact is made.
- To manage all communications from the Principal to all employees.
- To liaise with Trust admin teams and Institutional Admin Team as appropriate.
- To be able to proofread documentation on behalf of the Principal and make amendments or suggestions as necessary.
- To track delegated tasks where required and monitor progress, chasing any documentation or responses not received and keeping the Principal informed as appropriate.
- To assist the senior team by coordinating the production of the Academy calendar and using this to produce timely reminders to the senior team throughout the academic year
- To type up, disseminate and file all agendas and minutes for meetings involving the Principal or Senior Leadership team as required.
- To maintain the Principal's filing systems, both hard and electronic copies as appropriate.
- Ensure that information from the Principal is forwarded to appropriate staff in the Institute & Trust in a timely manor
- To liaise with BOG Members, AC Members, Institute Senior Administrative Staffs & HoDs to ensure paperwork for meetings has been circulated and deal with any enquiries.
- Complete any ad hoc reports for Board of Governors' meetings as required.
- To deal with any enquiries from Board of Governors, other Executives, members of the Trust & HO officials in the first instance.
- To collect any correspondence for BOG Members, AC Members, Institute Senior Administrative Staffs & HoDs and forward as appropriate.
- To provide, as required, a confidential secretarial service to other members of the Senior Leadership Team.
- To undertake Project management of projects assigned by the Principal, such as high-profile visits to the Academy or within the Trust.
- Provides any data that has been requested by authorities and other sections of the institute and any other agency are to be provided in time

Support for HR processes and files

- Preparation of Attendance for all faculties, TAs, staff members, visiting faculties and other outsource employees working.
- To support staff where appropriate on institution procedures and HR policies
- Support the Principal in preparation of monthly payroll for Academy staff
- Collating and filing the performance appraisal documentation on behalf of the Principal



- As directed by the Principal, to manage the recruitment process for new staff, this includes advertising for staff, processing job applications, requesting references; arranging interviews and supporting the senior leader in ensuring all induction processes have been followed without delay
- To manage the appointments process, this includes initiating Leaves, Medical and reference checks, maintaining an accurate and complete single central record. To maintain accurate and up to date staff sickness records and prepare report to Principal as required. Organize return to work meetings; meeting with staff following a period of sickness absence from school as directed by the Principal
- Completing documentation for contracts and bank details for payroll and HR
- Sending out offer letters and chasing any outstanding documentation
- To organize confidential staff files and maintain them in an orderly manner
- To provide effective support for the Principal in all HR processes including minuting meetings, preparation of documentation and liaison with HR advisers as required

Support for admissions, exclusions and formal complaints

- To complete procedures, all paperwork and information relating to fixed term exclusions, including liaison with Hash portal, and ensuring smooth running of reintegration and paperwork pertaining to this
- To complete procedures, all paperwork and information relating to permanent exclusions, including organization of disciplinary hearings and appeals where necessary
- To liaise with Departmental staff and parents on in-year Admissions and direct approaches to the Institute
- To provide effective support for the Principal & senior leaders responsible to ensure the smooth running of open events and annual new intake admissions procedures
- Assisting the Principal with admission appeals, liaising with the Clerk and assisting in the preparation of paperwork to be submitted to the independent panel
- To ensure that the Principal is supported in responding to any formal complaints received in an accurate and timely manner

Line Management

- To line manage the administration team including the Institute receptionist and student support services
- Assisting the Principal to delegate work to admin staff and manage their workload and output
- Assisting the Principal to carry out appraisals and manage the performance of the administrative team
- Assisting the Principal to ensure adequate staff levels to cover for absences and peaks in workload
- Assisting the Principal to oversee the recruitment of new staff, sometimes including training and induction

Generic responsibilities

- To aid and cover when required to the main office and reception.
 - To complete any other tasks as may be reasonably directed by the Principal or Senior Leadership Team, within the bounds of this job description.
- To have due regard for safeguarding and promoting the welfare of student and staff and to follow the protection procedures adopted by the Institute.

CODE OF CONDUCTS OF IN-CHARGE OF ACADEMIC AFFAIRS:

Developing a vibrant organizational culture characterized by promoting academic excellence, ensuring minimal disparity between the various levels of pedagogy, brought about by establishing purposeful mentor-mentee relationship and encouraging academic activities.

1. Preparation of the academic almanac, monitoring the progress of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programs.
2. Helping faculty in planning effective remedial instruction.
3. Managing and evaluating instructional support program.
4. Conducting faculty appraisal, evaluation and collecting the data.
5. Translating evaluation data into effective faculty development
6. Differentiating between the needs of experienced and inexperienced teachers
7. Inviting senior faculty from each of the departments to be mentors
8. Identify the up-and-coming technological developments in close collaboration with the senior faculty to function as mentors
9. Identifying the faculty with up to six years of experience in all the departments to be associated with mentors.
10. Maintaining proper records for each of the mentors with complete details of their experience, subjects of their specialization, their research interests, publications, authorship of books, projects guided at PG and PhD levels, consultancy experience etc.
11. Preparing subjects-wise specialization of faculty list in all the subjects
12. Maintaining an up-to-date record of mentee faculty list
13. Guiding younger faculty in identifying their fields of interest
14. Maintaining an up-to-date database of career opportunities for teaching community with information on qualification and skill up-gradation opportunities
15. Conducting regular meetings (preferably at least once in every month) of the mentors and mentees and direct the forum in the right direction by providing a means for the interaction of mentors and mentees for proper identification of the faculty of similar academic interests and pursuits
16. Liaison with the Heads of the departments to update the list of mentees and mentors from each department
17. Preparing and getting approval of the management with the association of the HOI, the budget allocation for the activities
18. Identifying the newly inducted faculty for orientation programs and plan for them in every semester.
19. Demonstrating a commitment to high expectations for faculty performance by developing orientation and induction programs
20. Serving as an instructional coach
21. Creating professional development opportunities for all
22. Motivating faculty and others
23. Identifying unique leadership capabilities of teachers and others and matches them with leadership opportunities
24. Mentoring others and identifying others with mentoring capabilities
25. Any other function that may be assigned by the HOI from time to time.
26. Arrange Graduation Day by coordinating with all concerned

CODE OF CONDUCTS OF IN CHARGE- STUDENT AFFAIRS:

Facilitates:

- Formation of student council
- Students Counseling other than mentoring
- Student discipline
- Anti-ragging
- Student health care
- Scholarships & other Govt & non Govt facilities
- Student Placement related activities
- Plans for proper conduct of Extra Curricular activities and ensures execution of the same by coordinating with In-Charge of Student Activities including sports activities, which are as follows:
 - To promote and provide opportunities in college for development of extra-curricular activities.

Activities such as indicated below (not given extensively) could be undertaken to derive the benefits indicated against them:

Administrative activities:

- Ensures discipline among students in campus
- Ensures NO Ragging activity takes place

Literary activities:

- Debate: helps the students to explore a topic from several points of view.
- Essay writing: Helps the students to develop the competence of logical and rational thinking regarding societal issues.

Cultural and Fine arts activities:

- Painting: helps the students to manifest their thoughts in the form of their artwork.
- Role Play: Describes possible real-life situations.
- Fresher's day
- Traditional day
- Vigor and Vibes (College Annual Day)
- Monitoring & Organizing MAR Related activities

NSS activities:

- Village Adoption Activity: Helps exposure to real life situations and provides opportunity to pay back to society.
- Societal education laboratories/Clubs could be set up for transmitting societal education messages for which innovative materials and programs should be developed.
- Special days/Events/Weeks societal themes and issues should be encouraged like world AIDS day, Environment Day, Women's Day etc.
- Blood donation camps, tree plantation programs, etc
- Cultural events like skit/dance, drama, music, photography are to be organized.
- Literary events, sports and games should necessarily be planned in a structured format with specific dates.
- To create an environment to promote learning through creative self - expression and at the same time offering enjoyment, relaxation, satisfaction, and recreation to the students.
- Establish a senior students committee in organizing induction program for freshman students.



- Organize programs on social and political environment (weekend series)/ Government, Business, and society.
- Set up Art of Living/Yoga workshops and conducts activities under its banner.
- Oversees medical facilities on campus
- Organizing medical Camps
- Monitoring & Organizing MAR Related activities
- Organizes NCC training camps

Alumni Association Activities:

- Help establish student network which will interact with professionals for further networking through the Alumni Association
- Organizing Alumni Meet & other events by the Alumni Association.

Sports Activities:

- Ensures smooth conduct of sports
- Ensures proper use of sports material and facilities
- Purchase of sport items by coordinating with AO
- Encourages students to participate in zonal/university tournaments
- Creation and upkeep of sports facilities
- Proposing annual budget for sports

CODE OF CONDUCTS OF DEAN R&D

Dean / In-Charge R&D is a senior position in the college and reports to the HOI. He/she is expected to demonstrate capability to:

- Manage effectively and efficiently the research programs and administration affairs of the research Centre of the college.
- Create an environment conducive to intellectual and research growth.
- Maintain the confidence and co-operation of the faculty and students engaged in research activities.
- Lead, motivate a team of engineers, scientists at multiple levels in the college.

The specific responsibilities of Dean / In-Charge (R&D) are as follows:

Policy Making, Planning of research activities, resource mobilization and management of R&D Activities.

- Making the policies related to R&D, Consultancy, Publications, IPR MoU etc.
- Develop plans & policy for EDC & IIC & Code of Ethics to check malpractices and misconduct in research.
- Identify opportunities for externally funded R&D projects, apply for funding, submit project proposals, follow up with the funding agencies, for securing sanction of projects.
- Identify R&D projects to be taken up with college funding.
- Prepare R&D budget including, among others, seed money for faculty for research, incentives, project cost; obtain funds for budget proposals.
- Prepare annual R &D plan of activities including externally funded projects and college funded projects.
- Manage R & D projects
- Submit quarterly reports to HOI/Secretary on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.
- Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.
- Identify external facilities where part of research activities, prototype development can be carried out; enter Into MoU with such organizations.
- Ensure that the lab facilities and other installations and capital equipment are used optimally through R & D/ consultancy related activities.
- Form a research committee composed of distinguished faculty members having aptitude for research and, members from industry/R&D organizations to address the issues of research.

Promotion of research:

- Develop and establish a policy to promote research culture in the college.
- Stimulate and enhance the research ability and potential of students, having the aptitude for innovative research.
- Identify prioritized research areas based on the expertise available with the college.
- Organize visits by eminent researchers to interact with the faculty and students.
- Organize national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas.
- Take initiative and develop mechanism for gathering the findings of research in the areas relevant to community problems/needs and transferring the same to the students and the community.
- Develop plans & policies on NOC for PhD Activities in the Institute



- Develop plans, and co-ordinate efforts of departments of college, to obtain recognition for their research activities by national, international agencies such as UGC, DST, ICSSR, ICHR, ICPR etc.

Research Publications:

- Co-ordinate setting of yearly targets for research publications by the department faculty in SCI, Scopus & WoS and regularly monitor the progress, and take steps, as required, for achievement of targets.
- Co-ordinate setting of yearly targets for research publications by the students in national, international journals, major paper presentations in regional, national, and international conferences, regularly monitor the progress, and take steps, as required, for achievement of targets.
- Publish a research journal of the college, develop publication policy, constitute editorial board, and function as editor-in-chief of the journal.
- Maintain data base of paper presentations, paper publications, publication of books, by the faculty of all the departments of the college including research awards, recognition received by them from reputed professional bodies and agencies.
- Motivate the eligible faculty to guide M.Phil and Ph.D scholars.
- Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, national and international recognition for research contributions.
- Encourage student, faculty & staff members to publish IPR on their research.

Collaboration and Consultancy:

- Develop and establish consultancy policy for
- Identifying and recognizing the areas of expertise of the college.
- Publicizing the expertise of the college for consultancy services.
- Encouraging the faculty to utilize their expertise for consultancy services.
- Costing of consultancy projects.
- Revenue sharing as between institution and the consultants- including faculty consultants, external consultants, technical services staff of the college.
- Initiate and co-ordinate signing of MoUs with other institutions, industries, corporate houses, for collaborative research and/or development, for synergetic benefit with the overall objectives of enhancing the quality and output of teaching-learning, research, and development activities.



CODE OF CONDUCTS OF ADMIN-HR

- Maintain up to date HR files and database.
- Assist in identification of staff, interviews, issuing employment contracts and other joining procedures.
- Responsible for posting advertisements, schedule and conducting interviews.
- Ensure implementation of policies related to recruitment, salary, probation and exit policy as per HR Manual.
- Conduct orientation for the new employees and ensure that they are aware of the code of conduct & HR policies and procedures of the institute.
- As directed by the Principal, to manage the recruitment process for new staff, this includes advertising for staff, processing job applications, requesting references; arranging interviews and supporting the senior leader in ensuring all induction processes have been followed without delay
- To manage the appointments process, this includes initiating Leaves, Medical and reference checks, maintaining and accurate and complete single central record. To maintain accurate and up to date staff sickness records and prepare report to Principal as required. Organize return to work meetings; meeting with staff following a period of sickness absence from school as directed by the Principal
- Completing documentation for contracts and bank details for payroll and HR
- Sending out offer letters and chasing any outstanding documentation
- To organize confidential staff files and maintain them in an orderly manner
- To provide effective support for the Principal in all HR processes including minuting meetings, preparation of documentation and liaison with HR advisers as required
- Aids in documenting, modifying, and printing the documents.
- Provide payroll information to the accounts department by verifying attendance records on time.
- Encourage faculties to attend Faculty Development Programs and trainings.
- Assist in administering performance management system.
- Coordinate with Administrative officer whenever necessary.



CODE OF CONDUCTS OF HEAD OF THE DEPARTMENT:

HOD is an important member of an institution's leadership and management structure, playing a critical role in achieving the institutional strategic objectives.

The HOD is responsible for the organization and general conduct of the Department, and he/she is expected to participate in teaching, examining and administrative work – including performance management, appraisal, and research.

He/she directs the academic and business development of the department, ensuring that its programs and academic structure are sound and can give advantage to both the department and the institution as a whole.

Also, the HOD provides leadership in academic matters, promoting continuous improvement in research performance, quality of learning and teaching, and knowledge transfer.

Thus, the prime role of the HOD must be to provide academic and administrative leadership to the department within the context of the institutional statutes concerning departmental governance.

In exercising this authority and being accountable for the department, the HOD will have the following broader responsibilities amongst others within the context of an institution's strategic plans:

- ✚ Strategic directions
- ✚ Academic leadership
- ✚ Staff development and management
- ✚ Finance and infrastructure management
- ✚ Occupational health and safety
- ✚ Equity of opportunity
- ✚ Communications and external relations

Strategic Directions

As a member of a faculty's academic leadership and management group, the head will be responsible for:

- the development, implementation and maintenance of appropriate academic, human resource, and finance and infrastructure planning and monitoring processes.
- the allocation of duties to departmental staff to ensure the effective performance of the department's teaching, research, research education and service functions.
- monitoring the academic and service activities of the department, including for example, teaching and assessment practices and the quality of information provided to students.
- the translation and communication of University-wide strategies and policies within the department.
- Leading the department in the setting and advancing of the strategic academic direction of the department and developing regular review procedures to monitor and progress the strategic plan.
- Contributing to the development and review of the Institution's Corporate Plan
- Translating strategic goals into operational plans in the department and establish and lead a management team to implement the operational plan once approved.
- Identifying, proposing, and planning for changes in the department's requirements for resource allocation or reallocation arising from changing needs and plans.
- Leading the departmental planning and budget setting process, involving others where appropriate.
- Attending to or delegating routine academic and administrative matters relating to the department
- representing the interests of the department in the Departmental Academic Committee, Board of Studies, Academic Committee, Academic Council, Board of Governors, Senate



of the University and more widely

- developing an operational plan for the department in consultation with the Deans.
- contributing to the strategic planning process in the institution and assisting in the dissemination, promotion and implementation of institutional policy and planning objectives.
- advising on the needs of the Department and of the possibilities for further academic development of the subjects assigned to it by resolution of Academic Boards.
- the development and implementation of strategic and business plans for the Department, in the context of the institution Plan.
- To co-ordinate with the teaching and non-teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
- To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
- To ensure the NBA Accreditation of the Department.
- To take advise/sanction from the HOI for implementation of academic, co-curricular and extracurricular activities.

Academic leadership

This will involve:

- encouraging excellence in learning, teaching, research, research education and professional activities.
- encouraging collaboration with other departments and academic organizational units as appropriate.
- representing the department's academic interests, in the context of Institution-wide strategies and directions, to industry, government, the professions and educational communities in local and, where appropriate, international arenas.
- representing the department's interests, in the context of Institution-wide strategies and directions, in internal University forums as appropriate, and vice-versa.
- Providing overall academic leadership of the department with the aim of maintaining the highest possible standards in teaching and research.
- Leading the process of academic policy and planning for the department.
- Maintaining and enhancing the departmental teaching quality of courses and programs.
- Leading the department in establishing and maintaining a productive, accessible and well-regarded learning environment for students, fulfilling the Institution's responsibilities in respect of student admissions, instruction, progression and examination; availability of pastoral assistance and adherence to the various regulations regarding students.
- Supporting the promotion and strengthening of the research culture within the department and cross-departmentally where appropriate.
- Developing and monitoring appropriate quality assurance mechanisms.
- Ensuring that the department meets the standards set by relevant professional bodies.
- Ensuring that nominations are made to the Academic boards for the appointment of examiners for all courses offered by the department, and for higher degree candidates in the department (where applicable).
- To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.
- To submit Recommendations, if any, to the examination committee for processing of results.
- holding regular departmental seminars to promote intellectual vigor and rigor in the discipline



- Encouraging and developing appropriate and a wide range of teaching and learning styles.
- To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
- Monitoring national developments in teaching and research in the subjects assigned to the Department. To conduct Beyond the Curriculum Training (BCT) to make the student Industry Ready.
- The development of syllabuses, structures, and methods of assessment for award-bearing and other taught program.
- Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing timetables).
- With the help of the Program coordinator ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff
- To motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, DRDO, etc
- To encourage research/innovative programs in the department.
- To organize need based workshop/seminars/symposia/visits/excursions etc.
- To invite guest speakers for interaction and guidance to UG/PG students.
- To guide the students for career opportunities.
- The recruitment and admission of students.

Staff Development and Management

Key responsibilities will include:

- orienting and guiding all staff in the understanding of their role and contribution to the institution and faculty in the context of the department's strategic directions.
- the professional development of all staff in the department
- the management of all other human resources issues including recruitment, selection, staff performance and grievances
- ensuring that effective arrangements are in place for staff management and development, in keeping with the institution's policies and procedures.
- Taking responsibility for the handling of grievance procedures for staff (except where the grievance is against the Head of Department in which case the Registrar/Dean/HOI will identify an appropriate person(s) to handle the grievance).
- To recommend leave of the departmental Colleagues.
- Making recommendations in regard to applications from members of staff for special leave for periods of seven days or longer, for study and research leave or contact leave, and on such other matters as may be decided from time to time
- developing departmental employment equity and carrying out of this plan.
- To facilitate faculty in the preparation and processing of self-appraisal of performance and monitoring the progress of staff and carrying out (or delegate) annual staff appraisals.
- The establishment and management of a programme of staff development to ensure appropriate experience and expertise.

Finance and Infrastructure Management

This will include:

- Taking care of the financial management of the department including the establishment of budgets and plans for human resources, infrastructure and equipment expenditure, and monitoring expenditure against allocations
- pursuing opportunities to increase access to untied non-Government revenue
- the management of departmental space.



- Manage the finances of the department, ensuring that the department stays within budget, and that budgets are prepared, or information provided to support the budget setting process.
- Maximize the department's sustainable financial contribution consistent with meeting academic objectives within the framework set by the Institution.
- Ensure that the department's research support resource and capability match departmental needs
- Take overall responsibility for Research Accounts/funds.
- Overseeing the management of the department's physical facilities and equipment, ensuring that appropriate arrangements are in place for them to be properly maintained and serviced.
- Ordering and requisitions, including stock control, the labelling of all major items of equipment and the recording of serial numbers
- Promoting research grant and contract procurement in support of the Department's research plan and more generally to promote income generation from non-governmental funds to support the activities of the Department
- The allocation and use of resources, including staff, space and finance, made available to the Department, and the management of all Departmental income and expenditure in conformity with Institution financial and budgetary procedures and in a manner consistent with agreed budgets

Occupational Health and Safety

- To ensure Quality, Maintenance, and cleanliness of the department.
- To ensure that college equipment/facilities under the department's control are properly maintained and serviced as required.
- ensuring that students, staff and visitors to the department are safeguarded and protected from physical risk, and that safe working standards and procedures are adhered to at all times. The head must see to it that regular written reports from the safety officer(s) in the department are maintained.
- making and ensuring the implementation of arrangements for health and safety within the Department, in accordance with institution's published
- publishing Statement of Departmental Safety Policy and Arrangements in a standard format; and to appoint a Departmental Safety Officer and any other Specialist Safety Officers needed.
- implementing agreed security measures in the Department during normal working hours and in respect of all visits to or other special events in the Department which may have particular security implications.
- The head will also ensure that the working, learning, teaching and research environment are safe, free from harassment and discriminatory practices and conducive to the activities of the department

Equity of opportunity

- promoting equality and diversity within the department in accordance with institution policy.
- exercising their responsibilities with equity, fairness, and objectivity and with regard to the Institution's policies, particularly for equality and diversity, and health and safety.
- Ensuring that the process for allocating management, academic and other duties is fair and consistent.
- the assignment of teaching and other duties to members of academic and other staff assigned to the department, having regard to the department's strategic plan and to the



need to balance each individual's contributions as between teaching, research, enterprise and administration

Communications and External Relations

- Maintain and improve the reputation of the department at national/international level.
- Develop and sustain appropriate structures for consultation, decision-making, and effective two-way communication with all staff.
- Represent the department's views and interests at Institutional level and to external bodies where appropriate.
- Call and chair departmental meetings as required to ensure that effective consultation exists between students and staff.
- Develop and promote effective communication processes between the department, students, staff, and central support departments to ensure proper information flows.
- ensure a good flow of information to staff, especially as it affects policies and procedures.
- ensure that a Mentorship Program for the Department is constituted; its constitution and procedures are acceptable to the staff and students of the Department.
- decide for appropriate filtering of incoming information so that members of the Department are not overloaded with relevant information.
- ensure that information received from the management and other relevant quarters is appropriately acted upon and/or disseminated within the Department.
- Consult their colleagues in the Department and maintain the cohesion of the Department
- Foster links with relevant organizations outside the Institution, such as academic and professional bodies and learned societies.

CODE OF CONDUCTS OF DAC:

- The Departmental Academic Committee (DAC) oversees the department's academic audit.
- DAC will also consider the recommendations of the Departmental Development Committee that relate to any of the department's development, which must include programmes of study, changes in syllabus, laboratory upkeep and maintenance, and the introduction of new courses, and will make further recommendations to the Board of Studies.
- Planning, monitoring, and controlling the academic system of the department concerned
- Purchasing new infrastructural facilities as suggested by the DDC (Department Development Committee)
- Using novel teaching and learning techniques
- Using innovative teaching and evaluation methods
- Defines the educational objectives of the Department at all levels
- Keeps the quality of teaching and always learning at all levels in the Department under evaluation
- Recommends the construction of new/additional infrastructural facilities for the department
- Discusses industry visits
- Evaluates results
- Evaluates research applications from various funding organisations
- Evaluates research publications
- Prepares for NBA, NAAC, and UGC, among others
- B. Tech and M.Tech Projects
- Determines Certificate Courses

CODE OF CONDUCTS OF FACULTY:

The faculty members should undertake research, teaching, and service roles to carry out the academic work of their respective institutions. Each of these roles enables faculty members to generate and disseminate knowledge to peers, students, and external audiences. The balance among teaching, research, and service, however, differs widely across institution types and by terms of the faculty member's appointment.

The teaching role of faculty members reflects their centrality in addressing the primary educational mission among colleges and universities. As faculty members teach, they disseminate and impart basic or applied knowledge to students and assist students with the learning process and applying the knowledge.

Faculty members with active research agendas and involvement in their disciplinary communities have been regarded as more cosmopolitan in orientation, with stronger allegiances and loyalties to their disciplines than to their home institutions.

Institutional service performed by faculty members includes serving on internal committees and advisory boards, mentoring, and advising students, and assuming part-time administrative appointments as program or unit leaders.

The responsibilities of a Faculty can be described as:

General:

- Report to HOD
- The Faculty Member should come to the college at least 5 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- All the Faculty Members are expected to follow the rules and regulations of the institution as prevalent from time to time.
- Seek the permission (Max One Hour and Two Permissions in a month) whenever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal.
- The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
- Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the Master attendance Register maintained in the department as soon as the classes/laboratory hours are over.
- 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. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal.
- The teaching load will be allotted by the HOD after considering the Faculty Member's interests.
- The workload of all the staff shall be fixed by the management. The workload of the faculty should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:

• Position	• Minimum Working Hours per Week
• Professor	• 8 hours / week
• Associate Professor	• 16 hours / week
• Assistant Professor	• 20 hours / week

- For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour.
- The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.
- To obtain periodical feedback from the students.
- A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.
- To take part in the admission process of the department and Institute as a whole.
- To involve in recovering the dues from the defaulting students as and when necessary.
- Maintain teacher's handbook.
- Ensures quality, maintenance, and cleanliness of the dept.
- To take all efforts in bringing the name and fame of the institution to the top level in the nation.

Academic:

- Instruct all the students to attend the classes regularly and to follow the dress code.
- Collect the list of absentee students (Period wise) and submit it to the HOD daily.
- Submit the list of students absent for the internal tests to the HOD.
- Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that month) and the list of students who have got less than 75% of attendance in aggregate. Submit the lists to the Head immediately.
- Plan, schedule, and organize, co-ordinate and monitor Lectures and Practical's for the students assigned to them.
- A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / HOI shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom.
- If associated with the lab, designs new experiments, if any, Prepares lab workbooks, Ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed, ensures availability of equipment needed for the lab in proper functioning evaluates lab workbooks and provides feedback to student on timely basis, recommends for procurement of equipment, if any for the smooth conduct of all experiments, keeps the lab clean and tidy.
- Development of course handout material.
- Development of audiovisual/multimedia materials for the topic presented.
- Complete the syllabi in the subjects assigned to them.
- Preparing Lecture Plan/ Lecture Materials/ Course Material
- Preparing Model Question Bank
-
- Conduct at least three internal Tests during each semester in the subjects assigned to



them

- Utilizes classroom assessment techniques.
- Develops test questions in consultation with the course coordinator.
- Evaluates tests (if appropriate, based on type of test).
- Keeps a secure record of each student's results, both electronically and in hard copy.
- Provides data relating to results in assessment tasks/exam events and attendance, if required, to the HOD.
- Instruct the students to attend the internal / external exams without fail.
- Inform the subject staffs of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
- Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HOD.
- Result analysis must be done after the announcement of results by the university/College and update student record regularly after knowing supplementary exam results in the current Semester.
- Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
- Motivate the students to attend the seminars without fail.
- Try to involve & Encourage students to participate in co-curricular, extra-curricular and NSS activities.
- Plan, deliver and evaluate theoretical / practical instructions.
- Guide the students in the performance of practical tasks and skill exercises and evaluate their performance, Advise, and assist the students in their project works.
- In consultation with the HOD, assures that course content allows students to meet outcomes associated with that course.
- Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counseling)
- Carries out Research/Innovative programs in the department.

Research & Development Activities:

- Participate in professional development activities
- Involve in at least one task for Institutional Development during a semester
- To take all needful steps for Research and Development towards establishing a Centre of Excellence.
- To take up Collaborative programmes with leading organizations by exchange of know-how's and in turn help placement.
- To publish at least two papers in Scopus/WoS, One paper in SCI Journal & at least five papers in international conference with students in every year.
- To organize an International Conference on any thrust area on relevant subject.
- To apply and get project funding to the tune of Rs.5 to 10 Lakhs once per two year.
- Try to publish IPR and engage with Consultancy work.
- Motivate the students to present papers in Conferences / Seminars at regional / national level.
- Organizes need based Workshop/ Seminars / Symposia / Visits/ Excursions etc. by coordinating with the concerned HoD.

Placement:

- Provides information about job opportunities in their respective field to placement cell.
- Guides students on career opportunities.
- Coordination with TNP Cell

Mentorship Program:

- To follow the guidelines of Mentor-Mentee relationship with students. Review Weekly basis and intimate Guardians which include Semester result.
- Be familiar with the personal history of assigned student including Educational and Family background.
- Attempts should be made to determine the reason for the student's problem, counsel, and provide guidance to the student to correct the problem and recommend a remedial program, if necessary.
- Assists student in periodic evaluation of his/her academic progress.
- Assists student in initial exploration of long range occupational and professional plans, referring him/her to sources for specialized assistance.
- Explains to the student the program in general and basic education as it relates to the branch of the student, and to preparation for life pursuits generally.
- Helps student understand and examine the graduation requirements for the curriculum leading to the bachelor's degree.
- Explains student importance of attendance and its implication to do well in examinations
- Explains importance of participation in the class activities
- Explains importance of Mid Examination (s) and its consequence in the end semester examinations
- Explains importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well.
- Explains importance of submission of assignments and its consequence on the performance of Mid Examinations and End semester examinations.
- Explains importance of laboratory exercises and their correlation with theory.
- Helps the student explore the career fields in the student's branch of engineering and provides information about Higher education and job opportunities.
- Serves as a "Teacher Friend" to the student by demonstrating a personal interest in him / her and in his / her adjustment to college; by serving as a central contact person in obtaining information that can be used to help the student; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision.
- Explains importance of getting a meritorious Engineering Degree and how the degree helps in building a career in other areas and programs such as M.S / M. Tech, MBA, Civil Services, Group Services, etc.
- Assembles, organizes, channels, and centralizes all information, observations, and reports from every source related to his student's progress, needs, abilities, and plans.
- Assists the student at regular intervals to make adequate self-evaluation.
- Explains importance of Self-Motivation to do well in career and subsequently in life.
- Counsels' students whose progress is unsatisfactory and reports the same to Program Coordinator.
- Monitors the interim and final performance of students assigned and liaises with parents, whenever required.



CODE OF CONDUCTS OF LAB IN-CHARGE:

A Lab In-charge (I/C) is responsible for the following types of tasks:

- Facilitates procurement of hardware, software, and other consumable items well before commencement of the semester. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
- Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the HOI for necessary action.
- Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
- Prepares lab manuals and arrange to get them printed as per the required number.
- Introduces new experiments, if any, that can reinforce the student learning.
- Arranges to display the laboratory schedule
- If it's a computer lab
 - A. Arranges to manage network taps and server capacity and configurations,
 - B. Arranges to manage hardware and software configurations and updates.
 - C. If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.
 - D. Makes periodic server backups
- Coordinates periodical testing of equipment
- Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
- Maintains lab documentation (such as lab descriptions, diagrams, and processes).
- Establishes physical security.
- The lab I/C takes measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
- Sets up an inventory control system.
- Establishes a lab budget for support costs.
- Labels hardware, including cabling.
- Resolves environmental problems, if any.
- Implements a preventative maintenance program for equipment.
- To hold those responsible for any breakage / loss etc. and recover costs.
- In order to prevent theft/damage, the Lab In-charge shall take the following action:
 - A. Lab In-charge and Lab Assistants are to 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 to compensate the loss as well as prevent recurrence of the same.
 - B. Lab In-charge in turn shall note down the missing items in the respective Lab Register.
 - 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.
 - Establishes an approval process for removing any equipment.
 - Ensuring the lab is kept clean and orderly.
 - Any other duty as may be assigned by the HoD/HOI from time to time.
 - Ultimately, a lab I/C is responsible for making the lab as usable and flexible as possible.



CODE OF CONDUCTS OF TECHNICAL ASSISTANT:

The Technical Assistant performs technical work in the maintenance, repair, calibration, and installation of various electronic equipment; distributes and maintains laboratory test equipment for students; arranges for repair and calibration of major equipment, and ensures efficient operation of simulation tools, if any used in the lab.

Key Functions and Responsibilities: The following are key duties interpreted as being descriptive and not restrictive in nature.

- Troubleshoots, repairs, calibrates and fabricates / prepares circuits, conducts testing of the same and other electronic equipment.
- Helps students to assure proper operation and maintenance of equipment and laboratory; distributes various components/parts to students for use in laboratory exercises.
- Facilitates maintenance of documentation and upkeep of stock register.
- Plans and schedules simulation software upgrades; tests, debugs, configures, and documents software as required to meet user needs.
- Establishes and maintains computer laboratory procedures for use of simulation tools.
- Installs new equipment and modifies current installations using various manual and power tools such as hand drill, drill press, soldering, etc.
- Orders and maintains inventory of replacement parts for electronic equipment; maintains warranty, service, and repair records; works with vendors to obtain pricing and availability of needed parts; performs quality checks on newly delivered equipment to ensure proper operation.
- Maintains a fabrication area for the Electronics workshop class; assists in the maintenance of the lab.
- Facilitates procurement of hardware, software, and other consumable items well before commencement of the semester. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
- Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the HOI for necessary action.
- Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
- Prepares lab manuals and arrange to get them printed as per the required number.
- Introduces new experiments, if any, that can reinforce the student learning.
- Arranges to display the laboratory schedule
- If it's a computer lab
 - ✚ Arranges to manage network taps and server capacity and configurations.
 - ✚ Arranges to manage hardware and software configurations and updates.
 - ✚ If tests require server or client computer configuration changes, the changes need to be scheduled and communicated to other lab users.
 - ✚ Makes periodic server backups
- Coordinates periodical testing of equipment
- Develops and monitors the changes in the lab, if any, which defines who is allowed to make changes to the lab environment.
- Maintains lab documentation (such as lab descriptions, diagrams, and processes).
- Establishes physical security.
- Taking measures to prevent unauthorized use of lab equipment and manages lab access with keys and locks.
- Sets up an inventory control system.

- Establishes a lab budget for support costs.
- Labels hardware, including cabling.
- Resolves environmental problems, if any.
- Implements a preventative maintenance program for equipment.
- To hold those responsible for any breakage / loss etc. and recover costs.
- To prevent theft/damage, the Lab In-charge shall take the following action:
 - ✚ Lab Assistants are to 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 to compensate the loss as well as prevent recurrence of the same.
 - ✚ Lab In-charge in turn shall note down the missing items in the respective Lab Register.
- 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.
- Establishes an approval process for removing any equipment.
- Ensuring the lab is kept clean and orderly.
- Any other assignment given by the Lab In-charge / HoD



CODE OF CONDUCTS OF TRAINING AND PLACEMENT OFFICER:

- Liaisons with industry
- Identifies and provides for training needs of students
- Arranges campus interviews
- Proposes annual T & P budget
- Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.
- Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.
- Assists students develop and implement successful job search strategies.
- Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
- Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
- Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
- Prepares a placement brochure having all the student profiles.
- Undertakes a rigorous placement campaign.
- Assists employers achieve their hiring goals.
- Empowers students with life-long career decision-making skills.
- Provides resources and activities to facilitate the career planning process.
- Acts as a link between students, alumni, and the employment community
- Up gradation of the students' skill sets commensurate with the expectations of the industry.
- Generation of awareness in the students regarding future career options available to them.
- Assists different companies in recruiting candidates as per their requirements.
- Assists students in obtaining final placement in reputed companies.
- Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
- Communicates the resume of suitable candidates to the potential employers.
- Provides right placement to the right candidate so that students excel in their future life.
- Organizes placement training for the students and make them ready for interview and group discussion.
- Shall be a live wire connecting the students and the industrial houses.
- Arranges to find suitable summer assignments to the students and help, guide, and counsel them in securing permanent placement by bringing them in contact with the prospective employers.
- Provides information on the schedule of recruitment drives well in advance to all department's placements coordinator, HoDs, Deans, Registrar, CoE, HOI, and students.
- Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same
- Details of placed candidate's vis-a-vis the companies are sent to all HoDs, departments' placement coordinators, Dean, Students Affairs, Registrar, CoE immediately after the recruitment drive is completed and placements announced
- Sends hard copies of all appointment orders of students recruited to the concerned HoDs.



CODE OF CONDUCTS OF LIBRARY COMMITTEE:

- Collecting the requirements of the textbooks, reference books, journals and ensuring adequate number of copies are made available in the library as per norms.
- Planning and implementing the library automation, procedures, digital library development and usage.
- Finalizing the list of books, journals, magazines, and equipment to the institute as well as department libraries and propose budgetary estimates to the administration.
- Conducting annual stock verification

CODE OF CONDUCTS OF LIBRARIAN:

- To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
- To manage library as well as digital library of the college.
- Arranges to prepare the library budget and policies relating to the library/Digital library.
- To encourage widespread usage of available information access facilities.
- To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the Dean, Academics about the same for procurement
- Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
- Provides URL links/resources for information on various study material
- Weeding out obsolete study material as per the college norms
- Disposal of weeded out material
- Ensures availability of reprographic facilities
- Maintaining the books in good condition
- Seeks reviews on books recommended
- Seeks suggestions / feedback on databases used.
- Provides digital library access from anywhere on campus.
- Establishes specialized search facilities for faculty's teaching and research needs.
- Establishes a repository of cases and keeps adding new cases on a continuous basis.
- Provides adequate access and borrowing facilities to faculty pursuing Doctoral program.
- Provides content page service.
- Encourages use of smart card for library services.
- Facilitates conduct of reading sessions.
- Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty, and staff.
- Decides in the library for hooking up laptops.
- Develops a system for posting new additions online.
- Any other work related to library that may be assigned from time to time.
- Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports
- Coordinates with departmental library in-charge for smooth functioning of department's library
- Provides all statistical information pertaining to the library

CODE OF CONDUCTS OF FINANCE OFFICER / IN-CHARGE- ACCOUNTS:

Responsible for the following activities:

- Managing the daily operation of Accounts Dept. which includes following:
 - Writing and maintaining accounts, cash books / ledgers
 - Preparation of monthly accounts including writing of cash books, journals
 - Verifying bills prepared
- Preparation and consolidation of budgets pertaining to all departments/sections/centers
 - Collection of all type of Receipts viz. Tuition Fee, Exam Fee etc.
 - Supervision of challan writing and remittance to bank
 - Supervision of postal accounts if any
 - Preparation of daily receipts and challans and submission of associated details along with remittance details to Registrar/HOI for scrutiny.
 - Verification of cheques and bills
 - Writing daily collection register for college accounts.
 - Payroll and utilities
 - Revenue and expenditure variance
 - Preparation of audit reports and replies
 - Check and run of bills in ERP
 - Capital asset reconciliation.
- Responsible of keeping the following in safe custody
 - Bill books / receipt books
 - Files pertaining to accounts/purchases
 - Registers
 - Cash books
 - Ledgers
 - Vouchers
 - Cheque books / pass books
 - Bank challans
 - Fixed deposit certificates
 - Other important office documents
- Preparation of salary reports
- Attending to the subject of income tax, and performing TDS at source for all payment transactions.
- Monitoring and analyzing accounting data and produce financial data or statement
- Establishing and enforcing proper accounting methods policies and principles
- Coordinate and complete all reports including annual reports
- Improve system and procedures and initiate corrective actions.
- Ensure compliances and accuracies
- Ability to catch financial mistake and should have abilities to generate ideas
- Writing Caution deposit register if any
- Any other accounts related function assigned from time to time



CODE OF CONDUCTS OF CONTROLLER / OFFICER IN-CHARGE OF EXAMINATIONS

Facilitates the HOI by carrying out the following functions:

- Coordinates with Dean-Admin., to receive the details of the Fresh Batch of students.
- Coordinates with respective HoD and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
- Arranges to issue appointment letters as examiners for the conduct of practical, theory (under autonomous) and project work viva-voce.
- Receives the filled in Examination Application forms from the students.
- Arranges to circulate the schedule of internal and semester examinations for all programs and display the same on Notice Boards.
- Arranges to prepare the list of candidates and the courses for which they are appearing for.
- Arranges for the issue of Hall tickets.
- Receives the Internal marks (finalized) and the attendance of each section of students from respective Head of the Department and arrange to finalize with HOI of the Institute.
- Conducts the examinations and publication of results within one month after the completion of examinations.
- Arranges to inform examiners for the spot valuation of answer scripts if required.
- Arranges to receive the Mark Statements and the Consolidated Mark Statements of students.
- Arranges for the conduct of advanced supplementary Examinations for outgoing students after the publication of final year results.
- Arranges to forward the applications of students for the recounting and revaluation of answer scripts and issue the Provisional Certificates and Degree Certificates of the graduated and post-graduate students at this Institute.
- Conducts result analysis and provides the same to each HoD, Dean, Academics, Registrar, and HOI.
- All examination concerned records to be kept in safe custody and be made available as and when required
- To prepare Draft Ordinances, Regulations and rules relating to different course of studies, syllabi, and examinations AND prepare examination schedule as per academic calendar and implement the same.
- To conduct all end semester examination, tests, and the declaration of the result.
- To appoint examiners and moderators as prescribed in the rules & regulations.
- To arrange all question papers for all examinations as per UGC guidelines & arrange for printing of answer books and their safe custody & arrange to evaluation and to process the results.
- To arrange for timely declaration and publication of result and to refer, if, deem necessary any matter before the examination committee prior to declaration of results.
- To postpone or cancel examination in part or in whole, in the event where such need arises & to ensure confidentiality and to make assessment/improvement in the process of the University examination/evaluation.
- To finalize the mode of examination for different courses in consultation with concerned Faculty/ School/ Department/ Academic Council.
- To appoint external agency(s)/observer(s) for conducting and monitoring the examinations and appoint external agency(s)/evaluator(s) for evaluation of examination.
- To provide mark sheets & transcripts to the students.
- To publish rank lists and lists of Medalists before the conduct of Annual convocation.
- To submit report regarding examination(s) to the Vice-Chancellor/HOI.
- Any other task, which may be assigned by the HOI from time-to-time.



CODE OF CONDUCTS OF SYSTEM ADMINISTRATOR:

The Systems Administrator shall discharge the duties under directions of the Head concerned i.e. Head, Computer Centre; He/she shall broadly perform the following duties:

- Performing systems requirements and related activities pertaining to obtaining quotations for procurement of hardware and software.
- Administering and configuring servers and System performance tuning
- Facilitating development and maintenance of institute's websites and updating the same
- Installation and maintenance of software for the systems in the campus including operating system updates, patches, and configuration changes
- Installing and configuring new hardware and software
- Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running
- Facilitating conduct of periodic computer awareness/literacy courses/training programs for the students, and other staff in the college
- Identify and help implement installation of ICT and MIS requirements for the institute
- Analyzing system logs and identifying potential issues with computer systems.
- Introducing and integrating new technologies into existing data center environments.
- Performing routine audits of systems and software.
- Performing backup of data and files.
- Adding, removing, or updating user account information, resetting passwords, etc.
- Answering technical queries
- Be responsible for security of systems and network
- Any other work assigned from time to time.



CODE OF CONDUCTS OF IN-CHARGE- ANTI RAGGING:

- To avoid ragging activities, ensures that at least one faculty member is always present at all places.
- To arrange to send letters to parents, guardians of the students at the beginning of the academic year for creation of awareness.
- To constitute an anti-ragging squad and monitor the functioning of the same.
- To suggest measures to tighten vigil against any act which constitutes ragging.
- Take Measures for prevention of ragging so that fresher, senior students, and every staff of the institute are made aware of the measures.
- Take Measures for prohibition of ragging to eliminate the scourge of ragging as per the definition given in the relevant regulations, including the formation of the Anti-Ragging Squad, Mentoring Cell on ragging etc.
- Ensuring that undertakings are in the form of Affidavit by students, parents / guardians and staff members of the institutes are taken.
- Ensuring that the actions to be taken are as per the guidelines of the relevant regulations of the regulatory bodies
- To Timely circulation of action taken report to the concerned authorities against Anti Ragging in the institute.
- Devise mechanism for receiving, processing and addressing all information regarding incidence of ragging.
- Devise and promulgate a credible anti-ragging policy in college.
- Advise Disciplinary Committee and sub – committees on new policies or directives on handling cases of ragging (as applicable) from time to time.
- Timely address grievances of stakeholders and especially those related to gender sensitivity issues including sexual harassment of women.
- Sensitization of employees towards cases of ragging.
- Compile/ submit biannual basis, the grievance summary report (on cases related to ragging) if any along with recommendations.
- Maintain all records, statements, actions, and other correspondences related to ragging cases.
- Discuss major cases of ragging to generate awareness amongst students and faculty.
- Ensure the formation of the various cells and committees and their proper functioning and monitoring mechanism
- Takes precautions to avoid ragging activities at other locations like bus stops and gives instructions to the student volunteers and secret informers at various boarding points.
- Anti-ragging canvasses in the form of flexes, posters, and t-shirts.
- Boards around the college and in the nearby areas where there is a possibility of ragging
- Arranges for counselling and guidance programmes to be provided to the youth Regarding ragging, freshmen, and their parents.
 - Collects affidavits from students and parents about during the admissions process, there was a lot of ragging.
- Provides information about the college's hotline both within and outside the building.
- Handles the victim's complaint and resolves it.
- Inquiries about the facts to confirm them.
- Takes disciplinary measures against the offender



CODE OF CONDUCTS OF IN-CHARGE-IRG/GRANTS

Try to Internal Revenue Generation through:

I. Establishing Production –Cum – Training Centre:

- Sharing Machinery/equipment in laboratories/workshops with the industries located around the institutes.
- On the job Training to the workman of the industry apart for normal formal Training Programme.

II. Training Courses in CNC, Information Technology, and other disciplines.

- Arranging short-term, skill-oriented courses for the persons working in the industry /professional organizations.
- Training Modules for unemployed persons.

III. Repairs/maintenance of Machinery equipment /vehicle etc.

- Undertaking repairs of maintenance of Machinery & equipment of Industry, Hospital, offices, Laboratories of other departments.
- Start vehicle garages in Institutes offering Auto. Diploma Course.
- Pollution checking stations.

IV. Documentation Centre

- Providing reprographic facilities to other Govt. Offices, Private enterprises, and General Public at nominal rates with reasonable profit.

V. Testing & Calibration

- Undertaking Testing & Calibration activities for local Industry/market.
- Creating Test houses & consultancy centers.

VI. Technical Services at Customer's doorstep

- Providing Technical Services to local Industries, repairs of household gadgets, i.e. ACs, Refrigerator, Household Appliances, Electrical Installation, Washing machines, agricultural implements.

VII. Technical Consultancy

- To motivate, attract and involve the competent faculty & staff in sharing the programmes/ activities as well the financial return in certain ratio certain regulating rules shall have to be formulated & got approved from the BOG.

- Institutions should actively encourage and support the faculty in taking up consultancy (and testing) work. Teachers should actively liaise with industry to attract projects, particularly those which have elements of industrial problem- solving, student involvement and educative value.

VIII. Grants & Project Funding:

- Motivate the faculty, staff & students to apply for grant & apply to the funding agencies for their applied projects to earn revenue from them.

IX. Expert Consultancy

- Organizing so many Examinations of different agencies as an expert consultant



CODE OF CONDUCTS OF IN-CHARGE- INNOVATION & INCUBATION CELL (IIC)

- To create a vibrant local innovation ecosystem. Start-up supporting Mechanism in all the Departments. Prepare institute for Atal Ranking of Institutions on Innovation Achievements (ARIIA) Framework. CIE will involve activities around building start-up ecosystem like identifying areas of focus and market relevance, building investor relations, business partnerships, leveraging government programmes and accelerating initiatives.
- To conduct various innovation and entrepreneurship-related activities prescribed by the CIE in time bounded fashion.
- Establish function Ecosystem for Scouting Ideas and Pre-Incubation of Ideas.
- To develop better cognitive ability amongst technology students.
- Organize periodic Ideation Day/Workshops/Seminars/Interactions with Entrepreneurs, Investors, Professionals, and create a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Organize Hackathons, Idea Competitions, Mini-Challenges, etc., with the involvement of the industries.
- Identify and reward innovations and share success stories through MHRD's Institute Innovation Cell.
- To develop Technology Business Incubation (TBI) Centers

CODE OF CONDUCTS OF IN-CHARGE-IIPC

- Sole aim to understand industrial requirements of the region and act as bridge between academia and Industry.
- To give industrial exposure to Faculty members and students, thus enabling them to tune their knowledge to cope with the industrial culture.
- To coordinate/ identify industrial partners for proposing 'Centre for Excellence'.
- To assist departments in organizing workshops, conferences, and symposia with joint participation of the faculty and the industries.
- B.Tech. and M.Tech. Projects/dissertation work in industries under joint guidance of the faculty and experts from industry.
- To encourage Faculty members to use their expertise in solving the problems faced by the industries, thus creating opportunity for consultancy.
- To organize in-plant training for the students.
- Developing close links between Industry and Institute by interaction programs [High priorities given to activities designed to bring about improvement in the development and performance of industries and institutions].
- To encourage industry and organizations for placement and training of students in Industries.
- To conduct Industrial Training and Industrial Visits for the students and faculty. To conduct industrial exhibitions to highlight research facilities and expertise available with the Institute.
- To encourage Industry to collaborate in Industry Study Tour Programme (ISTP) / Internship Programme, In-plant Training.
- Organizing seminars, symposiums, exhibitions and workshops on latest technological advancements, evaluation of project work with the collaborative efforts between industrial experts and institute departments Industrial Visit.
- Widening and effectively implementing the area of R & D and consultancy between the industries and the Institute.
- Motivate the young executives to become successful entrepreneurs.
- Widening and effectively implementing the area of R & D and consultancy between the industries and the Institute.
- Assists in bringing the R&D Projects from Research Organizations
- Guides in getting financial support from industry the R&D Projects from Governmental organizations which include DST, CSIR, UGC, AICTE etc.
- Assists in bringing the R&D Projects from Research Organizations



- Facilitates in marketing the consultancy services offered by departments
- Involves industrial experts to be on college Governing council, Academic council, BOS, Department Development committees, Training and Placement committee, etc.
- Fructifying the tie-ups into MOUs with industry for the purpose of training, placements, internships, for utilizing the services for entrepreneurship development programs
- Organizes student and Faculty Training at the Industry
- Assists in bringing in sourcing live projects to be done by Final Year B. Tech and M. Tech Students
- Tie-up with the Industry to implement Virtual development center
- Plans and implements the Entrepreneur development programs within campus



CODE OF CONDUCTS OF IN-CHARGE-EDC

- To prepare a year wise activity schedule for EDC and publish the same to all stakeholders, and department notice boards
- To monitor works allotted to all members of EDC and plan future works by arranging meetings on last Saturday of every month throughout the year.
- To publish and disseminate various events through posters, website, Notice boards and prominent places in college and to Press and Media time to time.
- Organize lectures, workshops, and seminars by renowned personalities from different domains of expertise, competitions of various kinds etc. round-the-year to create awareness and to sharpen business acumen of students and aspiring entrepreneurs.
- Arranging for suitable skill development programmes related to Entrepreneurship Development.
- Mentor students/others who have business ideas by bringing expertise to their doorstep. The EDC would be a networking hub for people aspiring to be entrepreneurs and play a role in team building as a part of its mentorship. Mentoring the people at an early stage by giving proper direction and necessary exposure would be crucial in converting technical ideas/projects into viable business plans.
- Coordinating with Women Empowerment cell for promoting Women Entrepreneurship.
- To arrange for visits to Industries through IIPC to enable students to get sufficient industry exposure
- To organize for suitable Guest Lectures related to Entrepreneurship Development
- To conduct one International Conference related to Entrepreneurship Development.
- Plan for intellectual property ventures.
- Organize annual event at the end of year long activities
- On the lines of alumni students may be made members of EDC for post-graduation mentorship and other resources may be availed.
- To have strong relationship with alumni for long standing growth of EDC.
- To invite speakers from Financial and Venture Capital institutions to enlighten on schemes and assistance existing to promote new ventures.
- To undergo training in FDP on entrepreneurship.
- To motivate and train Engineering Students to become Entrepreneurs generating jobs for self and for others.
 - ✚ To Conduct
 - ✚ Entrepreneurship Awareness Camps (EAC)
 - ✚ Entrepreneurship Development Programs (EDP)
 - ✚ Skill Development Programs (SDP)
- To assist students in starting Enterprises/Industries covering:
 - ✚ Product/Service Identification
 - ✚ Market Survey
 - ✚ Preparation of Project Reports
 - ✚ Financial Assistance

CODE OF CONDUCTS OF IN-CHARGE-MOU, COLLABORATION & CONSULTANCY

- Develop and establish consultancy policy
- Identifying and recognizing the areas of expertise of the college.
- Publicizing the expertise of the college for consultancy services.
- Encouraging the faculty to utilize their expertise for consultancy services.
- Costing of consultancy projects.
- Revenue sharing as between institution and the consultants- including faculty consultants, external consultants, technical services staff of the college.
- Initiate and co-ordinate signing of MOUs with other institutions, industries, corporate houses, for collaborative research and/or development, for synergetic benefit with the overall objectives of enhancing the quality and output of teaching-learning, research, and development activities.
- Develop plans & policy for EDC & IIC & Code of Ethics to check malpractices and misconduct in research.
- Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.
- Identify external facilities where part of research activities, prototype development can be carried out; organize MoU with such organizations.



CODE OF CONDUCTS OF IN-CHARGE-IPR & PATENT

- Develop and establish IPR & Patent policy
- Conduct / organize workshops to create and enhance awareness seminars/workshops on topics of ownership, confidentiality, disclosure, patentability, technology transfer, revenue sharing and conflict of interest, IP management etc.
- Provide necessary templates and guidelines or suggest appropriate references during the application process of Intellectual Property - Patent, Copyright, Trademark / Service Mark.
- Verify the received applications for appropriateness of IP and recommend it to Finance Section for necessary financial assistance.



CODE OF CONDUCTS OF IN-CHARGE-SCIENCE & TECHNOLOGY

- Encourages research and development activities amongst the budding engineers during the formative years of their undergraduate studies so that they begin their professional career well prepared with ideas and innovative skills.
- To provide impetus to the economic growth of the country and its development, it is important to promote leading edge indigenous technologies which are innovative, cost effective and appropriate for our environment.
- Planning for competitions, project exhibitions and hackathons; the yearlong events before the commencement of the academic year.
- Preparing the budget plan and submitting to the head of the institution.
- Identify the students who are willing to take part in technical competition and project exhibitions (in the third semester).
- Motivating the interested students to do mini projects from 3rd semester onwards.
- Motivate the students to participate in the competitions organized in state and national level.
- Encourage students to participate in National, International, IEEE project competitions etc.
- Encourage students to participate in Hackathons at state and national level.
- Publicizing the students' achievements in websites, department notice boards and local newspapers.
- Publish technical magazine & newsletter.
- Motivate students to do interdisciplinary projects.
- Motivate students to do projects of societal concern.
- Submitting the report of all the events conducted during the end of each semester.
- Maintaining the database of student participants and prize winners.



CODE OF CONDUCTS OF IN-CHARGE-GRIEVANCE REDRESSAL CELL

- The Grievance Redressal Committee shall consider all grievances submitted in writing or online by an individual member of the Institution regarding employment/ association, working conditions and any other alleged injustice done to an employee/ student while discharging his/her duties at the Institution.
- The member secretary shall call for a meeting and the member Secretary shall present the case before the committee for resolution. Both the complainant and the respondent need to be present along with any other person whose presence is required for the speedy resolution of the grievance.
- The Grievance Redressal Committee will study the documents namely, petition/ application, the relevant documents, the statements of complainant, the statements of respondent and statements of witnesses, and shall discuss with those concerned and submit its recommendations to the Head of the Institution within one month, if possible, but in any case, not beyond three months, for further action.
- In case of false and frivolous complaint (if proved), the Grievance Redressal Committee will recommend Head of the Institution/ Disciplinary Committee to take appropriate action against the complainant.
- In resolving the grievances before it, the GRC will follow principles of natural justice.
- The Grievance Redressal Committee may mediate between the complainant and respondent, if required.
- In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the "OMBUDSMAN" appointed by the Affiliating University. The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person. The Institution shall comply with the order of the ombudsman.
- Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the students in the institute premises
- Counsels the indiscipline students
- Counsels the students about ill-effects of ragging Enright's the students on the consequential administrative and legal implications and Monitors the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- Ensures that all the students attend classes without bunking & prevent the students from leaving the college early
- Maintains proper discipline in the college canteen, student waiting room, corridors and canteen during the college working hours.
- Assists the college anti-ragging committee in preventing ragging in the College and to spread anti- ragging campaign throughout the student's community.

CODE OF CONDUCTS -INTERNAL COMPLAINT COMMITTEE (ICC)

- To develop a policy against sexual harassment of women at the Institute.
- Prevent discrimination and sexual harassment, by promoting gender amity among students and employees.
- Make recommendations to the management for changes/elaborations in the Rules in the student handbook and Employee's handbook, to make them gender just and to lay down procedures for the prohibition, resolution, settlement, and prosecution of acts of discrimination and sexual harassment, by the students and the employees.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party to the Management.
- To evolve a permanent mechanism for the prevention and Redressal of sexual harassment cases and other acts of gender-based violence at the Institute.
- To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.
- To ensure the proper functioning of the Internal Complaints Committee and implementation of guidelines within the organization.
- The complaints received & investigate general complaints about sexual harassment/discrimination to identify victim(s) and encourage them to report to the Committee and the Complaints Committee's activity report and findings will be shared with the organization head periodically.
- Creates awareness about the internal compliance committee cell among the Institute academic and administrative units.
- Promotes effective communication and collaboration among those responsible for compliance and ensures that the complainant and witnesses are not victimized or discriminated because of their complaint.
- Encourages an open dialogue with the complainant from the committee members & monitors emerging compliance trends and circulate the information as needed and serves as a resource in developing or improving compliance related processes.
- Works with the University Policy Review Committee to ensure proper reporting of the complaints and their follow-up procedures.
- Makes recommendations to senior management as to any resources or actions required for Institute compliance



CODE OF CONDUCTS OF IN-CHARGE- ALUMNI CELL:

- To organize alumni meetings twice a year.
- To keep alumni registered in every department for updated data entry.
- To form groups of pass-out students on social media.
- To inform the alumni about the happenings of the institution through social media.
- Sending an invitation to the alumni for all the major events of the institution
- To have a database of alumni coordinators and classifying the database as alumni studying abroad, entrepreneurs
- To Identify the alumni who can become the members for various departmental and institutional level committees
- To involve alumni in various activities of the institution as resource persons, jury members etc.
- To organize a board of Alumni members, meet once in two months.
- To give an opportunity for Board of Alumni members to conduct activities related to cultural/ literary/social causes for the students of PU and Diploma.
- To have earmarked space in the college magazine for achievements of alumni (Doing higher studies abroad, becoming entrepreneurs, having promotions in career).
- Sending softcopy of the magazine to all the alumni.
- Responsible for the registration of all the outgoing students as alumni members and maintenance of the database.
- Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers.
- Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institute.
- Establishes the network of the alumni and present students through seminars, guest lectures, workshops etc.
- Responsible for establishing alumni chapters and conducting their annual meets frequently.
- Identifies and forwards the information to main Chapter at SurTech regarding the Alumni occupying good positions in Industry / R&D / Academics / Business etc.
- Host the alumni details on the Institute Website interacting with individual HOD's through Institute Automation and update the same regularly.
- Circulates the details of alumni to the present students for their benefit.

- Invites the Alumni in good professional position for guest lecturers under discussions with HOD.
- Host a Web Site for online registration of Alumni as well for funning information
- Forwards information through E-News Letter and update the Yearly Calendar of Events.
- Receives suggestions from the Alumni through e-mail regarding the need for curriculum updating, Lab up gradation, Imparting any Special Skills, Career Opportunities, Admission into Foreign Universities etc. and forward the same to the concerned HOD's / Principal / Management, if any action needs to be taken from their side.
- Identifies Funding for Instituting Scholarships for deserving meritorious students from Alumni.
- Collects Funds to develop Library / Equipment / computer centers, Buildings etc



CODE OF CONDUCTS OF IN-CHARGE- PURCHASE & STORES.:

- Maintains the approval letters
- Collects the quotations from various vendors
- Compares the prices from these quotations
- Finalizes the competitive prices
- Places the Purchase Order
- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelf supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure proper record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs
- Managing Store (Inward, Outward)
- Generating E Waybill
- Follow up with Courier and logistic vendor for arranging pick up and deliveries of the material
- Taking Care of Materials as Storekeeper
- Managing stock in ERP
- Ensure Quarterly audit in stores
- Taking physical inventory once a month to cross check with the monthly inventory report.
- Materials receiving and prepared MRR Bin card, SIV issue & reporting of stock. Ensure development and management of materials planning functions, Create item specific forecasts over a lead-time to be used for effective and efficient inventory management
- Ensure indents are raised & proper documentation is completed on a timely basis for requisition of items; Responsible for store keeping, documentation & record keeping
- Knowledge in various types of commercial activities such as inducting procurement, export-import, banking and L/C.
- Procurement Process for Raw Materials.
- Sourcing of new suppliers & sampling, testing and approval for new development
- To ensure goods keep by first in first out method **(FIFO)**.
- To ensure recording of the necessary data in ledger and computer on time.
- Develop and implement a logistics process
- Proper goods distribution/supply chain maintain and follow up.
- Goods delivery schedule maintain according to delivery order qty.

CODE OF CONDUCTS OF IN-CHARGE - ADMISSION, MARKETING & BRANDING:

- Defining and managing your brand.
- Conducting campaign management for marketing initiatives.
- Producing marketing and promotional materials. Marketing department should create the materials that describe and to promote different courses.
- Fee Structure should be kept up to date.
- Creating content providing search engine optimization for website. Now a days, It is the first (and possibly the only) place people go for information about any organization. Marketing department will be responsible for keeping Web content current, while also working to ensure your site comes up quickly when someone searches for different Institutes.
- Monitoring and managing social media pages. Marketing dept. should contribute to manage and maintain social media pages. It should also manage accounts and carefully watch what's being posted about you online.
- Producing internal communications. Employees need to understand, its values, its goals and its priorities. Marketing is often responsible for employee communications through a newsletter and/or intranet.
- Serving as media liaison. When your group is cited in the media, a member of the marketing department often acts as spokesperson for your company, or guides executives in how to respond to media queries.
- Conducting customer and market research. Research helps you define target markets and opportunities and helps you understand how your products (courses) and services are perceived.
- Overseeing outside vendors and agencies. Marketing is typically responsible for selecting and managing the agencies and vendors who produce marketing materials and or/provide marketing support. These may include ad agencies, print vendors, PR agencies or specialists, Web providers, etc.
- Deliver marketing activity within agreed budget.
- Manage the activity of the marketing plans and projects
- Analysis of the research on current market conditions and competitor information of peer Groups.
- Daily Planning for admission along with the team.
- Tele calling through LMS.
- Counselling of students
- Completing the admission process through the online portal
- LMS management for the college team and sending a report daily to HO
- Procurement of Data from various sources
- Organizing Seminars and webinars related to admission.
- Organizing various events for the college related to admission.
- Digital Platform Management sending the report
- Creating content for different digital platforms like Facebook, Instagram, YouTube, LinkedIn.
- IIC member for social media
- Other college subcommittee activities.
- SPOC for Third-party vendors for admission partners. (College dunia Shiksha etc;)
- HO Coordinator for Digital content and design
- Participating in various fairs on behalf of JIS Group
- Design & modification activities related to college website
- Explain about admission procedures and courses offered to the prospective students



and their parents through phone calls, emails, and face to face meetings.

- Admissions counsellor will do interviews with prospective students to answer any questions they may have and get a better sense of who they are. Interviewing the student in person is a key method for getting to know individual applicants better and ultimately determining whether they should be granted admission to the Institute.
- Support the students throughout the admission process by answering to their queries and helping them to complete the required documents. This is done by talking to students about their options for Institute and helping them make the best decisions about their education based on their individual situations.
- Maintain the target metrics by converting prospective students into confirmed admission and succeed in achieving the performance goals.
- Review the student applications for the eligibility and academic qualification.
- Participate in the decision-making process for student admissions based on Institute policies and guidelines.
- Prepares and present applicant reports to the Institute authority.
- Participate in educational events, college fairs, information sessions as a representative of the Institute / Group.
- Maintain regular communication with students, parents and approved external agencies for coordinating admission activities and Resolving problems.
- Collaborate with the program coordinators to organize presentations, information sessions.
- Coordinate with other high schools for admission activities including student registration and other mock testing events.
- Perform Institute administrative activities when needed.
- Build broad knowledge on Institute admission activities and guidelines.
- To provide prospective students and their parents with information about financial aid, scholarships programs, Study loan facility etc.
- Counsellors also meet with alumni and create networking systems to find promising potential applicants.
- Considerable travel may be part of this job due to the nature of these events. Oftentimes counsellors are assigned to specific regions and spend much of their time there.
- Admission counsellors need to analyze data and student demographics to come up with answers as well as draw on their own personal experiences and observations. Admissions counsellors may be called upon to present their findings to supervisors and make suggestions for how to better the admission process overall.
- Admission counsellors need to actually make decisions regarding which applicants are admitted to a Institute and which are not. This means these professionals need to have good decision-making ability and be able to handle the responsibility of holding a student's potential future in their hands.

CODE OF CONDUCTS OF EXECUTIVE - ADMISSION, MARKETING & BRANDING:

- Conducting Seminar, webinars & Workshops related to admission, marketing & Branding of the Institute among the Schools, Institutes, Training & Coaching Organizations.
- Create a database of the aspirants from different schools and exams like WBJEE, JELET, JEE-MAINS etc
- Participate in Admission related webinar/seminar.
- Calling of different teachers and Agents for liaison and MoU for admission.
- Coordination of sending Mementos/Gifts for Diwali, New year etc to concerned persons as Branding & marketing policies for admission.
- Maintaining Admissions Cell Database as and when required.
- Attend different Edu-fair on behalf of the Institute.
- Calling the prospective candidates and counsel them to visit campus
- Processing of Refund related papers.
- Tele-calling for admission from LMS and collected data.
- Tele-calling to students for remembering their dues and coming due dates of clearance.
- Participate in Admission related webinar/seminar for student feedback.
- Collection and Scrutiny of Registration form submitted before registration by the students/departments.
- Completion of Admission process through admission portal and necessary update in LMS portal.
- Preparing admission report and send it to the concerned persons in time to time.
- Verification of student documents and create payment link for new admission through Hash portal.
- Participate in different college events as per requirement.
- Attend all admission related meetings with Institute admin & HO.
- Attend all admission related meetings with HO and digital platform like Collegeduniya, Shiskha.com, extraaedge etc
- Maintaining Newly admitted student database like payment information, academic information etc.

CODE OF CONDUCTS OF IN-CHARGE OF LEGAL CELL.

- Rendering effective legal assistance in the preparation of legal opinions, studies, reports, and correspondence, as required from time to time by various Heads of Departments.
- Providing of appropriate legal advice on a diverse range of substantive and procedural questions of law arising in administrative functioning to firmly secure the interest of Institutes/ Group.
- Supervising and overseeing the review, negotiation and drafting of major contracts, tender documents, and other legal documents, as required by the Management/ Authority.
- Supervising legal research and analysis, identifying important issues and apprising the operational departments of emerging legal trends from court decision and tendering advice to avoid unnecessary litigation, etc.
- Monitoring the performance of the panel lawyers and rendering advice on formation of new panels.
- Assigning court cases to different panel lawyers keeping in view the nature and importance of the cases.
- Supervising and monitoring the contesting of the cases in various courts of law and to interact with Panel Lawyers, Courts,
- Advising in the matter of preferring of appeals in superior courts and in the matter of taking recourse to other legal remedies.
- Processing of various Fee Bills of advocates and settlements of fee etc., with other advocates.
- Assisting the operational departments in preparing of reply to legal notices received.
- Any other duty/task assigned by the Management/ Authority.
- Framing / Modification/ Drafting of MoU, Consultancy Proposals.

CODE OF CONDUCTS OF INCHARGE-SPORTS:

- Reports to Dean-Students Affairs
- To create zeal amongst students towards sports.
- To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit.
- Having a database of students who are good at various sports
- To inculcate qualities such as sportsmanship, team spirit and bonding by organizing healthy competitions within campus.
- The committee shall serve the interests of the student's community by organizing competitive sports and other recreational activities i.e. both indoor and outdoor.
- To organize regular sports events to train students for state and national level competitions.
- To set the goals to win prizes in various state level and National level competitions.
- To arrange for additional coaching facilities to meet the set goals.
- To have Proper maintenance of sports accessories.
- To provide necessary infrastructure for the sports.
- To do inventory annually and submitting the report to the Head of the Institution.
- To give requirements on sports equipment to the committee, annually.
- To plan sports activities for the students of the inter & intra College in the college campus annually
- Encourages students to participate in zonal/university tournaments
- Creation and upkeep of sports facilities
- Proposing annual budget for sports
- To conduct sports activities during college annual festival
- To conduct sports activities for staff.
- To give wide publicity to the students' achievements in the department and college notice board.
- Publicizing students' achievements in websites and local newspapers.
- Exhibiting the trophies won by the students in the best possible ways.



CODE OF CONDUCTS OF IN-CHARGE- EXTRA CURRICULAR & MAR ACTIVITIES:

The Extra Curricular & MAR Coordinator is responsible to:

- Ensure all students receive a varied and high quality extra-curricular experience.
 - Work closely with colleagues in the development and maintenance of the institute's extracurricular programme.
 - Coordinate the extra-curricular activities and reviewing their suitability and effectiveness and administrate the extra-curricular activities and support the house coordinator role as required.
 - Organize, publicize, and manage the extra-curricular opportunities across the institute in liaison with the relevant Heads of area – PE, Music, DH recreational.
 - Ensure robust quality control for extra-curricular clubs is in place within the institute.
 - Monitor the progress of students in all extra-curricular activities through close liaison with staff, parents and any external agencies used.
 - **Ensure all documentation and records associated to the extra-curricular activities & MAR, are completed, recorded, and maintained on the relevant systems.**
 - Provide regular reports regarding student participation in the extra-curricular programme.
 - Indicating which areas are required in terms of staff involvement and ensuring all staff do their allocation of clubs
 - Managing the club programme on a day-to-day basis ensuring efficient use of staff and resources.
 - Monitoring of extra-curricular activities, student attendance and student achievement in the clubs
 - Developing a more thorough recording system for progress and participation in extra-curricular activities.
 - Promote a positive profile of the institute vision to staff, pupils, parents, and the wider community.
- Liaison with the ICT/Data Teams to set up an online student/parent sign up system & extra-curricular areas of the website.
- Organize the communication of extra-curricular activities to students and parents ensuring that they are aware and take part in opportunities offered by the Institute.
 - Encourage a two-way dialogue with Institute staff and parents to ensure that all clubs and opportunities are as fully attended, enjoyed and inspiring as they possibly could be.
 - To identify, implement and coordinate a broad extra-curricular programme across the institute, giving opportunity for each participant to be involved in varied, challenging, and meaningful activities.
 - Liaise with the Heads of the Departments to ensure that all students and their parents are informed of the principles, objectives, and benefits of extra-curricular activities.
 - Provide content for the Institute website, Facebook page, yearbook, and other media (as required) to inform the Institute community about extra-curricular activities, and to promote extra-curricular activities.
 - Assist in the organization of appropriate calendared events and support the various relevant fundraising efforts throughout the year & assist in the management of volunteers and staff who partake in the extra-curricular activities of the Institute.
 - Work within and monitor available funds and associated resources, and to forecast and recommend future budgetary needs.
 - Ensure that fundraising is sufficient to cover the envisaged extra-curricular programmes & ensure all students receive a required MAR points as per prescribed by Affiliating University.
 - Upload all MAR related activities documents of the students and their Score to the University portal.



CODE OF CONDUCTS OF IN-CHARGE-LITERARY

- Design a newsletter/ Magazine template. All issues include a message from the dignitaries, from the chief editor.
- Produce newsletters annually in the month of January & magazines (Technical & General) bi-annually in the month of June, and December.
- To conduct meeting with all the student and the staff coordinators
- Have subcommittees to have a better publication
- Assign topics to committee members for information gathering
- Gather relevant advertisements
- Edit all articles
- Design the newsletter/ Magazine
- Publish it to website and distribute to all the stakeholders
- Organize many literary events among all the stake holders.
- Gathering and sorting information under various headings
- Checking and editing the information
- Proof reading
- Giving a final shape to the magazine
- Inviting quotations from the printers, identifying printer
- Receiving printed copies from printer and arranging for distribution

CODE OF CONDUCTS OF IN-CHARGE-NSS:

To discharge his/her obligations under NSS Programme the Programme Coordinator plays the role of an organizer, an educator, a coordinator, a supervisor, an administrator, and public relation officer to improve the quality and magnitude of NSS programme in his/her institution.

As an Organizer:

- Take initiative in developing a Technocratic Environment and help the underprivileged people to develop themselves.
- To interpret the scheme to the students and other members of the college community and create awareness about the scheme.
- To Motivate, recruit, and select student for NSS work.
- To enlist cooperation and coordination of community agencies, government departments and non-governmental agencies.
- To select service projects on the basis of utility an feasibility.

As an Educator:

- To prepare orientation programme for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme.
- To promote community education through meetings, talks, news bulletins discussions etc.
- To help in formulating NSS programmes which will have direct relationship with the academic curricula.

As a Co-Ordinator:

- To coordinate NSS activities in accordance with the student's ability and community demands.
- To coordinate internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in implementation of the scheme.
- To coordinate various external resources available in the forms of government services; welfare agencies and voluntary bodies for the success of the NSS programme.

As a supervisor:

- To assist students to learn how to do their jobs. His/her supervisory and consultative skills should enable students to set realistic goals and see problems as challenge and take appropriate steps to solve them.
- To assist in evaluation and follow-up work.

As an Administrator:

- To keep the Principal, College Advisory Committee and the Programme Coordinator of the University informed of the activities of the unit.
- To run day-to-day administration of the programme.
- To attend correspondence regularly.
- To maintain record of student's participation and activities undertaken.
- To prepare progress report periodically for submission to college/school and university.
- To keep accounts and stock in the prescribed forms.
- To prepare annual calendar of activities to be undertaken.

As an Organizer:

- Organize the regular activities includes:



- Functional Literacy/Educational and non-formal education Programme
 - ✚ Plantation & preservation and up keeping of trees,
 - ✚ Construction and repair of roads,
 - ✚ Cleaning of village ponds and wells,
 - ✚ Construction and laying of parks,
 - ✚ Health education and primary health care,
 - ✚ Environment/Waster land development and conservation
 - ✚ Immunization /Health camps.
 - ✚ First aid awareness,
 - ✚ Blood donation,
 - ✚ Anti-drug addiction drives,
 - ✚ Programmes for Woman & women empowerment
 - ✚ Work in Hospitals/Orphanages/ Destitute Homes.
 - ✚ National Integration/Communal Harmony Programmes.
 - ✚ AIDS awareness,
 - ✚ Advocating advanced agricultural practice,
 - ✚ Disaster management (Cyclones, floods, earthquakes, drought),
 - ✚ Road safety activities,
 - ✚ Socio-economic surveys, improvement of campus etc.
 - ✚ Celebration of important days.

As a Public Relation Person:

- To inform the community about the scheme through press reports, radio and television programmes, pamphlets, seminars, and speaker's forums.
- To initiate IEC campaigns for image building of NSS to inspire and motivate the students and community.



CODE OF CONDUCTS OF IN-CHARGE-CULTURAL & EVENTS

- Shall identify the talents of the students soon after the commencement of an academic year and prepare a database based on students' interests (dance, music, theater performance etc.).
- Shall identify the artists who can train the students in the respective field.
- Shall Train the students with the help of well-known artists.
- Shall take the responsibility of any stage event that happens in the institution.
- Shall Prepare the calendar of events for the entire year
- Shall prepare the annual budget plan by considering all the expenses that need to be met.
- Shall prepare the brochure and other necessary documents pertaining to the event planned.
- Shall publicize the event through the publicity committee.
- Shall Conduct the event
- Shall submit the report within one week after the completion of the event
- Shall encourage students to participate in the events conducted in contemporary institutions.
- Shall encourage students to participate in state and national events.
- Shall organize cultural events for students of high school, PU College and polytechnics.
- Shall publicize the students' achievements in website, department notice boards and local newspapers.
- Shall maintain the database of student participants and prize winners.



CODE OF CONDUCTS OF IN-CHARGE-WOMEN CELL:

- To Protect Eve teasing incidents in the campus and the college buses.
- Act against inappropriate behavior towards women staff
- Act against Improper treatment of girl students
- Act against Passing of unaesthetic and provocative comments and messages.
- Equips the female students, faculty, and staff members with the knowledge of their legal rights.
- Safeguards the rights of female students, faculty and staff members.
- Provides a platform for listening to complaints and redressal of grievances
- To sensitize the college community on the need for empowerment of women
- To counsel women boarders and non-resident women students
- To enable the College community, understand the role of everyone in empowering women students
- To prevent sexual harassment and to promote the general well-being of female students/employees of the Institute.
- To provide the healthy and safe environment in the Institute for the female students/employees.
- To provide guidelines for the redressal of grievances related to sexual harassment of female students/employees of the institution.
- To resolve issues pertaining to girls or women sexual harassment.

CODE OF CONDUCTS OF COORDINATOR- STUDENT REGISTRATION, COMPLIANCE, AFFILIATION, ACCREDITATION, SC/ST & SCHOLARSHIPS

- To make note of the circulars sent by AICTE and MAKAUT and send it to appropriate In-Charge through the proper channel.
- To send the reports to the respective body as and when required by the regulatory bodies.
- To have an internal audit minimum one week before the inspection by the regulatory body and make sure that the appropriate actions are being taken.
- Proper information of faculty and students must be sent to the respective body.
- Take necessary action to conduct Student registration in MAKAUT smoothly & send proper information of students to the MAKAUT.
- The circulars from the regulatory body must be properly documented.
- The documents submitted by the institution shall be properly documented.
- Ensure all type of Scholarship for the students & faculty in proper time.
- Ensure Equal Opportunity and Social Justice to the Scheduled Caste and Scheduled Tribes students by providing them equal opportunities in the fields of education.
- Ensure that students belonging to the category should get their due scholarship and other benefit from the various schemes of the government
- To extend support in the form of learning opportunities by organizing extra coaching, remedial classes to bring them in par with good performers.
- To ensure equality among all the staff and students by counselling and sensitizing the stakeholders.
- The Committee regularly organizes interactive sessions and informal meetings with students to attend to their personal, social, and academic problems.
- Ensure the coordination between Students, Parents & College authority
- Resolves the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.
- Looks after the work related to SC/STs matters and no other work is assigned to the Cell.
- Ensures the effective implementation of the guidelines /policies and programmes of the Government of India, UGC and State Governments about backward castes, classes and physically challenged.
- Collects data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the institute and informs the same to the deserve people.
- Gives wide publicity through circulars to all the faculties and informs the students about the various scholarships
- Plans to implement, coordinate, and control all schemes related disadvantaged groups
- Conducts coaching classes for competitive exams and prepares students for professional examinations.
- Ensures the safe and secure environment for minorities
- Provides counseling for any emotional emergencies arising on account of any events in the institute
- Provides a mechanism to redress the grievances of minorities
- Collects reports and information from the Government of India and the UGC orders on various aspects of education, training, and employment of OBC.
- Circulates Government of India orders and UGC's decisions and to collect information in respect of appointing, training these communities in teaching and non-teaching posts in the University. To help them apply for post within the University a stipulated date and

take follow up action where required.

- Collects statistics on OBC students and employees.

- Functions as a Grievances Redressal cell for the Grievances of OBC students including minority students and employees
- Creates awareness about the internal compliance committee cell among the Institute academic and administrative units.
- Promotes effective communication and collaboration among those responsible for compliance.
- Ensures that the complainant and witnesses are not victimized or discriminated because of their complaint.
- Encourages an open dialogue with the complainant from the committee members.
- Monitors emerging compliance trends and circulate the information as needed.
- Serves as a resource in developing or improving compliance related processes.
- Works with the University Policy Review Committee to ensure proper reporting of the complaints and their follow-up procedures.
- Makes recommendations to senior management as to any resources or actions required for Institute compliance.
- SCHOLARSHIP & CREDIT CARD LOAN APPLICATION VERIFICATION:
 - Post Matric SC, ST, OBC, Merit Cum Means, Pragati, Shaksham, PMSS under National Scholarship Portal (NSP)
 - Post Matric SC, ST & OBC (WB) under OASIS portal
 - Post Matric MCM, SVMCM for Minority (WB) under AIKYASHREE portal
 - E Kalyan Jharkhand Scholarship for OBC
 - Swami Vivekananda Merit Scholarship (WB) under SVMCM portal
 - MAKAUT SWC
 - Kanyashree Scheme
 - West Bengal Student Credit Card Loan (WBSCC) Application
- COMPLIANCES:
 - AICTE (EOA and other compliances)
 - MAKAUT, WB (Affiliation and other compliances)
 - WBSCTVESD (Affiliation and other compliances)
 - NIRF
 - AISHE
- Different Survey data fillup
- Handling of daily emails received in info@dsec.ac.in

CODE OF CONDUCTS OF SUPERVISOR-INFRASTRUCTURE, CIVIL PROJECTS & MAINTAINANCE:

The maintenance supervisor is responsible for general maintenance & Civil work throughout the college and campus which includes following functions:

- Plan and execute maintenance work systematically by:
 - ✚ Preparing schedules for routine maintenance on daily, weekly, and monthly basis.
 - ✚ Monitoring of work carried out as per plans through personal inspection and a sound feedback system.
 - ✚ Taking corrective action to minimize gap between plan and action.
 - ✚ Submission of monthly status report on complaints.
 - ✚ Continuously striving for increase in the efficiency of maintenance staff by progressively mechanizing the work and reducing manual work.
- Trouble-shoot maintenance problems/complaints including plumbing problems.
- Trouble-shoot, diagnose and correct minor failures of photocopiers, water coolers, fans, pumps etc.
- To work in liaison and in co-ordination with outside maintenance contractors and technicians.
- Facilitate in the maintenance of the college grounds.
- Manage staff of maintenance technicians /semi-skilled, unskilled labour.
- Assist in monitoring inventory of maintenance cleaning supplies and facilitate issue of purchase order.
- Inspect the college properties for safety hazards and take corrective action.
- Co-ordinate the setting up of different areas / classrooms, Seminar Halls/Auditorium etc.
- Dealing with setup of various rooms, offices and assisting in removal and relocation of offices, rooms, and equipment.
- Upkeep of maintenance store.
- Supervision of any Plumbing related activities.
- Supervision of any Decoration related activities
- Any other function assigned by registrar / Administrative officer / Dean /Admin / HOI.



CODE OF CONDUCTS OF SUPERVISOR-TRANSPORT:

- Identifies the transport requirements of the college from time to time and informs the same to AO/Registrar and initiates action for meeting the requirement of Vehicles, drivers, parking place etc.,
- Receives requests/applications from students and staff for seats in college buses and allots routes, on first – cum-first served basis and issues bus passes.
- Fixes bus routes, and stages, allocates vehicles and drivers on the routes, in consultation with Administrative Officer and with the approval of Registrar/Principal
- Reviews the routes and the allocation of buses and drivers at least once in year (at the end of Academic year), re-organizes them, based on previous years' experience, and expected future needs.
- Sets the time of starting of the buses from the originating points to ensure their arrival at college by 9-45 A.M. Also ensures compliance of drivers with these requirements.
- Processes leave applications of drivers, recommends sanction, while deploying substitute (spare) drivers and ensures all vehicles run as per schedule.
- Operates limited buses on semester end examination days and during vacations as per actual requirement, making changes in the routes, if found necessary.
- Schedules VL/EL of drivers during vacation ensuring uninterrupted, skeleton transport services, as planned.
- Assigns extra/overtime duties to drivers following appropriate procedures.
- Prepares overtime bill for payment to drivers on monthly basis
- Prepares bill for rent for private parking lots
- Scrutinizes and processes Diesel/ Petrol bills, Vehicle repair, maintenance bills and bills for private vehicle hiring charges for payment
- Stays connected with drivers / bus-in-charges during journey time and assists in troubleshooting or in case of vehicle break-down, arranges relief/ spare vehicles.
- Interacts regularly with Bus-in-charges to understand and assists in resolving problems if any, such as: traffic congestions, restrictions, enroute, student behavior, unauthorized travel, need for tweaking of routes/stages, vehicle fitness, unsafe driving etc.
- Schedules the regular maintenance of the vehicles and follows up on the same
- Oversees daily maintenance of the vehicles by the drivers as per College Vehicle and Driver Policy.
- Handles requests for change of routes, special permission for travel by college buses for short periods.
- Handles transport related complaints from students, parents of students, staff, and drivers and resolves issues with the help and guidance of Administrative officer.
- Receives transport requests (other than those for regular commuting from place of residence to college) from student/staff duly approved by the competent authority and makes necessary arrangements, ensuring that college vehicles are put to optimum use. It may include arranging for private vehicles from any approved Travel agency, if :
 - a. College vehicles are not available, and private vehicle booking is authorized.
 - b. Specific requests for private vehicle booking are received.
- Maintains a current inventory of college owned vehicles.
- Complies with local (RTA) regulations, college procedures, pertaining to registration, fitness inspection and use of college vehicles.
- Arranges to ensure all vehicles, monitors the expiry dates of insurance certificates and schedules premium payments for renewals well in time
- Maintains documents such as a vehicle registration, insurance certificates, fitness certificates, permits and pollution certificates.
- Arranges periodical eye-checkups for drivers and ensures their fitness for driving.
- Attends to any other duties assigned from time to time.

CODE OF CONDUCTS OF SUPERVISOR- ELECTRICAL MAINTENANCE:

The electrical maintenance In-charge is responsible for the maintenance of Electrical Equipment in the college and campus which includes following functions.

- Attending to general complaints received from different departments, which includes repairing of tube lights, fans, switch boards, electrical power points for projectors, water coolers, water dispensers, Air conditioners, three phase motors etc.
- Providing Uninterruptible power supply for smooth conduction of ONLINE exams, placements, and main events in the college by switching ON generators and UPS, as and when required.
- Perform regular maintenance and servicing of the generator.
- Perform regular maintenance and servicing of the UPS and batteries.
- Recording the runtime readings of both the generators.
- Recording the output voltages of both UPS and batteries for smooth functioning of ONLINE exams.
- Repairing of OHPs.
- Maintenance of LT and HT side 100 KVA and 200 KVA transformers.
- Maintenance of all panel boards in the college.
- Erecting of cable from panel boards to distribution box.
- Installation of capacitor banks to improve power factor at LT side of both the transformers.
- Daily recording the power factor readings to check for unity power factor and thereby avoiding penalty charges from TSPDCL.
- Filing of electricity bills, generator service reports, UPS service reports, test reports and bills of equipment purchased if any.
- Helping during emergencies by operating floodlights and generators.
- Providing support for the installation of Electrical Equipment in the campus.
- Any other function assigned by Principal



CODE OF CONDUCTS OF SUPERVISOR-HOUSEKEEPING:

The In-Charge of housekeeping reports to the Admin Executive. He/she is responsible for the overall cleanliness and aesthetic upkeep of the Institute.

His/her duties are: -

- Organize, supervise and coordinate the work of housekeeping staff on day- to day basis.
- Check and ensure that all classrooms, floors, corridors, public areas, staircases, floor pantries of the allotted floors, back of the building areas, are clean and well maintained.
- Establish and maintain standard operating procedures for cleaning and develop new procedures to increase efficiency of labor and product use.
- Maintain regular inventory and checking of furniture, linen, equipment in the institute.
- Approval of supply requisitions for the housekeeping and to maintain minimum stock and cost control procedures for all materials.
- Inspect the work done by contractors- pest control, laundry, window cleaning, etc.
- Prepare staff schedules and duty rosters.
- Ensure all flower arrangements are placed in appropriate places in public areas.
- Ensure seminar halls, Auditorium and conference halls are kept ready for functions and conferences
- Supervise spring cleaning.
- Maintain par stock for the respective floors.
- Report any safety or security hazard to the security department.
- Check on scanty baggage
- Supervise work of people who clean carpets, wall washers, window washers.
- Supervise to Polish all brassware in public areas, Clean all doors, windows, ventilators, firefighting equipment, shafts, and terraces.
- Maintaining landscaped gardens of the institute as well as in supplying flowers from gardens for flower arrangements in the institute.
- Purchase plant seeds, plantings and supervise usage of manure and fertilizers.
- Maintain watering schedules of plants and attend problems regarding watering schedules.
- Supervise and maintaining the lawns
- Maintain plant nursery and green house and prepare potted flowers and potted plants.
- Prepare different flower arrangements for different areas- lobbies, front office, canteen, guestrooms, seminar, Conference halls etc.



CODE OF CONDUCTS OF SUPERVISOR-SECURITY

General Duties:

- Being responsible for the line management of a flexible workforce, directing resources to where they are needed
- Maintaining public order on campus and ensuring that any organized protests or gatherings are managed effectively but sensitively
- Liaising with the Police, Fire Service, and other agencies in an emergency and on all issues affecting security, including high profile visits and events of all types which have a potential to create security concerns
- Being a member of the Institution's Emergency Management Team taking an operational role on security arrangements associated with the Institution's incident handling plans and emergency planning procedures
- **Providing routine investigations and reports which are compiled in a timely manner and to a consistent standard**
- Security and Pottering with investigations as may be required from time to time where the process or outcome may be particularly sensitive or have serious implications for the security of the Institute and its staff and students
- **Ensure all necessary property inspections have been carried out and security equipment is in serviceable condition.**
- In conjunction with the Day Supervisor and Admin ensure that sufficient staffs are always on duty and for ensuring cover and overtime payments for your shift team.
- Check details of staffing levels, advise of any Rota cover shortfalls, plan annual leave for his or her team and ensure continuing cover of departmental tasks across the Institute by maximizing use of resources.
- Call in additional resources as appropriate
- Support the Operations Manager in carrying out annual team appraisals
- Ensure that all records relating to leave, sickness and pay are correctly managed and preserved for audit purposes for the appropriate length of time
- Act as the investigating officer on disciplinary matters for staff you are responsible for
- Responsible for ensuring procedures are in place for the secure control of all Master keys
- Assist the Admin of the Institute to ensure the Local Operating Procedures are adhered to by all security and pottering staff
- Ensure In & Out of anything through the Institute Gate & make proper database & report to Store, Accounts & Admin Section time to time.
- Check the Bill & Check the Items at the time of In & Out through the Gate and report to the Concerned Authority of the Institute.
- Ensure all Duty Supervisors annual leave is coordinated to ensure supervisory cover is available such that no more than 1 duty supervisor is on annual leave in any one period
- Responsible for ensuring Health and Safety is adhered to so far as is reasonably practicable, ensuring a safe working environment for all employees.
- Complete and monitor risk assessments to meet the needs of the department
- Instigate police response and alarm engineer to intruder alarms / activities
- Ensure all fire alarm activations are responded to appropriately in accordance with 'Call Challenge' and University procedures
- Provide weekly Team brief to members of shift team
- Act as Customer Services champion for shift team
- Ensure safe release of passengers stuck in a lift due to break down, through call out of the Lift Engineer.
- Act in the role of First Aider and Fire Warden.
- Ensure procedures are in place for the control and issue of keys.



- Ensure reporting of site faults to the Institute maintenance team
- Instigate call-out procedure in the event of a Major Incident
- Ensure all incidents are accurately logged onto a database
- Input and report all reported crimes and deal with appropriately
- Liaise with police investigations into any criminal offence committed within the Institute grounds and off-site premises
- Ensure all tasks and duties are reported onto the daily report log sheet
- Issue of identification badges in accordance with Institute policy
- Provide a daily log of fire alarm activations to the Safety Office, Electrical Engineer and Fire Safety Advisor Car Parking
- Management and operation of the car park enforcement procedures.
- Liaise with students, staff, or the public, providing advice on the management and operation of car parking arrangements
- Report any identified defects in the operation of the Car Park equipment and ensure timely repairs
- Management of car parking arrangements associated with large events



CODE OF CONDUCTS OF SUPERVISOR-CANTEEN

- To supervise, take steps for the maintenance of canteen facilities with hygiene
- To maintain and control the quality of food supplied in the canteen
- To modernize the canteen equipment and cooking procedures
- To control and make suggestions to the canteen management
- To plan for all the infrastructure facilities required as per norms through Professor In charge resources
- To plan and monitor the maintenance of all the infrastructure facilities related to Canteen
- To maintain the canteen premises, clean and Hygiene

CODE OF CONDUCTS OF FRONT OFFICE ASSISTANT / RECEPTIONIST:

Receptionist to manage the front desk daily and to perform a variety of administrative and clerical tasks of the institute. He/she shall broadly perform the following duties and any other duties.

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen, and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing, and faxing
- Maintains inward/outward registers and uses them for sending/receiving all official communication.
- Maintains leave record, permission records of faculty, staff and students as may be applicable
- Informs HoD with regard to the faculty who are absent and assists in the adjustment of class work whenever a need arises
- Posts attendance of the students daily, prepares fortnightly attendance reports of the students, sends the same to class advisers/mentors and HoD
- Maintains personal register regarding the appointments etc. if any
- Provides any data and statistical particulars that has been requested by authorities and other sections of the institute and any other agency are to be provided in time
- Facilitates to provide the desired information sought under the RTI Act, 2005.
- Organizes the work schedule, sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
- Maintains excellent public relations and arranging meetings, if any, as required.
- Refers/directs callers (in person/telephone)/papers to appropriate persons of the Department / College, as the case may be
- Be responsible for the safe custody of all the files in the department/section and maintain strict confidentiality on all matters related to the office work of any nature.
- Enters data, maintains data entered, and backs up data files periodically
- Any other work assigned from time to time.



CODE OF CONDUCTS OF OFFICE ATTENDANT:

An Office Attendant job responsibilities fall into basic administrative assistants. Their duties vary depending on the different types of office environment. Office Attendant performs various basic administrative duties, such as serving beverages to the guests or staff, handling electronic files and papers, greeting visitors and so on.

He/she shall broadly perform the following duties and any other duties.

- Initiates prompt action on files and proposals and their disposal including promptly putting up notes and files to the higher authorities and maintain all the files and records.
- Be aware that the incumbent to the post may be transferred to any other section or department as per the exigency of situation.
- Disseminating information through telephone, websites, mail services, and e-mail.
- Organizing and maintaining electronic and paper files and managing projects.
- Answering telephone, direct, screen calls, taking and relaying messages.
- Maintaining and devising office systems, including filing, data management etc.
- Providing information to callers, greeting persons entering organization and directing individuals to correct destination.
- Monitoring the use of equipment and supplies within the office.
- Dealing with queries or requests from the visitors and employees.
- Coordinating the maintenance and repair of office equipment.
- Assisting other administrative staff in wide range of office duties.
- Collecting and distributing couriers or parcels among employees and opening and sorting emails.
- Delivering facsimiles and transmitting them and performing any related internet search tasks.
- Updating appointment calendars, creating travel vouchers, performing word processing, basic bookkeeping, and filing.
- Training new employee regarding the office clerical duties, when needed.
- Helping the receptionist, secretaries, or other administrative assistants in performing their duties.
- Training other co-workers in office to perform work well by utilizing computer applications and maintain effectiveness of the office practices and procedures.
- Cooperating with office staff to maintain proper interaction and a friendly environment within the office.



CODE OF CONDUCTS OF SUPERVISOR-HOSTEL / WARDEN

- Monitor Hostel discipline and overall student's activities inside the hostel.
- Monitor the student's entry and exit in Hostel on permission.
- Inspect thoroughly the requisition letters submitted by a hosteller and verify him/ her permission from Parents/ Guardians, Tutor, Class Advisors, HOD, Dean and Principal before permitting for leaving the hostel.
- Study time should be strictly maintained and ensure that students are following the same.
- Attendance must be taken for ensuring the presence of each student.
- Surprise inspections should be done for ensuring the rules and regulations of hostels are followed.
- Communicate with the Parents/ Guardians and treat properly when they visit Hostel.
- Allot rooms as per the guidance from the Administration office of the institute.
- In case of ragging / indiscipline report to the Principal for further action.
- Oversee the housekeeping, maintenance, and mess in the hostel
- Inform the requirements in the hostel to the principal in writing.
- Should make alternate arrangements in consultation with Principal when going on leave.
- Student's complaints should be addressed, recorded, and notified to Administrative Officer and to Principal, if required.