

**CODE OF ETHICS POLICY
DOCUMENT**

RESPONSIBILITIES OF STAKEHOLDERS OF THE INSTITUTE

ROLES & RESPONSIBILITIES OF MANAGEMENT:

- Management (Secretary and Treasurer) of the institute are responsible for the following functions of the institute.

- ✓ Visionary
- ✓ Regulations
- ✓ Leadership
- ✓ Development

Visionary

- a. Accountable to have a commitment to the overall development of the Institute.
- b. Contributing availability of resources for students to develop national and international level quality perspectives for overall growth.
- c. Delegates their authority to the Principal for establishing a college-wide vision of commitment to high standards for the success of all students.

Regulations

- a. Design policies to address the issues particularly relevant to students, faculty, parents, staff, and social affairs practices.
- b. Implementation of university standards upon academic regulations among students for the successful completion of their education.
- c. Provide support to department heads to design course curriculum in align with the corporate trends.
- d. Encourage heads of departments to implement policies across academic practices in view of institution growth.
- e. Internal audit to control the risk management and ensure to take adequate right decisions ethically.

Leadership

- a. Guide the behaviors of professionals to meet academic standards.
- b. Perform a high level of competencies towards their duties in advising students, faculty, staff and other stakeholders.

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- c. Identify, design, evaluate and control future opportunities and risks within and outside the institution and allocate responsibilities to the authorized persons for controlling mechanisms.
- d. Working with heads of department within the institute for wide structures to establish, manage and enhance academic and welfare support for students.
- e. Adhere to the principal decisions to bring rigorous learning practices among students and faculty for the wellbeing of social growth.
- f. Engage Principal work as a responsibility towards parents and other outsiders related to the college community for assessments.
- g. Give a handful of support for the Principal in developing an atmosphere of caring and trust.
- h. Bring faculty on board to do what's necessary to meet academic standards in terms of student development.
- i. Lead, manage, and develop competencies of all faculties to ensure the institute achieves the highest possible standards of excellence in all its activities.

Development

- a. Be accountable for the comprehensive education of students, advancing knowledge of student's development through promoting the effectiveness of institutional programs, services as a whole benefit to all the stakeholders of the institute.
- b. Ensure adequate training and resources available for the enhancement of knowledge among students and faculty to build competencies.
- c. Collaborate with students for their initiatives towards higher education standards.
- d. Encourage students towards corporate training for better placements.
- e. Helping students for their overall competency development during their education tenure.
- f. Be Committed towards Principal's advice to build the quality of technical and management knowledge portfolio in terms of gaining and sharing knowledge among faculty and students.
- g. Give free hand to select adequate equipment to their respective departments which helps students to develop their practical skills.
- h. Allow the heads in engaging projects and consulting activities in appropriate fields.


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RESPONSIBILITIES OF THE GOVERNING BODY:

1. Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:
2. Guide the college while fulfilling the objectives for which the college has been approved by AICTE.
3. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
4. Approve new programmes of study leading to degrees and/or diplomas.
5. All recruitments of Teaching Faculty/Principal shall be made by the Governing Body as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
6. To approve annual budget of the college submitted by the IQAC cell.
7. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

ROLES & RESPONSIBILITIES OF PRINCIPAL

Responsibilities include:

Reporting only to the top Management (Managing Trustee and Secretary) of the institute and assisting them in the following functions of the institute.

- i. Regulation / Monitoring
- ii. Development
- iii. Leadership
- iv. Visionary

i. Regulation / Monitoring

One of the important responsibilities of a Principal is regulation of academic & general administration and monitoring the systems, policies, procedures and functioning of the institution so as 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.

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The following are some of the important responsibilities coming under this category.

1. To monitor the functioning of the academic and administrative staff and to see that they fulfill all their prescribed responsibilities.
2. To monitor the conduct of both administrative and academic staff in terms of their regularity, discipline, and conduct.
3. To oversee the discipline and conduct of students, which includes monitoring their attendance and to maintain the dignity and decorum of the institution.
4. To monitor the teaching that needs to abide by the prescribed curriculum and as per the teaching/institutional methodology suggested by the University/AICTE/ Management.
5. To scrutinize the procedures in the administrative office regarding admission, fee collection, attendance, recruitment, payment of salaries, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
6. To keep abreast of all liaison activities with governmental, corporate and other academic bodies/institutions.
7. Monitoring the liaison of activities with departments within the college and most importantly with the top management of the College.
8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators of various committees, and the Governing Body.
9. To scrutinize and monitor 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.
10. Monitoring the auditing and inspections of the institution conducted by the regulatory bodies such as AICTE, government, and university apart from the ones conducted by the top management.
11. To maintain the infrastructure of the institution with the assistance of the staff concerned and care for the life and property of all those connected with the institution.
12. To sustain the cordial relations with all the stakeholders i.e. the staff, students, and parents and with all those connected to the institution both directly and indirectly.


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ii. Developmental Functions

The principal is also required 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 Principal.

1. The Principal needs to locate, contact, attract and recruit suitable faculty members keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
4. 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.
5. Developing the working and learning culture in the institution.
6. Developing the necessary infrastructure most importantly the library, laboratory with good ambiance.
7. Strategic Functions
8. The principal needs to shoulder various strategic functions that are aimed at developing a network and develop alliances that pay rich dividends in the long run. The following are some of the strategic functions.
9. Developing a strong association with industry, research and consultancy establishments and signing Memorandums of Understanding aimed at improving specific strengths of the college.
10. Developing strong industry support and getting the industrialists and business people on the governing body and other advisory bodies of the college.
11. Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.

iii. Leadership Functions

The most critical functions of a Principal of an academic institution, in fact, are the Leadership functions. While fulfilling these functions the Principal will exhibit the true qualities of a leader and also be an exemplary role model to his/her colleagues.

Some of the leadership functions are as follows.

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- ✓ To prove oneself as an excellent teacher and prove as one of the best among all his/her colleagues.
- ✓ To take up research, publication, consultancy & training and establish appropriate academic credentials of international standard and gain acceptability among all the faculty members as a true academic leader.
- ✓ To set high standards of discipline, commitment, and involvement in work patterns.
- ✓ To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
- ✓ To exhibit a sacrificial attitude and be a role model for all the staff.
- ✓ Work with the staff at the ground level and understand the problems and concerns of all the colleagues taking care of their requirements

iv. Visionary Functions

The ultimate functions of a Principal are the visionary functions, which are as follows.

Developing a long term model for the institution and working for realizing this vision in close association with the top management.

Taking regular steps towards realizing the vision.

- ✓ To establish the systems, procedures, policies that are necessary to facilitate in realizing the vision.
- ✓ The Principal could take up more functions as and when the needs arise in the institution.
- ✓ The Principal requires preparing a specific long term and short term plan and presents it to the top management.

ROLES & RESPONSIBILITIES OF HEADS OF THE DEPARTMENTS:

The Heads of the Departments are responsible for Plan, design, monitor, lead and control the activities of the department to ensure the achievement of highest standards.

They are responsible for:

1. Actively assisting the Head of the Institute in ensuring the ethical practices, maintaining teaching standards, and promoting healthy human relations among faculty and students in the department.
2. Involve in recruitment, selection process and orientation of new faculty and affirmative actions towards giving awareness on their roles and duties.

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3. Advising and contributing to curriculum development and guidance for the faculty to follow systems and procedures.
4. Co-ordinating and monitoring examinations moderations, marking schemes, and assessments.
5. Preparing budget requirement subject-specific teaching tools and equipment, including laboratory equipment.
6. Leading regular department meetings and maintaining minutes of the meeting.
7. Encouraging faculty for their competency development through participating in conferences, Faculty development Programmes and many other activities which result in career growth.
8. Facilitating faculty towards their research development, sharing research ideas and suggesting funding sources.
9. Involving faculty to take accountability in department administrative affairs.
10. Monitoring and advising faculty on a continuous basis in the areas of teaching, research and consultancy with adequate recommendations for their department improvement.
11. Initiating innovative decisions to introduce new practices for student development with the help of faculty members
12. Making confidential decisions like faculty promotion, annual salary increments and so on which will be intended to serve the best interest of the department as a whole.
13. Providing information between and among the faculty and the other administration related affairs.
14. HOD is accountable to share the right information about institution policies to faculty and students.
15. Self-competency development in order to be a role model for faculty and students.
16. Address departmental issues in order to ensure peaceful operational practices within the department.
17. Protecting faculty rights and privileges in front of institute authorities.
18. Motivate collaborative teamwork among faculty, students to meet their responsibilities for better department effectiveness.
19. Coordinate with administrative staff to handle department budget, programs, organize guest lectures and many activities.

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20. To go through the course file prepared by the staff members in a routine manner (fortnightly) and then should be forwarded to the principal (monthly) for signature.

ROLES AND RESPONSIBILITIES OF TEACHING STAFF:

1. Faculty of the Institute shall be devoted to his/her duty and shall maintain absolute integrity, honesty, discipline, impartiality and a sense of propriety.
2. Faculty must deal with the students, parents and colleagues in a courteous manner.
3. Faculty of the Institute shall not, in his/her official dealings with the public and students, adopt dilatory tactics or willfully cause delays in disposal of work assigned to him/her.
4. Faculty of the Institute shall not participate in any strike or similar activities including absence from duty without permission, hunger strike, etc; against the Institute.
5. Faculty of the institute while on duty shall no be in the state of intoxication or inebriated condition under the influence of such drinks or drugs.
6. Faculty of the Institute shall obey all the orders, duties assigned by the Head of the Department, Principal, and Secretary from time to time.
7. Faculty of the Institute shall not sit in canteen for a long time and involve in unnecessary gossip.
8. Faculty of the Institute shall follow dress code i.e. formal dress with In-shirt and shoe for Male and Saree / Punjabi dress for Female on all working days. No T Shirt and Jeans to be worn by faculty. They should wear ID card all the time and also insist the students to follow the same.
9. Faculty shall always apply Leave in advance with proper alternate arrangement.
10. Faculty shall engage Theory and Lab classes as per the time-table and strictly adhere to the timings.
11. Faculty shall avoid dictation of content from the textbook or from power point presentation during the classes; make sure of explanation of the topic with suitable examples. Make use of Technology of digital class room for power point presentation, NPTEL Video Lectures, any other source of videos or audios for better explanation and understanding of the topic.
12. Faculty shall follow the medium of instruction which is English. Avoid speaking in Tamil

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- in the class or lab.
13. Faculty shall have proper control of class and maintain proper student-faculty, faculty-faculty relation.
 14. Faculty is required to get their Attendance registers [log books] duly verified and signed by their respective HOD every fort night and with the Principal every month. The safe custody of the attendance register is the sole responsibility of the faculty'
 15. If a student is falling shortage of attendance or is continuously absent he/she should be warned. And if this continuous, further it should be brought to the notice of his/her parents/guardian, the concern Academic In-charge, HOD and the Principal.
 16. Do not mark absent/send out any student for want of disciplinary action. If the student is creating problem and disturbing the class, the same may be brought to the concerned HOD.
 17. Faculty shall conduct the assignment in the class before the mid examination. Please do not give them questions to write the assignment at home.
 18. Faculty shall please insist the student to complete the Record every week and verify the same every week and award marks/grade based on the performance only.
 19. Faculty shall Prepare viva-voce questions of concern laboratory and make them available to the students. Ask the viva-voce questions to the students every week in the lab.
 20. Please check your official mail every day and go through the circulars and take prompt action.
 21. Faculty shall Prepare and Maintain course File of the subject handling. Prepare Lecture Schedule, Tutorial Sheets and Assignments, make it available to the students in advance and submit a copy of the same in HOD office.
 22. Faculty shall Review the coverage of Syllabus periodically and complete all the units before scheduled mid/university examinations. In case of any difficulty in completion of syllabus, please approach the HOD for additional classes.
 23. Faculty shall attend all Department Association meets and encourage student participation in the Association meets and also encourage the students to participate in the club activities.
 24. Faculty shall feel responsible and actively involved in the development of the Department and Institute.

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25. It is the duty of each faculty to observe the students in the campus for any act of indiscipline irrespective of their department and please bring it to the notice of the concern HOD.
26. All the correspondence of staff and students must be routed through proper channel only.
27. Faculty shall Encourage and suggest Students regarding higher studies and motivate them to write exams like GATE, CAT, TOEFL, GRE etc.
28. Faculty shall Avoid use of mobile phones during the class and lab hours and instruct the students to do the same. CARRYING OF MOBILE PHONE TO THE CLASS BY THE FACULTY IS STRICTLY PROHIBITED.
29. Faculty shall become a member of Professional bodies like IEEE, IETE, CSI, IE, ISTE, etc.
30. The faculty is expected to publish at least one research article in an academic year in the national or international conferences/journals in their respective domain.
31. The sanction of OD will be at the discretion of HOD/Principal. The total no. of ODs should not exceed one week in a semester to attend Workshops, Seminars, Conferences, FDPs, Symposiums, and Exam Duties etc.
32. Faculty members should submit a soft copy of Question Bank to the HOD from each unit of the concerned subject.
33. Invigilation duties must be carried out with utmost care and responsibility, Avoid late reporting, carelessness and casual approach towards Invigilation duty. Carrying of mobile phone to the examination hall is strictly prohibited.
34. Evaluation must be fair, impartial and unbiased.
35. Faculty shall complete assessment of course outcomes (COs) for the Theory & Laboratory courses engaged by an Individual and submit the same to the HOD by the end of the semester.
36. It is mandatory to be part of Affiliation Process/AICTE Approval Process/ NBA and NAAC Accreditation Process teams to help the department in preparing the required files for the inspection.
37. Faculty shall prepare Question Bank and map the questions with the CO's and submit as of copy of the same to the HOD and in Exam Section.
38. Faculty shall perform the duties assigned as part of various committees strictly.

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39. Faculty shall be available on cell phones after working hours for any possible urgent interaction by college authorities.

40. Faculty shall use the college WhatsApp group with utmost care. Do not post any messages which may hurt the sentiment of others.

ROLES & RESPONSIBILITIES OF CLASS COORDINATOR:

1. Discusses all potentially significant issues given below and establishes good communication with the students.
2. Attendance
3. Number of credits required to get promoted
4. Semester system and how its different from Year wise system
5. Importance of labs and how they may lose marks if they are absent for lab/non- submission of records
6. Importance of assignments and how students lose marks for non/incomplete submission of assignments
7. Continuous reading as it is continuous evaluation in engineering
8. Importance of NOT missing even one lecture as continuity is important in engineering education (understanding of current day's lecture is dependent upon understanding of previous lecture)
9. Importance of getting a first class with distinction and how it helps in the development of their career
10. Makes students fully aware of their responsibility to meet performance standards (Putting in 75% attendance and passing of subjects with good marks) and that failure to do so may result in detention.
11. Assists HoD to nominate two class representatives (One Boy and Girl) who have bright scholastic record and an ability to interact with a vast majority of students in their class amicably.
12. Coordinates with the student class representatives regarding establishment of study (peer) groups and nominate one student as leader of each group.
13. Ensures all students shall be encouraged to participate in study groups on a continuing basis.

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- Class advisers shall monitor inclusiveness to insure participation by all students in the class.
14. Acts as counselor, and role model in resolving student related difficulties.
 15. Conducts fortnightly reviews with class representatives and leaders of study groups, documents the same and submits to HoD
 16. Conducts weekly reviews with Mentors to monitor student progress and such reviews shall be documented to establish a record of trends in overall class performance and submission of the same to HoD and Principal's office.
 17. Encourages class cohesiveness and camaraderie through inclusive, appropriate events, i.e. social activities, community service, etc.
 18. Collects information regarding weaker students from the subject teachers and arranges remedial classes, counselling sessions in consultation with the HoD.
 19. Identifies good students and motivate them to excel.
 20. Informs HOD about necessity of making alternate arrangement for lectures and practical when a faculty is absent.
 21. Assists the dept's HoD with computation of fortnightly attendance of the corresponding class and ensure circulation of the same among students for their signatures and submission of the same to Principal's office.
 22. Calls the parents of the students whose attendance is < 75% and arranges to ensure parents meet the HoD particularly in the case where student's attendance is < 75%
 23. Assists the dept's HoD with computation of Internal Marks of the corresponding class and ensures circulation of the same among students for their signatures and the same is dispatched with attendance to Principal's office.
 24. Assists the dept's HoD with dispatch of monthly attendance of the corresponding class to parents.
 25. Assists the dept's HoD with computation of semester attendance of the corresponding class at the end of semester and ensures submission of the same to Principal's office.
 26. Assists the dept's HoD with computation of semester internal marks of the corresponding class and ensures submission of the same to Principal's office and examination branch
 27. Assists dept's HoD and Accounts section to ensure no fee defaulters for the class he / she is adviser
 28. Assists dept's HoD in issuing permission slips for students leaving college earlier than the

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scheduled time

29. Any other responsibility that may be assigned by corresponding HoD from time to time

ROLES & RESPONSIBILITIES OF MENTORS:

- Mentor should introduce and discuss the concept of Mentor-Mentee system with the assigned mentees
- Mentor should update mentees data sheet regularly
- Mentor should meet the students at least once in a month and as and when required.
- Mentor should keep track of mentees attendance, academic performance and career development.
- Mentor should intimate the parents about the student attendance and academic performance regularly
- Mentor should check the attendance of mentees, if anybody's attendance is below the requirement then he should find out the problem and take necessary actions to reform and the same should be communicated to the parents and HOD.
- Mentor should identify talents (sports, cultural, coding, innovation, interests) of their students and encourage them to organize and participate in the events.
- Mentor should support mentees academically and emotionally.
- Mentor should ensure that their students following instructions given by college or department

ROLES & RESPONSIBILITIES OF THE PHYSICAL DIRECTOR:

- Responsible to encourage students to participate in sports.
- Accountable for the smooth conduct of sports regularly to all batches of students.
- Coordinate with Accounts officer to purchase sports material and facilities.
- Responsible to report for Dean Students & Faculty Affairs regarding issues relates to sports.
- Accountable to circulate information regarding sports competitions to all students.
- To ensure for preparation of the annual budget for sports.
- To Organize NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to the office of Principal on monthly basis.

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- Will take initiation to help the organization of various events in the college.

ROLES AND RESPONSIBILITIES OF TRAINING AND PLACEMENT OFFICER:

- ✓ Liaison with Industry.
- ✓ Facilitate career guidance to students.
- ✓ Student Training and Placement.
- ✓ Arrange campus interviews.
- ✓ Proposing annual T & P budget.
- ✓ To maintain complete information regarding student appearing for placement activities.
- ✓ To conduct placement activities smoothly
- ✓ To update and maintain the contact details of companies interested in recruitment activities.
- ✓ To send invitation to industry and company for campus recruitment and notify the students about the events and take necessary action.
- ✓ To take necessary actions for pre-placements.
- ✓ To arrange Training and Soft skills as per requirements of Companies / Industries.

ROLES AND RESPONSIBILITIES OF LIBRARIAN:

1. Responsible to facilitate the students, faculty, and staff with all the literature that may be needed for their academic activities.
2. Accountable to manage library as well as the digital library of the college.
3. To prepare and monitor the library budget relating to the library/Digital library.
 - a. Initiate to encourage widespread usage of available information by providing access facilities.
4. Continuously take feedback or information from the students and faculty to understand and analyze their needs of Books/Journals/Magazines/CDs etc. and pass on to the Dean, Academics about the same for procurement.
5. To ensure the procurement of books, CD-ROMs, Software, Journals, etc., which are essential and/or recommended by the faculty.
6. Librarian is responsible to dispose of weeded out material


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7. To establish specialized search facilities for faculty's teaching and research needs.
8. Accountable to establish a repository of cases and keeps adding new cases on a continuous basis.
 - a. To provide adequate access and borrowing facilities to faculty pursuing Doctoral program.
9. To perform any other work related to the library that may be assigned from time to time.
10. Coordinate with departments' library in-charge for smooth functioning of department's library
11. To provide all statistical information pertaining to the library.

ROLES & RESPONSIBILITIES OF MANAGER:

Administrative officer (AO) is responsible for over-all administrative functions, Campus maintenance, Public relations, among others.

The precise roles and responsibilities are as follows:

1. To be responsible for day-to-day administrative functions and execution of policies, procedures, and practices of administrative activities.
2. Accountable for records, filing of important documents, storage and safety of the institutional credential documents.
3. To supervise and monitor the transport operations with the coordination of transport-in-charge and ensure all the set guidelines are followed in the transportation system.
4. To support with proper guidance for adequate operations of canteen, security services, and other services as and when required to meet institutional requirements.
5. To perform additional support for arrangements of logistics on Orientation day, Parents Teacher meeting, Graduation Day, Traditional Day, Conferences, Industrial visits, Governing Body meetings and other events.
6. To be a liaison with college architects for physical developments of the building blocks.
7. Responsible to co-ordinate with non-teaching staff and workers for infrastructure maintenance and monitoring.
8. Accountable to monitor and audit campus infrastructure, office equipment, laboratories, electrical & electronic systems, furniture and so on.

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9. To ensure campus security and safety of personnel through administering the security service providers and compliance with the instructions issued by the institution from time to time.
10. To be responsible for Monitoring CC TV monitors and other surveillance equipment.
11. To serve as the main point of contact and liaison with state government departments, authorities, and other stakeholders for administrative information about the institution.
12. To be responsible to resolve individual problems and disputes involving with students, staff, faculty, or members of the institution as they arise.
13. To monitor the distribution of incoming mails and dispatch of outgoing mails.
14. Responsible to recruit contingency staff as and when required to complete specific tasks.
15. Accountable to monitor and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
16. To review all administrative systems like transportation system, canteen maintenance, infrastructure auditing and provide suggestions to respective members as and when required.
17. Accountable to perform other functions assigned by the Management/Principal from time to time.

ROLES AND RESPONSIBILITIES OF LAB TECHNICIANS:

- i. Liaise with academic staff to discuss timetables, equipment requirements and work plans
- ii. Run trials of experiments prior to classes and then demonstrate techniques for experiments
- iii. Prepare equipment and chemicals before lessons - from test tubes to state-of-the-art microscopes
- iv. Maintain and repair equipment and laboratory apparatus
- v. Keep records, e.g. For students' practical sessions, tracking methods and results
- vi. Ensure that equipment is properly cleaned and that chemicals, drugs and other materials are appropriately stored
- vii. Support the work of teachers in classes and laboratory sessions and give technical advice to students
- viii. Work with individual students and support them on projects
- ix. Manage the stock control of chemicals and equipment
- x. Ensure that all health and safety procedures are understood and followed correctly

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- xi. Coordinate work in the laboratory to ensure efficient use is made of expensive pieces of equipment.

FUNCTIONS AND RESPONSIBILITIES 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 requirements for the institute
- ✓ Analyzing system logs and identifying potential issues with computer systems.
- ✓ Introducing and integrating new technologies into existing data centre 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.

ROLES AND RESPONSIBILITIES FOR CLERKS:

- ✓ Making entry to all letters received.
- ✓ Sending the letters to the concerned persons for verification and information.
- ✓ Keeping the relevant records in safe custody.

ROLES AND RESPONSIBILITIES FOR OFFICE ASSISTANT:

- ✓ Communicating all the office correspondence to respective department staff

RESPONSIBILITIES OF TRANSPORT IN-CHARGE:

- ✓ Identifies the transport requirements of the college from time to time and informs the same to AO 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 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 year's experience and expected future needs.
- ✓ Sets the time of starting of the buses from the originating points so as to ensure their arrival at college by 9 A.M. Also ensures compliance of drivers with these requirements.
- ✓ Processes leave applications of drivers, recommend sanction, while deploying substitute (spare) drivers and ensure 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 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 trouble-shooting 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

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- 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 :
 - ✓ College vehicles are not available, and private vehicle booking is authorized.
 - ✓ 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 insure all vehicles, monitors the expiry dates of insurance certificates and schedules premium payments for renewals well in time
 - ✓ Maintains documents such a vehicle registrations, insurance certificates, fitness certificates, permits and pollution certificates.
 - ✓ Arranges periodical eye-check up for drivers and ensures their fitness for driving.
 - ✓ Attends to any other duties assigned from time to time.

ROLES AND RESPOSIBILITIES FOR DRIVER/CONDUCTOR:

- ✓ Responsible to maintain all transport vehicles in good condition.

ROLES AND RESPONSIBILITIES OF MAINTENANCE SUPERVISOR:

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

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1. 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.

a) Taking corrective action to minimize gap between plan and action.

b) Submission of monthly status report on complaints.

c) Continuously striving for increase in the efficiency of maintenance staff by progressively mechanizing the work and reducing manual work.

2. Trouble-shoot maintenance problems/complaints including plumbing problems.

3. Trouble-shoot, diagnose and correct minor failures of photo-copiers, water coolers, fans, pumps etc.

4. To work in liaison and in co-ordination with outside maintenance contractors and technicians.

5. Facilitate in the maintenance of the college grounds

6. Manage staff of maintenance technicians / semi skilled/ unskilled labours.

7. Assist in monitoring inventory of maintenance cleaning supplies and facilitate issue of purchase order.

8. Inspect the college properties for safety hazards and take corrective action.

9. Co-ordinate the setting up of different areas/class rooms, Seminar Halls/Auditorium etc.

10. Dealing with setup of various rooms, offices and assisting in removal and relocation of offices, rooms and equipments.

11. Upkeep of maintenance store.

12. Any other function assigned by Administrative officer/Principal

ROLES AND RESPONSIBILITIES OF ELECTRICAL MAINTENANCE INCHARGE:

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,

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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.
- ✓ 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.
- ✓ Providing assistance during emergencies by operating floodlights and generators.
- ✓ Providing support for the installation of Electrical Equipment in the campus.
- ✓ Any other function assigned by Principal.

ROLES AND RESPONSIBILITIES FOR THE GARDENER:

- ✓ Responsible for filling water in all tanks of the college campus.
- ✓ Responsible for watering the garden/construction works in the college campus.
- ✓ Helping in the food supply during peaks hours in the boys hostel.


ROLES AND RESPONSIBILITIES FOR THE SWEEPERS:

- ✓ Responsible for housekeeping of campus and building.
- ✓ Responsible for opening and closing of class rooms daily.
- ✓ Responsible for depositing the keys in the office every day.
- ✓ Responsible for depositing the lost and found articles in the office every day.
- ✓ Responsible for the respective wings cleanliness of toilets, class rooms, verandahs daily.

- ✓ Responsible for the respective wings windows, doors, roof, benches, etc., cleaning every week.
- ✓ Responsible for doing the works assigned during functions and programmes in the seminar hall.
- ✓ Responsible for distributing the parcels and bundles to the Departments as a team.
- ✓ Responsible for washing the canteen every week Sunday.

ROLES AND RESPONSIBILITIES FOR SERGEANT:

- ✓ Supervision of construction works.


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