



Handbook for **HUMAN VALUES** and Ethics

25

Years of Academic
Excellence



Sri Manakula Vinayagar
Engineering College

(An Autonomous Institution)

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ABOUT THE INSTITUTION

Sri Manakula Vinayaga Educational Trust was founded to provide quality and affordable education to the weaker sections of society. The trust established Sri Manakula Vinayagar Engineering College (SMVEC) in 1999. SMVEC is an autonomous institution affiliated to Pondicherry University. It offers a variety of undergraduate, postgraduate, and research programs in Engineering, Architecture including MBA and MCA programs. SMVEC has a sprawling green campus with well-furnished infrastructure. The college has a Wi-Fi enabled campus, central library, high-end computing facilities, individualized department buildings with advanced laboratories, centralized air-conditioned auditorium, campus security cameras and video surveillance system, mineral water plant, hostels for both boys and girls and other essential amenities like ATM and post office. SMVEC has been accredited by NAAC and NBA. The college has a good placement record with students getting job offers from top companies in India and abroad. SMVEC students have won many awards and accolades for their academic achievements.



Sri Manakula Vinayagar Engineering College

(An Autonomous Institution)

Vision

To be recognized globally for providing high-quality education, innovation, and research to transform lives and serve society.

Mission

The institution aims to provide:

- **Quality education** by combining cutting-edge technologies with best practices.
- **Research and innovation** through value-based and collaboration with industries and institutions around the world.

- **Employability and entrepreneurship** skills through value and skill-based training.
- **Ethical values** by means of blending societal righteousness with academic professionalism.

1. INTRODUCTION

Human values and ethics are foundational principles that shape the behaviour and decisions of individuals and societies. They serve as guiding lights, providing direction in navigating the complex moral landscape of our world. Sri Manakula Vinayagar Engineering College, Puducherry, India has established a code of ethics by instilling values and virtues among students and employees of the Institution to uphold the integrity, dignity and decorum of the Institution. Basic human values represent the intrinsic qualities that define our humanity. The values, such as truth, honesty, loyalty, love, and peace, underpin the fundamental goodness of human beings and society at large. Understanding the importance of human values is paramount, as they:

- Provide insight into attitudes, motivation, and behaviors.
- Influence our perception of the world around us.
- Define our interpretation of "right and wrong."
- Facilitate our understanding of individuals and organizations.

This code of professional ethics has been drafted based on the inputs of the UGC Regulations. Sri Manakula Vinayagar Engineering College upholds the following five essential human values that are expected in all individuals, whether they are employees or not, regardless of their profession or service:

Right Conduct

Self-help skills encompassing modesty, self-reliance, and hygiene. Social skills including good behavior, good manners, and environmental awareness. Ethical skills such as courage, efficiency, initiative, and punctuality.

Peace

Values like equality, focus, humility, optimism, patience, self-confidence, self-control, and self-esteem.

Truth:

Values like accuracy, fairness, honesty, justice, and a quest for knowledge and determination.

Peaceful Co-Existence

Psychological values such as benevolence, compassion, consideration, morality, and forgiveness. Social values encompass brotherhood, equality, perseverance, respect for others, and environmental awareness.

Discipline

Values associated with regulation, direction, and order.

2. CODE OF PROFESSIONAL ETHICS

Some of the fundamental elements encompassed within professional ethics, as mandated by professional organizations, include:

1. Integrity: Upholding honesty and moral character in all professional endeavors.
2. Honesty: Maintaining truthfulness and candor in professional interactions.
3. Transparency: Ensuring openness and clarity in all professional processes.
4. Respectfulness: Demonstrating respect for the profession and all stakeholders.
5. Confidentiality: Safeguarding sensitive information and data.

Objectivity: Approaching professional duties with impartiality and neutrality.

3. CODE OF CONDUCT FOR THE STUDENTS

3.1 Introduction

This Code shall be called as the SMVEC Students' Code of Conduct.

- This Code indicates the standard procedures and practices of the Sri Manakula Vinayagar Engineering College, Puducherry (hereinafter referred as 'SMVEC' in the entire statement of the Policy wherever is used) for all the students.
- All the students are bound to abide by this Code and the rights, responsibilities including the restrictions flowing from it.
- The Institution endeavors to administer student discipline equally pertaining to student conduct and behaviour.
- This Code shall be displayed in the Institute website.

3.2 Ethics and Conduct

- At the time of admission, every student is required to sign a statement abiding by this Code.
- Every student shall be regular and must complete his/her studies in the Institute within the prescribed period.
- In case, a student leaves his studies for any legitimate reason, such student may be relieved from the Institute subject to the written consent from Head of the Institution.
- During relief from the college, the student shall be required to clear pending hostel / mess dues and if the student had joined the Institute on a scholarship or management freeships, the said grant shall be revoked.
- Every student shall uphold academic integrity, respect all persons and their rights and property and safety of others etc.,
- All students must refrain from indulging in any and all forms of misconduct inside or off-campus which can affect the reputation of Institution.

3.3 Dress Code

- The students are requested to attend the college clean and neatly dressed.
- Students should wear their identity card at all times inside the college campus as well as in the college bus. ID cards must be visible and cannot be worn underneath clothing or carried in a student's pocket.
- Male students should wear formal pants and a shirt tucked in neatly. Wearing black leather shoes, proper haircut, clean and neat shave are compulsory. Casual wears like Jeans, T-shirts, Tight fit short shirts, multi-pocket shirts and pants etc., are strictly prohibited. Chains or spiked jewelry are not permitted.
- Female students should wear churidars with neatly pinned thupatas. Netted dupattas, Short churidars, tight pants, sleeveless or short sleeve tops are strictly prohibited. Free hair styles are also not permitted.
- Uniforms are compulsory for the laboratories. For core engineering branches, wearing of shoes is also compulsory.

3.4 Prohibition of Mobile Phones/Electronic Gadgets

- Possessing mobile phones/ electronic gadgets inside the college is strictly prohibited. If any student is found using them inside the campus or in the college bus, they would be confiscated and will not be returned back. In case, such materials are found with the student and confiscated, the parents are requested not to request for the return of the same till the completion of course. Hence, the parents are kindly requested not to provide cell phones/ electronic gadgets to their wards during college time.
- However during an emergency the parents can contact their wards through the telephone Number:0413-2642000 (20 lines consecutively) available at the reception counter of the institution and the students are also permitted to speak to their parents from this number, in case of any urgency / emergency.



3.5 Availing Leave

As per the Institution regulation the students are not permitted to avail leave without prior permission/intimation to the coordinator/ class advisor. For each student, a leave account card has been provided and maintained in the department.

3.6 Hostel

A faculty in the cadre of Professor is appointed as a Warden and a faculty member is appointed as Deputy Warden to take care of the administrative activities of Boys and Girls Hostel. The details of hostel phone numbers and hostel administration are available in notice boards displayed in the respective hostels. Hostellers desiring to go out of station must obtain permission from the concerned warden with parent consent either in writing a letter/email or

through phone before they leave the hostel and however; they are bound to obey the rules and regulations of the hostel

3.7 Transport

The college has full-fledged transport to take care of day scholars, faculty members and staff. The availing transport facility is optional for students by paying necessary transport fees. Those who do not pay transport fees will not be allowed to use college transport services. However if it is noticed, any one student found using college transport without paying transport fees, the necessary charge, as decided by the Transport/Administrative office, will be included in their fee dues. It is from our experience that the two wheeler travel to reach the college is not safety for students. Therefore, the parents are requested to make their own arrangements to send their wards to the college and not to provide two wheelers to their wards.

3.8 Misconduct

Any act of misconduct committed by a student inside or outside the campus shall be construed as an act of violation of discipline: includes disruption of teaching, student examination, research or administration, curricular or extracurricular, ragging in any form or any other act which causes disruption will be dealt with the provision of rules and regulations of the Institution.

For the purpose of rules, following acts or omission shall constitute as misconduct

- Any act which involves theft, fraud, dishonesty, damaging or defacing of Institute property or members of Institution
- Continuous absence from attending classes (or) lab sessions (or) absents without prior permission from Class advisors and HoDs
- Frequent late comers
- Continued negligence of college instructions
- Indulging in smoking, gambling, possession or consumption of liquor or narcotic substance or banned chemicals inside the campus or during travel authorized by the Institution
- Directly or indirectly involved in criminal cases
- Refusal to abide by code of dress, non-wearing of ID card (or) refusal to show the ID card etc.,
- Involving in eve teasing or any other act which outrages the modesty of a girl/woman
- Carrying mobile phone (or) any electronic device inside the campus without the proper permission from respective HoD
- Any physical/mental harassment towards fellow students including ragging, quarreling, use of abusive language, violent behavior resulting in minor/major injury
- Involving in any disrespectful act inside the campus or in the examination hall

- Involving act of forgery of any document
- Not reporting to hostel in time and leaving the hostel without prior permission
- Entertaining day scholars, friends or any other persons in hostel without the knowledge of Warden
- In order to enforce discipline inside the campus various committees have been constituted in which Anti Ragging Committee, Disciplinary Committee, Internal Complaints Committee, Grievances Redressal Committee are formed to rein in discipline and maintain the dignity and decorum of the Institution

3.9 Disciplinary Action

Any student indulging in any misconduct contained herein above shall be dealt in the following manner.

- The student will be issued a memo and called upon to submit an explanation. Immediately a disciplinary committee will be formed to conduct enquiry and upon admission of misconduct, the committee may recommend punishment as deemed fit, based on case by case scenario. The punishment may include one or more of the following depending upon the gravity of the misconduct:
- Warning and Reprimand, Fines, Restitution, Suspension from college/hostel/, Stopping from participation in placement and Expulsion from Institution.
- During enquiry, the parents/guardian of a student who indulged in misconduct will be called to appear before enquiry committee and given opportunity to give explanation on behalf of the student. However, the college rules do not permit any advocate or legal officer or any third person to defend the student.

3.10 Appeal Process

If the student is not satisfied, he/she may prefer to file an appeal to the Registrar in writing. After receiving the detailed disclosing statement from the student, Registrar may decide whether the case can be again sent to the disciplinary committee for reconsideration or discussing with the Head of Institution for final decision.

The final decision conveyed by Registrar is final & binding.

- If the same student repeats his misbehavior, violates the rule, and gets suspension for a second time, then the student is not eligible to avail placement services of the institution and not considered for campus placement. Moreover, the benefit of appealing will not be extended to the student. But he is allowed to participate in any extracurricular, co-curricular events organized by the department and the college.
- If the same student obtains suspension for the third time he/she will be summarily expelled from the institution.

4. COMMON CODE OF CONDUCT FOR ALL EMPLOYEES

Every employee of the college shall devote his / her whole time to the college and shall not engage directly or indirectly in any trade or business activity in any other institution which is likely to interfere with the proper discharge of his or her duties. This provision shall not apply to academic work like giving guest lectures, talks or any other work undertaken with the prior permission of the Management.

- Every employee should maintain absolute integrity, be committed and devoted to the college. He / she shall always maintain the dignity and prestige of the college and every employee is expected to maintain a cordial relationship with the Management, Director, and Principal, staff, students, parents and visitors of the college.
- No employee, without the previous sanctions of the Management / Director / Principal / solicit or accept in any way to raise subscriptions in pursuance of any objective whatsoever. Arrangements made except for routine farewell or felicitation functions connected with the college will be exempted and will not be considered under this category.
- No faculty member shall engage himself or herself in undertaking coaching or private tuition for the students for remuneration.
- No employee shall except with the previous sanction of the Director / Principal own, wholly or in part, conduct or participate in editing/managing any newspaper or periodical or any other publication.
- No employee, while on duty, shall participate in politics or contest in election either as an independent candidate or as a candidate for a particular political party.
- No employee shall induce or participate in strikes pertaining to his / her service or other conditions, which tend to tamper the reputation of the college.
- No employee shall be permitted to approach any organization / forum or to press in order to indicate or air his grievances. Such a kind of activity will be considered as an act of 'misconduct' and appropriate disciplinary action shall be initiated.
- No employee may absent himself / herself from duty without prior permission. He / she must try his / her best to send intimation to the concerned Head of the Department regarding his / her availing of leave, in case of emergency. The staff concerned on his / her return to duty should get the written approval for the leave availed.
- Every employee shall maintain punctuality unless permitted otherwise by his / her superior. No employee shall be found absent during working hours after reporting for duty.

The above rules are applicable to all the employees including those appointed on contract and temporary basis.

The following activities shall be treated as acts of misconduct.

- Failure to exercise efficient supervision / insubordination or disobedience to his / her superior officer.
- Gross negligence in teaching or other duties of any conduct, which is immoral and liable to be punished under the IPC.
- Intemperate habits affecting the efficiency of teaching.
- Bringing an outsider into the college campus with ulterior motives.
- Damaging the property of the institution.
- Inducing somebody to cause damage to the property of the institution.
- Failure on the part of an employee in suppressing factual information of his /her Previous history.
- Misleading the students against Central Government / State Government and College authorities

4.1 Disciplinary Proceedings

No employee shall be subjected to any punishment unless: the member is informed in writing by the Head of Institution indicating the allegations on which the disciplinary action is proposed and given an opportunity to make a representation in person or in writing. Such representation would be taken into consideration by the competent authority before any action is contemplated.

4.2 Punishment and Appeals

Any employee of the college may be imposed on the following penalties or punishments if found any undesirable behavior / deviations.

- Censure
- Fine
- Withholding of increments/ promotion
- De-promoting to lower post or a lower stage in the time scale
- Recovery from the pay (whole or partial) for the pecuniary loss caused to the college by negligence
- Suspension
- Compulsory retirement
- Removal / dismissal from the service

Appeals

Order issuing authority	Appellate authority
Head of the Institution	The Chairman & Managing Director of the Trust (or) The Vice-Chairman / Secretary of the Trust
The Vice Chairman / Secretary of the Trust	The Chairman & Managing Director of the Trust

5. CODE OF PROFESSIONAL ETHICS FOR HEAD OF THE INSTITUTION

The Head of Institution is expected to uphold the following standards in the execution of their responsibilities:

- Demonstrate effective leadership qualities in all academic and administrative endeavors within the college.
- Develop and execute a strategic plan in alignment with the vision and mission of the college.
- Foster coordination and teamwork among all stakeholders involved in college activities.
- Offer guidance, leadership, and direction to all parties associated with the institution.
- Supervise and oversee the administration of academic and administrative activities.
- Integrate innovative technologies and methods to enhance the teaching and learning process.
- Keep students informed about recent global developments.
- Ensure compliance with directives issued by government, UGC, AICTE, Parent University, NAAC, MoE, MHRD, and other relevant statutory bodies.
- Monitor adherence to the college's code of conduct by teaching and non-teaching staff.
- Review reports, academic diaries, teaching or module plans, and action taken reports submitted by teachers, Heads, Deans, and Coordinators.
- Evaluate and oversee the academic syllabus and course offerings.
- Review feedback forms from various stakeholders and take appropriate actions to address any concerns.
- Assess reports from non-teaching, maintenance, and other related departments.
- Instill social, cultural, national, and human values in students through education to support their holistic development.

- Provide professional development opportunities and continuous growth activities for both teaching and non-teaching staff.
- Maintain accountability to the management by submitting vouchers and bills for all college expenditures within specified timeframes to the finance department of the Trust.
- Submit scholarship applications to the government in a timely manner and distribute scholarships to eligible students upon receipt, while ensuring accurate accounts are submitted to the government.
- Convene all statutory meetings as prescribed by UGC, AICTE, and the parent University in accordance with their respective regulations and schedules.
- Serve as the Chief Controller of Examination for examination-related activities alongside the Controller of Examinations, sharing joint responsibilities.
- Oversee the maintenance of campus infrastructure and establish a monitoring system to ensure the campus remains well-kept and environmental friendly.

6. CODE OF PROFESSIONAL ETHICS FOR TEACHERS

Professional ethics constitute the personal and institutional regulations that govern behavior within a particular profession. The following professional ethics serve as guidelines for the teaching fraternity:

6.1 Teachers and their responsibilities

Teaching is a noble profession with the vital duty of instilling professionalism in the future citizens of our nation. Every teacher is entrusted with the responsibility of aligning their beliefs with their actions. Teachers should embody qualities of patience, effective communication, and an amiable and respectful temperament towards all stakeholders, treating students with dignity and mutual respect.

Teachers should:

- Cultivate positive relationships with students through kindness, care, and mentoring, displaying patience and consistent communication skills.
- Adhere to the standards set by the management while fulfilling their professional duties.
- Manage their private affairs in a manner that upholds the dignity of their profession.
- Act with honesty and integrity in all aspects of their work.
- Respect the privacy of others and maintain the confidentiality of information obtained during professional practice, except when legal obligations or individual well-being require disclosure.
- Represent themselves accurately regarding their professional status, qualifications, experience, and honesty.
- Use their names as registered in the Teacher Register during the execution of their professional duties.

- Commit to continuous professional development, including research and higher studies.
- Express free and frank opinions in alignment with college policies when participating in professional meetings, seminars, conferences, and other related activities.
- Maintain active membership in professional organizations within their specific domain, striving to improve education and professionalism through participation.
- Adhere to academic workloads according to the norms established by the relevant statutory bodies or the institution.
- Collaborate and assist in carrying out academic and related supporting activities within the Higher Educational Institution.
- Engage in extension, co-curricular, extracurricular, and outreach activities, including community services.
- Contribute to maintaining and enhancing quality standards to elevate the institution's position in the National Institute Ranking Framework (NIRF), National Assessment and Accreditation Council (NAAC), National Board of Accreditation (NBA), and autonomy standards.

Dress Code for Staff

To complete the quintessential persona of a teacher, it is essential to adhere the following dress code:

- For Gentlemen: Collared shirts with tailored pants; shirts must be tucked in, tie and shoes are mandatory.
- For Ladies: Sarees should be neatly draped with all pleats pinned and placed perfectly.

Additional Guidelines

- Staff members must wear their ID cards when on campus and while on official duty off-campus.
- Specific duties and responsibilities for the Head of the Department, faculty, administrative staff, and technical staff are detailed subsequently.

6.2 Teachers and Students

Teachers at Sri Manakula Vinayagar Engineering College should:

- Respect the right and dignity of students in expressing their opinions.
- Ensure equality, fairness, and impartiality when dealing with students, irrespective of their religion, caste, political beliefs, economic status, social background, or physical characteristics.
- Identify and nurture students based on their individual capabilities, striving to meet their unique needs.
- Enhance students' academic and personal achievements while fostering their overall development through community engagement.

- Instill a research culture among students by organizing conferences, seminars, and incubation initiatives, encouraging their participation.
- Promote mutual respect, trust, and consistent communication to facilitate effective learning and connections.
- Refrain from inciting students against each other, colleagues, or the administration.
- Cultivate an inclusive approach and establish a stronger connection with alumni to benefit current students.
- Maintain a polite and non-vindictive attitude towards all students.
- Make themselves available beyond regular class hours, if needed, to guide students without expecting remuneration.
- Foster a strong teacher-student relationship that enhances student engagement and creates a conducive learning environment to achieve higher academic outcomes.
- Adopt a humane approach in dealing with physically challenged students.

6.3 Teachers and Colleagues

Teachers at Sri Manakula Vinayagar Engineering College should:

- Treat their fellow teaching colleagues as they would like to be treated themselves.
- Speak respectfully of other teachers and provide assistance for professional development.
- Refrain from making unsubstantiated allegations against colleagues to higher authorities.
- Avoid considering caste, creed, religion, race, or gender in their professional interactions.
- Prevent the creation of a toxic work environment through gossip, rumors, and informal communication.
- Maintain a professional environment during working hours and adhere to their professional commitments.
- Refrain from using mobile phones during working hours, especially during teaching hours.

6.4 Teachers and Authorities

Teachers at Sri Manakula Vinayagar Engineering College should:

- Fulfill their professional responsibilities in accordance with the institution's rules and regulations.
- Advocate for changes in rules that are detrimental to the profession through their institutional bodies or professional organizations.

- Refrain from taking up other employment or commitments, including private tuitions and coaching classes, that may interfere with their professional duties.
- Collaborate in the formulation of institutional policies and accept and discharge responsibilities as required.
- Adhere to the terms and conditions specified in their service contracts or appointment orders.
- Avoid leaving the institution during the academic year, as it affects the academic schedule.
- Seek leave only in unavoidable circumstances, with prior notice, considering their responsibilities and academic schedule.

6.5 Academic and Non-Academic Staff

Teachers at Sri Manakula Vinayagar Engineering College should:

- Treat non-teaching staff with equity and respect during their tenure at the institution.
- Contribute to joint staff councils that include both academic and non-academic members.

6.6 Teachers and Parents/Guardians

Teachers at Sri Manakula Vinayagar Engineering College should:

- Maintain regular contact with parents/guardians and provide reports on their wards' performance as required.
- Attend meetings with parents/guardians to exchange ideas and benefit the institution.

6.7 Teachers and Society

Teachers at Sri Manakula Vinayagar Engineering College should:

- Acknowledge that education is a public service and keep the public informed about educational programs.
- Work to improve education in the community and enhance its moral and intellectual life.
- Be aware of social issues and participate in activities that contribute to societal progress and the well-being of the country.
- Fulfill the duties of citizenship, engage in community activities, and take on public responsibilities.
- Refrain from participating in or supporting activities that promote hatred among different communities, religions, or linguistic groups, instead working towards national integration.
- Collaborate in case of national disasters or pandemics to support communities through crisis management, working together for a common and collective goal.

7. CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR NON-TEACHING STAFF

All non-teaching staff at the college are expected to adhere the following code of conduct and professional ethics:

- **Diligent Duty Performance:** Every non-teaching staff member of the college shall carry out their duties efficiently and diligently, following the administrative standards established by the Management.
- **Continuous Professional Development:** Maintain and update their professional knowledge and skills to ensure the effective discharge of their assigned responsibilities.
- **Support Administrative Functions:** Assist in executing tasks related to the administrative responsibilities of the college and the Management.
- **Respect for Students:** Uphold the right and dignity of students by providing assistance and guidance as needed.
- **Politeness and Respect:** Demonstrate respect and politeness in all interactions with students and colleagues.
- **Fair and Impartial Treatment:** Treat students fairly and impartially, irrespective of their caste, religion, political beliefs, economic status, social background, or physical characteristics.
- **Collaboration with Teaching Faculty:** Cooperate with teaching faculties and students, maintaining a sense of dignity and decorum in all interactions.
- **Avoid Conflicts of Interest:** Prevent conflicts between their professional duties and personal interests.
- **Compassion for Physically Challenged Students:** Show a compassionate and understanding approach when dealing with students who are physically challenged.
- **Respect for Authority:** Show respect for the authority vested in those placed in positions of leadership by the Management or Principal.

8. DUTIES AND RESPONSIBILITIES

8.1 Head of the Department

- The Head of the Department (HoD) is accountable for overseeing all academic, administrative, and student discipline matters within the department, in compliance with AICTE and University guidelines.
- The HoD is responsible for creating and managing the department's course timetable, ensuring an adequate number of contact hours and timely completion of the syllabus.
- The HoD should take the initiative to train the Faculty Members, enabling them to effectively deliver course content during both theory and practical classes.

- It is the duty of the HoD to enhance the performance of students, particularly those who may be classified as slow learners, by motivating them and implementing appropriate remedial measures.
- The HoD is responsible for coordinating and arranging internships for students, facilitating valuable practical experience.
- Organizing industry or field visits for students to gain real-time experience is also part of the HoD's role.
- The HoD should ensure that all classes are conducted according to the scheduled timetable and make alternative arrangements for teachers in case of their absence.
- The HoD should verify that Faculty Members cover lecture topics as per the planned curriculum and regularly check student's attendance records.
- Regular visits to classrooms and laboratories are necessary to ensure student discipline and the effective delivery of classes by Faculty Members.
- The HoD should conduct fortnight meetings with Faculty Members to discuss academic progress and related matters.
- Arranging guest lectures for students by identifying eminent individuals is within the HoD's purview.
- Collecting feedback from students and devising action plans to enhance the teaching and learning process is a vital responsibility of the HoD.
- Preparation of a budget well in advance for the acquisition of new equipment, consumables, and servicing of existing equipment is also the responsibility of the HoD.

8.2 Teaching Faculty

Professional Values

- Prioritize the teaching and learning process.
- Uphold truth, ethics, and faithfulness in their profession.
- Contribute to the development of quality education with commitment.
- Adhere to institutional policies.
- Serve as a role model for the student community.
- Motivate students and instill moral values.

Punctuality

- Arrive at the college at least 15 minutes before the commencement of classes.
- Stay at the college for at least 15 minutes after the last class of the day.

Language of Instruction

- Deliver lectures in English, except for language teachers.

Leave Procedure

- Obtain prior approval for any intended leave.
- Make suitable alternative arrangements for classes, labs, and invigilation in case of leave.
- In emergencies, inform the Head of the Department (HOD) or the next senior faculty member with alternative arrangements.

Subject Allocation

- Subjects/courses are allocated by the HOD, considering the interests and specialization of the faculties.

Course Preparation

- Prepare course plans, materials, and related documents in a timely manner.
- Get course plans approved by the HoD and Principal.

Record Keeping:

- Regularly update and monitor classwork records, overseen by the HoD and Principal.

Classroom Practices

- Begin each class by recapping the previous lecture for the first 5 minutes.
- Utilize interactive boards for teaching.
- Refrain from dictating notes during class.

Laboratory Work

- In charge of practical classes, provide instructions for experiments and coordinate with technical staff for necessary equipment.
- Attend classes at least 5 minutes before the scheduled time.

Behavior

- Maintain a strict but polite demeanor, avoiding harsh words that may hurt students.
- Be accessible to students for addressing their doubts.

Communication

- Conduct a "snap talk" every hour on a daily basis.

Additional Responsibilities

- Take on academic, co-curricular, extracurricular, and other assigned activities as directed by the HoD or Principal.

Laboratory Manuals

- Prepare comprehensive laboratory manuals detailing experiments.

Laboratory Assessments

- Correct laboratory assessments promptly on the same day or at the latest by the next day, following specified rubrics.

Examination Papers

- When setting question papers for Continuous Assessment Test (CAT), prepare detailed answers and evaluation schemes for approval by the HoD.
- Correct test papers within 3 days of the examination and enter the marks in the SMVEC Students software and to submit the HoD/Principal within 5 days. Return corrected papers to students without delay.

Invigilation

- During invigilation, actively monitor candidates, ensuring the integrity of the examination.

Malpractice Reporting

- If any malpractice is observed during examinations, inform the chief invigilator immediately. Receive a written statement from the candidate in the presence of the chief invigilator and forward it to the Controller of Examinations (COE) for further action.

Classwork Records

- Maintain and regularly update classwork records, subject to inspection by the HoD/Principal.

Student Welfare

- Collaborate with the Class Advisor, reporting habitual absenteeism, academically weak students, or any instances of misbehavior.

Academic Performance

- Pay special attention to academically weak students, aiming for 100% pass rate in their subjects.

Student Motivation

- Motivate students and encourage their creativity and originality.

Student Feedback

- Conduct Quality Circle Meeting before every CAT examination.

Academic Engagement

- Regularly visit the library and stay updated with the latest journals and magazines in their field.

Research and Publications

- Strive to write textbooks, book chapters, and publish or present research papers in reputed international and national journals and conferences.

Documentation

- Maintain documents in specific formats as prescribed.

Course Exit Survey

- Conduct a course exit survey at the end of each semester.

Course Outcomes

- After results are published, verify whether each course has achieved its course outcomes and take necessary actions if needed.

Institutional Understanding

- Be well-informed about the Vision, Mission, Program Educational Objectives (PEOs), Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) of the institution and respective programs.

Student Awareness

- Disseminate information about the institution's Vision, Mission, PEOs, POs, PSOs, and COs to students through various channels.

Student Participation

- Motivate and guide students to participate in national and international level contests.

Industrial Exposure

- Faculty members should undergo industry/field visits for professional development.

Consultancy Work

- Engage in consultancy work to apply resources and real-world practices in the classroom.

Consultancy and Teaching Hours

- Engage in consultancy work, industrial interaction, and community services without compromising teaching contact hours.

Promotions

- Faculty promotions will be based on a self-appraisal form as prescribed by UGC/AICTE, New Delhi. It includes teaching process, students' feedback, departmental activities, institute activities, annual confidential reports (ACRs), and contributions to society.

8.3 Administrative Staff

- Maintain and update the staff attendance register.
- Daily submission of biometric punch records to higher authorities.
- Prepare monthly salary disbursements.
- Issue various certificates to staff members on the need basis.

- Maintain and organize personal files of staff.
- Receive and respond to correspondence promptly.
- Ensure the safekeeping of all documents related to students and staff.
- Oversee the management of keys, keycards, and key registers.
- Facilitate communication between the college and the Trust office.
- Monitor and record all financial vouchers for various accounts.
- Maintain records of incoming and outgoing mail.
- Keep track of all stock registers.
- Prepare circulars as needed.
- Supervise housekeeping activities.
- Update and manage office stationery and maintain a stock register.
- Prepare records related to the Governing Council, AICTE approvals, and AISHE records.
- Assist in the admission approval process for first-year students.
- Handle the process of student transfers, re-admissions, and lateral entry admissions.
- Provide guidance to students for online payments and do follow ups for unpaid fees.
- Prepare and issue Transfer Certificates (TC) for outgoing students.
- Manage tasks related to scholarships.
- Issue provisional and consolidated mark sheets to students.
- Provide Genuineness certificates to students upon industry requests.
- Ensure respectful and helpful guidance to parents, students, and other visitors when they approach the office.

8.4 Technical Staff

Science Laboratories

Technical support staff are integral to various Science department laboratories, facilitating practical exposure in conducting tests involving sophisticated and expensive machinery. Their roles include:

- Assisting students in preparing specimens, as instructed by faculty, for conducting tests. Technicians should guide students rather than perform these tasks themselves.
- Providing assistance to students when needed, ensuring proper handling of specimens and equipment to prevent damage.
- Issuing necessary consumables from the sub stock, which students require for experiments, and maintaining records in the Issue Register.

- Ensuring that testing equipment and machinery are in working order, performing maintenance when laboratory classes are not in session.
- Safeguarding tools, gadgets, measuring instruments, and other laboratory items issued to students, receiving them after the experiments were completed.
- Maintaining the cleanliness of the laboratory.
- Carrying out any other tasks assigned by the staff in charge and HOD.

Electrical and Electronics Laboratories:

- Assisting the faculty in charge during laboratory practical classes for an effective and organized execution of practical courses.
- Verifying the proper functioning of all equipment and machinery before the start of practical classes.
- Ensuring student's safety during practical classes by strictly following safety instructions.
- Issuing meters, instruments, components, etc., to students during practical classes and receiving them after experiments.
- Assisting students with circuit debugging, measurements, observations, and more during regular lab classes.
- Maintaining working tables in their respective labs in optimal working condition through proper maintenance.
- Assisting students in fabricating working models as part of their project work.
- Keeping the laboratory clean.
- Carrying out any other tasks assigned by the staff in charge, HOD, and Principal.

Computer Laboratories

- Performing regular maintenance on all computer systems, UPS units, and other peripherals related to the laboratory.
- Assisting the faculty in charge of practical classes in addressing hardware and system software issues.
- Coordinating with technical staff from the company responsible for systems under warranty or maintenance contracts for defect rectification.
- Maintaining computers used by the Institution's office and senior officials, including the Principal and Deans.
- Managing the networking of the laboratory.
- Creating new logins at the start of the semester for students to undertake new exercises during the term.

- Addressing students' hardware and system software-related queries and issues.
- Arranging for the use of an LCD projector in classrooms, conference halls, seminar halls, etc., as needed.
- Loading specific software and upgrading systems to meet students' specific requirements during project work.
- Managing all software packages used in the laboratory.
- Ensuring the antivirus software is regularly updated to safeguard against virus threats.
- Turning off systems and air conditioners when not in use to save energy.
- Reporting any misuse of systems by students to the faculty member in charge.
- Keeping the laboratory clean.
- Carrying out tasks assigned by the Staff in charge of the Laboratory, HOD, and Principal.

Record Keeping

- While the overall responsibility for maintaining and organizing records related to the laboratory rests with the faculty member in charge of the laboratory, the technical staff is responsible for:
- Maintaining the stock register for consumable and non-consumable items, making entries, getting them attested by the faculty member and HOD.
- Safely storing the tools, gadgets, etc., in the storeroom or cupboard and issuing them to students based on the faculty's instructions, with proper acknowledgments.
- Assisting the faculty in reconciling item stock if any discrepancies are identified during stock verification.
- Maintaining a register regarding breakages of items during student experiments and preparing statements attested by faculty members at the end of the semester for forwarding to the office for recovery.
- Managing all instruction manuals and record notebooks submitted by students for correction, redistributing them to students as needed.

Laboratory Development

- Technical staff should collaborate with faculty members in developing new experiments as required.
- In particular, for project work, technical staff should assist students in fabricating or assembling experimental setups or developing gadgets using laboratory facilities, with the approval of the project guide and laboratory in charge.
- Whenever new equipment or machinery is purchased, technical staff should provide full cooperation to the faculty in charge during the installation process.

Assisting Research Scholars

- Technical staff should assist Ph.D. researchers with the creation of experimental setups as needed, with the approval of the laboratory in charge and HOD.
- They should also support researchers in taking readings and measurements and operating gadgets for their research work.
- The technical staff should extend their cooperation and assistance to project coordinators and project associates involved in sponsored research projects, consultancy, and other research endeavors, even if the work goes beyond regular working hours.

Hiring outside agencies

The institution may receive requests for testing components, materials, etc., for certification from various sources. When conducting tests alongside faculty members, the technical staff should take the utmost care along with the faculty members in preparing samples and performing tests to ensure the credibility of the results.

Practical Examination

During practical examinations, the duties and responsibilities include:

- Issuing instruments and other equipment to students based on the instructions of appointed examiners.
- Refraining from disclosing any confidential information about the content and scope of the practical test given to students.
- Avoiding to provide any hints or assistance to students while taking the examination, for ensuring the integrity of the examination.
- Checking all equipment, machinery, and tools for any defects and rectifying them to prevent any issues for students during the examination.

Workload

- A full-time technical staff member is expected to work a minimum of 34 hours per week for the institution, based on a 6-day workweek.
- The institution has the authority to set working hours and days based on the specific needs.
- The stipulated 34 hours represent the minimum workload; technical staff members may be required to dedicate more time to assist faculty with sponsored projects, consultancy work, continuing education, summer courses, and other activities.
- During some semesters, laboratory courses may be less. In such cases, the HoD is responsible for redistributing technical staff based on the department's needs and ensuring equal distribution of workload among staff members.

Cleanliness and Maintenance

In terms of cleanliness and maintenance, technical staff responsibilities include:

- Ensuring that the assigned laboratory or workshop is maintained in a clean and organized condition.
- Regularly maintaining all equipment and machinery to keep them in optimal working order. Any faults or defects should be reported to the faculty member in charge for prompt rectification.
- Ensuring that any accumulated garbage in the laboratory or its vicinity is cleared by the institution's cleaning staff.
- Keeping safety items, such as fire extinguishers, in working condition and maintaining a first aid kit for emergency use.
- Handling the periodic calibration of equipment and measuring devices, with faculty in charge or external agencies' assistance as needed and with HoD's approval.
- Maintaining and displaying charts and other learning materials in the laboratory, following the laboratory in charge's instructions.
- Reporting unserviceable items and those needing condemnation to the faculty in charge and assisting in taking action to dispose them.
- Regularly cleaning all machinery and equipment.



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