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# **K.S.RANGASAMY INSTITUTION OF TECHNOLOGY**

**(Autonomous)**

Tiruchengode – 637 215, Namakkal, Tamil Nadu

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## **CODE OF CONDUCT OF STAKHOLDERS OF THE INSTITUTION**

**AUGUST 2021**

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### Code of Conduct

for Stakeholders of the Institution

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### 1. Organizational Structure

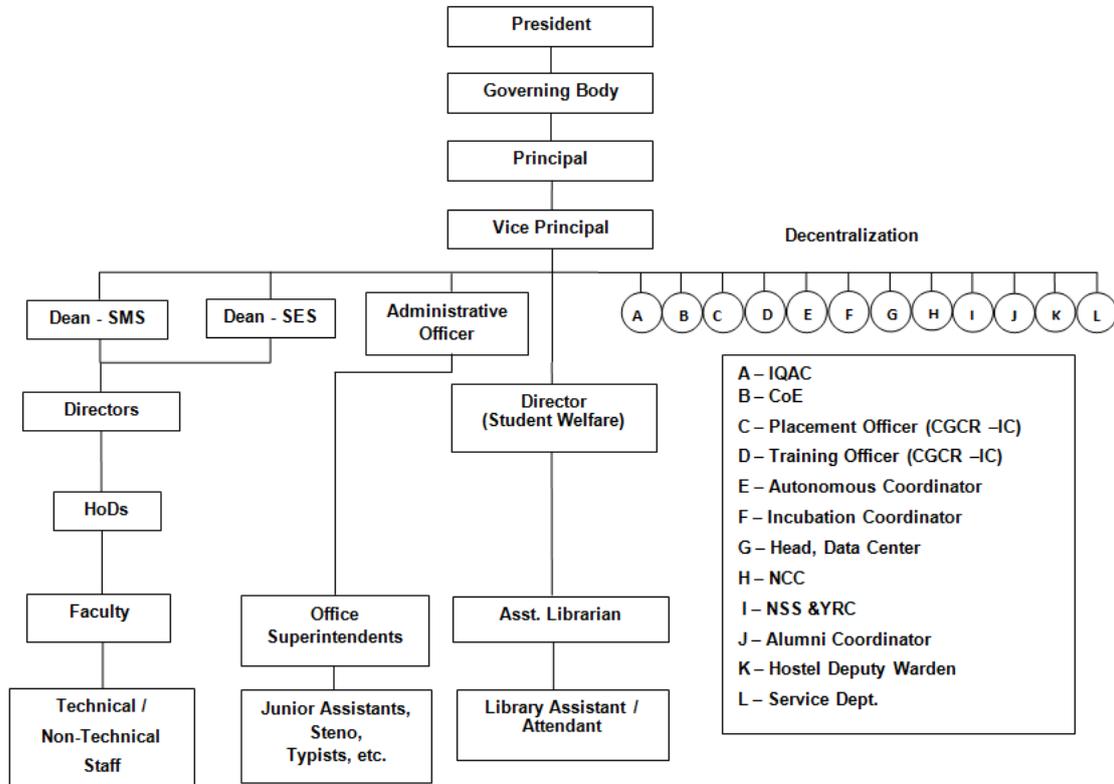


Figure 1. Organizational Structure

### 2. Roles & Responsibilities of Management:

Management (The Chairman, and The Vice Chairman) of the Institution are responsible for the following functions of the Institution.

1. Visionary
2. Regulations
3. Leadership
4. Development

#### Visionary

1. Accountable to have a commitment to the overall development of the Institution.
2. Contributing availability of resources for both members of faculty and students to develop national and international level quality perspectives for overall growth.

3. *Delegates their authority* to the Principal for establishing a Institution-wide vision of commitment to high standards for the success of all students.

### Regulations

1. Frame *policies to address the issues* particularly relevant to students, parents, members of faculty, staff, and social affairs practices.
2. Execution of *university standards upon academic regulations* among students for the successful completion of their education.
3. Provide support to the heads of department to *design course curricula* in tandem with the corporate trends and requirements.
4. Encourage the heads of departments to *implement policies across academic* practices in realization of the Institutional objectives.
5. *Internal audit* to control the risk management and ensure to take adequate ethical decisions.

### Leadership

1. Steer the *resources of professionals* to meet academic standards.
2. Perform a high level of *competencies towards their duties* in mentoring students, faculty, staff and other stakeholders.
3. *Identify, design, evaluate and control* future opportunities and risks within and outside the Institution and allocate responsibilities to the authorized persons for controlling mechanisms.
4. Working with *heads of department* within the Institution for wide structures to establish, manage and enhance academic, and welfare support for students.
5. *Adhere to the Principal decisions* to bring rigorous learning practices among students and faculty for the well-being of social growth.
6. *Engage the Principal work as a responsibility* towards parents and other stakeholders related to the Institutional community for assessments.
7. *Grant autonomy and support to the Principal* in developing an atmosphere of caring and trust.
8. Bring members of faculty on board to perform necessary duties to *meet academic standards* in terms of student development.

9. *Direct, manage, and develop competencies* of all members of faculty to ascertain the Institution achieves the highest feasible standards of excellence in all its activities.

### **Development**

1. Be accountable for the *holistic educational commitments to students*, promulgating knowledge of students' development through promoting the effectiveness of Institutional programmes and services for the welfare of all the stakeholders of the Institution.
2. Ensure *adequate training and resources* available for the enhancement of knowledge among students and faculty to build competencies.
3. *Collaborate with students* for their initiatives towards higher education standards.
4. Encourage *students towards corporate training* for better placements.
5. Facilitating students for their *Career Competency Development* during their education tenure.
6. *Be dedicated towards the Principal's* advice to reinforce the quality of technical and management knowledge portfolio in terms of gaining and transfer of knowledge among members of faculty and students.
7. Give autonomy to *select adequate equipments* to their respective departments for creating opportunities to students to develop their practical skills.
8. Allow the heads in *engaging projects and consultancy endeavours* in relevant and potential fields.

### **3. Functions of the Governing Body**

Subject to the existing provision in the bye-laws of respective Institutions and rules laid down by the state government/parent university, the Governing Body shall:

1. Decide policies for Governance
2. Approval of Budget Proposals
3. Approval of Infrastructure developments and maintenance

4. Approval of fixation of examination fees and other charges payable by the students of the Institution
5. Approval of Institutional scholarships, medals, prizes and certificates as rewards to faculty and students
6. Approval of new programmes
7. Perform such other functions and Institution committees, as may be necessary and deemed fit, for the proper development, and fulfill the objectives of the Institution
8. Approval of recommendations of academic council and finance committee

#### **4. Functions of the Academic Council**

1. The Academic Council is solely responsible for all academic matters, such as framing of academic policy, approval of new courses, regulations, curricula and syllabi.
2. The Council includes faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council will not be subjected to any further ratification of other statutory bodies of the University.
3. It scrutinizes and approves with or without modification the proposals of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., paper setting and evaluation.
4. It makes regulations regarding the admission of students to different programmes of study in the Institution in accordance with the directives/guidelines of the AICTE/ the State Government / the University.
5. It exercises general supervision over the academic work of the Institution and to give direction regarding methods of instruction, evaluation and research improvements in academic standards.
6. It makes arrangements for the conduct of examinations in conformity with the AICTE/the University rules.

7. The Council takes measures to improve standards for teaching and learning, training and placement, research and technology transfer. Establishment or abolition of departments and the rules for governing the academic functioning of the Institution, discipline, attendance and awards.
8. It appoints sub-committees to advice on such specific matters.
9. It considers the recommendations of the sub-committees and to take such action as the circumstances in each case may require.
10. It takes periodical review of the activities of the departments and to take appropriate action (including making of recommendations to the Governing Body) with a view to maintaining and improving the standards of Institution

## **5. Roles & Responsibilities of the Principal**

### **Responsibilities include:**

Reporting only to the top Management (Chairman, and Vice Chairman) of the institution and assisting them in the following functions of the Institution.

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

### **Regulation / Monitoring**

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

The following are the important responsibilities coming under this category.

1. To monitor the functioning of the academic and administrative staff and to see that they fulfil 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 supervise 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 pedagogy that needs to adhere to the prescribed curricula and as per the teaching/Institutional methodology suggested by the University/AICTE/ Management.
5. To examine 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 Institution.
6. To take stock of all liaison activities with governmental, corporate and other academic bodies/institutions.
7. To monitor the liaison of activities with departments within the Institution and most importantly with the top management.
8. To facilitate the conduct of meetings on behalf of the institution which include the meetings of staff, Deans, HoDs, Coordinators, Institution Academic Council, and the Governing Body
9. To inspect and approve the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipments, books and any such other requirements for the Institution as per the prescribed procedures.
10. To scrutinize the auditing and inspections of the Institution conducted by the regulatory bodies such as AICTE, the State Government, and the University apart from the ones conducted by the top management.
11. To manage 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.

### **Developmental Functions**

The Principal is vital to take-up developmental functions which are prerogative for the development of the Institution. The following are some of the developmental functions to be delegated by the Principal.

1. The Principal needs to locate, contact, attract and recruit qualified faculty keeping in view the future needs of the Institution.
2. Nurturing and facilitating the faculty with all the necessary guidance and support.
3. Recognizing the core competencies of the institution either existing or probabilistic and extrapolating these core competencies.
4. Focusing on the value proposition for the Institution in general and for the departments, in particular.
5. Establishing a vivacious working and learning cultural ecosystem at the Institution.
6. Accommodating the necessary infrastructure, and most importantly the library, laboratory with good ambience.

### **Strategic Functions**

The Principal is responsible to delegate various strategic functions that are aimed at developing a network and develop alliances that pay rich dividends in the long term.

The following are some of the strategic functions:

1. Developing a strong association with industry, research and consultancy establishments and signing memorandums of understanding (MoUs) with reputed government entities, corporate and universities with an aim at improving specific strengths of the Institution.
2. Developing strong industry rapport and getting the industrialists and business people on the Governing Council and other advisory bodies of the Institution.
3. 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.

### **Leadership Functions**

The most crucial functions of the Principal of an academic Institution, in fact, are the Leadership functions. While fulfilling these functions the Principal will showcase the leader qualities and also be an exemplary role model to the members of the Institution.

Some of the leadership functions are as follows:

1. To demonstrate oneself as an excellent teacher and prove as one of the best among all his/her colleagues.
2. To take up research, publications, consultancy & training and establish appropriate academic credentials of international standard and gain acceptability among all the members of faculty with the leadership qualities.
3. To set high standards of discipline, commitment, and involvement in work patterns.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. To display a sacrificial attitude and be a role model for all the staff.
6. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and cater to their requirements.

### **Visionary Functions**

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

1. Establishing a long term model for the Institution and working for realizing this vision, in close association with the top management
2. Taking regular strategic steps towards realizing the vision
3. To establish the systems, procedures and policies that are required to facilitate in realizing the vision
4. The Principal could take up more functions as and when the needs arise in the Institution

### **Planning**

The Principal needs to plot a specific long term and short term plan and presenting it to the top management regularly and contingently.

## **6. Roles & Responsibilities of the Vice Principal**

### **Responsibilities include:**

Reporting only to the Principal and assisting him in all the designated functions related to the Principal. Also, the Vice Principal will delegate the duties and special assignments assigned to him by the Principal.

The Vice Principal may also report to the top Management (Chairman, and Vice Chairman) of the Institution as per the directions and guidelines from the Principal in upholding the academic fervor and prospects of the Institution.

The Vice Principal will also represent the Head of the Institution to preside or be part of any functions or events that are held both inside the Premises and outside the Institution.

## **7. Functions of Board of Studies**

### **The Board of Studies shall:**

1. Prepares curriculum and syllabi for various courses keeping in view of the objectives of the Institution, interest (needs) of the stakeholders, national and international requirements for consideration and approval of the Academic Council.
2. Suggests methodologies for innovative teaching-learning and evaluation techniques.
3. Suggests panel of names to the Academic Council for appointment of examiners, and
4. Coordinates research, teaching, extension and other academic activities in the department.

The Board of Studies is constituted as per the norms given by UGC (AICTE) as given below:

1. Head of the Department concerned (Chairman)
2. The faculty in various specializations within / other departments
3. Two experts in the subject from outside the Institution
4. One expert to be nominated by the Vice-Chancellor of the University
5. One representative from industry/corporate sector/allied area relating to placement
6. One meritorious alumnus to be nominated by the Chairman, Board of Studies (HoD) with the approval of the Principal.
  - Experts from outside the Institution whenever special courses of studies are to be formulated
  - Other members of staff in the Department.
  - One meritorious final year student

#### **8. Functions of Standing Committee**

All the internal members of the Academic Council are the members of the Standing Committee. This would be a pre-Academic Council Meeting where minutes of various BoS meetings are discussed and decision on commonality, curricula, syllabi, etc., are discussed and submitted to the Academic Council.

#### **9. Functions of the Finance Committee:**

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

1. Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
2. Audited accounts for the above.

#### **10. Functions of the Internal Quality Assurance Cell (IQAC):**

1. Development and application of quality benchmarks
2. Parameters for various academic and administrative activities of the Institution
3. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process

4. Collection and analysis of feedback from all stakeholders on quality-related institutional processes
5. Dissemination of information on various quality parameters to all stakeholders
6. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
7. Documentation of the various programmes/activities leading to quality improvement
8. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
9. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
10. Periodical conduct of Academic and Administrative Audit and its follow-up
11. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

### **11. Roles & Responsibilities of Deans and Directors**

The Deans are responsible for planning, designing, monitoring, leading, formulating, coordinating and controlling the academic activities of programs to ensure the achievement of highest standards. They design and establish academic regulations aligning with university norms. They are entrusted to monitor procedures and fundamental protection of academic integrity for achieving the academic mission.

1. They are the designated heads responsible for the effective and efficient operation of the Institution within the policies, directions, and plans of the Institution as a whole
2. They are expected to establish and maintain a mutually understanding work climate, cooperatively leading the academic programmes towards improved services,
3. They are accountable for ensuring the academic integrity and curricular consistency of all programs embraced within it.

4. They are responsible for coordinating the implementation and development of Institution Vision and Objectives.
5. They are key persons accountable to take initiations for curricula development considering corporate strategic trends.
6. They ought to supervise, evaluate and support all departments to meet excellence to instruct, innovate teaching pedagogy and services at the Institution.
7. They are entrusted with the responsibility to outline recommendations for finetuning academic practices.
8. They need to develop, lead and motivate faculty towards academic programmes.
9. They are required to execute Institutions academic policies and regulations.
10. They have to perform career counselling for faculty to maintain consistent morale towards performance.
11. They are responsible to plan Institution expansion/growth for the benefit of all stakeholders through network development.
12. They shall maintain required data convert into useful information and knowledge to represent external authorities/agencies.
13. They shall initiate and formulate a proposal for new courses in collaboration with department heads, faculty members and external experts for this purpose in this regard.
14. They must endeavour to expand and monitor the activities of consultancy and training projects.
15. They ought to provide the required information for the budget and new estimates & plans to the building & works to the Principal.
16. They play a crucial role to collaborate with all the departments under their purview to monitor research programs and administer research affairs of the Institution.
17. They are responsible to plan research activities, projects by utilizing resources for Institutional development.

18. They need to urge and encourage the interest of faculty in their research contributions and develop intellectual practices in their teaching pedagogy.
19. They shall be accountable to identify opportunities for funding projects to all disciplines in the Institution.
20. They need to take an active role in end-to-end process in funding R&D projects from applying proposal to till sanction of the projects.
21. They are required to coordinate with faculty towards research proposals.
22. They shall manage, monitor and control research and innovation plan and practices with collaboration with all the heads of the departments.
23. They should report Principal on the progress of R & D activities, the status of research proposals and update of planned target performance.
24. They shall get approval from authorities on the required resources to perform research and innovation actions.
25. They will be a part of a committee in collaboration with faculty and industry representatives to address the issues or potential needs of the research and innovation.

## 12. Roles & Responsibilities of Career Guidance and Corporate Relations (CGCR) -Head

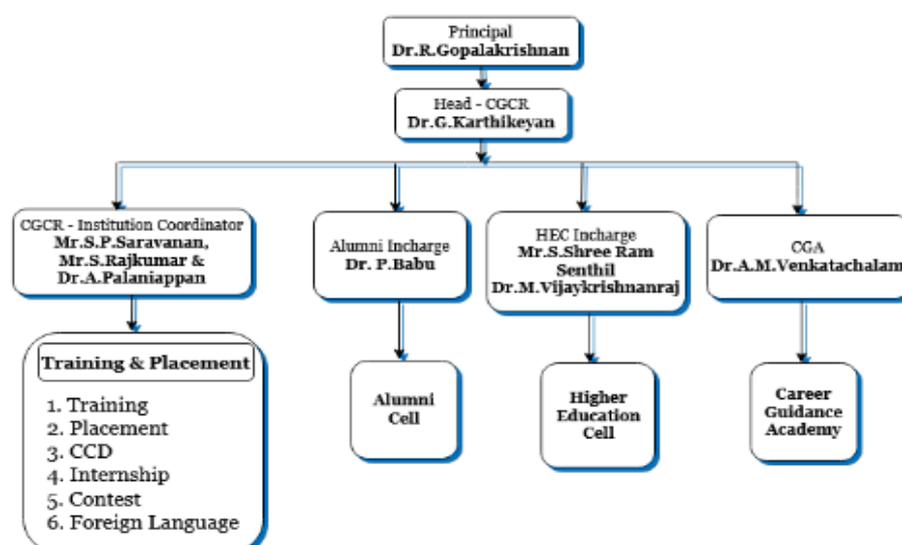


Figure 2. Organization Structure of CGCR

Career Guidance and Corporate Relations is an autonomous entity under the direct reporting to the Principal/ Head of the Institution. The CGCR- Head will report to the Principal and will be assisted by the CGCR - Institutional Coordinators.

The respective department T&P coordinators, Career Competency Development (CCD) coordinators, Internship coordinators, Alumni Cell, Higher Education Cell and Career Guidance Academy coordinators shall be directly reporting to the Head, CGCR / the Principal as when they are required to be accountable.

### **13. Roles & Responsibilities of CGCR - Institutional Coordinators (Training & Placement)**

The CGCR - Institutional Coordinators (Training & Placement) will report directly to the CGCR Head and the Principal in continuum:

1. Will be responsible to play an active role in liaison officer between Industries and Institution.
2. Will take the initiation to do training need assessment considering the requirement of corporate companies.
3. Responsible to plan, monitor and control overall Institution campus interviews.
4. To play an active role by gathering a database of core companies with all details of person concerned to support students for placements.
5. Responsible to motivate all students to improve their career growth and help them through counselling by setting their strategic long-term goals.
6. Will advise students in the selection of their career path for the benefit of future career advancement.
7. Accountable for Institution placement progress consistently year by year.
8. To plan their training/internship/placement schedules as per the academic curriculum.
9. Responsible to collaborate with all department heads, faculty coordinators to integrate Career Competency Development modules into the curricula.

10. To initiate presentations representing institutions' core competencies to get better placements with competitive packages for students.
11. Will compile and monitor the database with the help of Alumni In-charge , Career Guidance Academy and department TP coordinators.
12. Responsible to prepare an updated placement brochure with recent student profiles to approach companies.
13. Responsible to direct department heads on curricula development by sharing technical skills requirements of corporate companies.
14. Support department heads in advising the right resource persons for organizing workshops/conferences to assist the career planning process.
15. Actively associate among students, alumni, and industry representatives.
16. Accountable to update the current trends towards skillsets associated with the expectations of the industries.
17. Volunteer to interact with students to create awareness on career options available to them in the present competitive corporate world.
18. Responsible to assist end-to-end recruiting, selection and placement processes for all the departments.
19. Responsible to promote potential students profiles to the employers for the enhancement of opportunities.

#### **14. Roles & Responsibilities of Controller of Examinations**

The Controller of Examinations performs the following duties:

1. To be responsible for effective functioning of Examination Cell and will report to the Principal
2. Prepare regulations and rules relating to examinations for approval by the appropriate authority
3. Plan well in advance and arrange for conduct of examinations, evaluation and declaration of results
4. Delegate responsibilities to all the personnel working in the Examination branch

5. Coordinate and supervise the activities of personnel of the Examination Branch
6. Coordinate with HoDs for smooth functioning of examination system
7. Adhere to the Academic Regulations and Academic Calendars
8. Ensure the confidentiality of matters related to examinations
9. The entire data of examinations to be secured with a backup in the server
10. Ensure that the malpractice cases should be dealt with as per the laid down procedure
11. Arrange for timely issue of Grade Cards to the candidates
12. All the financial transactions are to be documented
13. Deal with matter connected with reforms of examinations
14. Be responsible for safe custody of all important Examination registers and records concerning the examinations
15. Arrange for meetings of Results committee to facilitate timely declaration of the results
16. Results should be declared within 2-4 weeks of completion of examinations
17. Perform such other duties as may be allotted by the Principal/ Chief Superintendent

#### **15. Roles & Responsibilities of Exam Cell Coordinator**

1. Prepare Seating Plans
2. Allotment of invigilators
3. Observer duties
4. Scrutiny of question papers by the moderators
5. Question paper printing and distribution
6. Answer scripts distribution and collection (proper logs maintenance)
7. Log tables distribution and collection
8. Report the cases of malpractice to the Controller of Examinations for appropriate disposal.
9. D-forms and absentees Statement.
10. Prepare absentees Statements
11. Arrangement of answer scripts

12. Packing and handover of collected answer scripts to valuation section (Proper logs should maintained)
13. Bills preparation for invigilators (proper log should be maintained) etc.,
14. And any other work assigned by Chief Superintendent or Dean (Examinations& Evaluation) or Controller of Examinations.

#### 16. Roles & Responsibilities of Director (Library and Students Affairs)

Director (Library and Students Affairs) is responsible to function the below duties and responsibilities:

1. To organize student counselling and to play the role of liaison officer between students and other stakeholders
2. Will be accountable to maintain, monitor and control disciplinary policy related to students and faculty.
3. Will recommend to students for various opportunities by the Institution for fellowship, scholarship, studentship, medals and prizes and making regulations for their award.
4. Coordinating with NCC, NSS, anti-ragging squad, Grievance Redressal Cell, Higher Education Cell and Career Guidance Academy.
5. To implement and support the goals determined by the Principal and Management
6. Responsible to facilitate the students, faculty, and staff with all the literature that maybe needed for their academic activities.
7. Accountable to manage library as well as the digital library of the Institution.
8. To prepare and monitor the library budget relating to the library/digital library.
9. Initiate to encourage widespread usage of available information by providing access facilities.
10. Continuously take feedback or information from the students and faculty to understand and analyze their needs of Books/Journals/Magazines/CDs etc. and submit to the Principal about the same for procurement.

11. To ensure the procurement of books, CD-ROMs, Software, Journals, etc., which are essential and/or recommended by the faculty.
12. Librarian is responsible to dispose of weeded out material
13. To establish specialized search facilities for faculty's teaching and research needs.
14. Accountable to establish a repository of cases and keeps adding new cases on a continuous basis.
15. To provide adequate access and borrowing facilities to faculty pursuing doctoral programmes.
16. To perform any other work related to the library that may be assigned from time to time.
17. Coordinate with library in-charges of all departments for the smooth functioning of department's library
18. To provide all statistical information pertaining to the library.
19. Any other activity assigned by the Principal from time to time.

#### **17. 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 Principal 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.
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.
13. Providing information between and among the faculty and the other administration related affairs.
14. HoDs are accountable to share the right information about institution policies to faculty and students.
15. Self-competency development to be a role model for faculty and students.
16. Address departmental issues to ensure peaceful operational practices within the department.
17. Protecting faculty rights and privileges in front of institutional 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.

#### **19. Roles & Responsibilities of Class Advisors**

1. Sending SMS to the parents of the student who is absent.
2. Speaking to the parent of the student who is absent.
3. Checking the correctness of mobile numbers of parents.
4. Sending the register post letters every month to the parent of the student whose cumulative attendance is less than 75%.

5. Sending the normal post letters every month to the parent of the student whose cumulative attendance is greater than 75%.
6. Taking signature of student whose cumulative attendance is less than 75% in consolidated attendance sheet and getting them counseled by the HoD concerned.
7. Ensuring undertaking from the students whose cumulative attendance is less than 75% and files the same in the respective folder of the student.
8. Taking undertaking from the students whose cumulative attendance is less than 75% that they are not eligible for fee reimbursement as per policy of the State Government and files the same in the respective folder of the student.  
( Only applicable to Fees reimbursement students).
9. Monthly generation of cumulative attendance sheet.
10. Getting the cumulative attendance sheet displayed in notice board.
11. Forwarding cumulative attendance sheet to Exam Cell as when required.
12. Registration of students in the start of semester and taking the undertaking of fee reimbursement (for applicable students only).
13. Follow up of students who are irregular.
14. Calling of parents of irregular students to the Institution and gets the student counseled by HoD in front of parent. Take undertakings in respect of attendance and fees reimbursement (if applicable) from the parents and students.
15. Collection of any amount from the student as directed by the Institutional authorities.
16. Sending message to the student/ parent regarding bandh/ holiday declared at very short notice.
17. Make a WhatsApp group and share important academic information in the group. Also, subject handlers are to be added in this group for the effective dissemination of information.
18. Any other work as assigned by the HoD concerned/the Vice Principal / the Principal.

**19. Roles & Responsibilities of Mentors**

1. Mentor should introduce and discuss the concept of Mentor-Mentee system with the assigned mentees
2. Mentor should update mentees data sheet regularly
3. Mentor should meet the students at least once in a month, and as and when required.
4. Mentor should keep track of mentees attendance, academic performance and career development.
5. Mentor should intimate the parents about the student attendance and academic performance regularly
6. 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 the HoD.
7. Mentor should identify talents (sports, cultural, coding, innovation, interests) of their students and encourage them to organize and participate in the events.
8. Mentor should support mentees academically and emotionally.
9. Mentor should ensure that their students following instructions given by the Institution or the department concerned

**20. Roles & Responsibilities of Faculty**

1. Faculty of the Institution shall be devoted to his/her duty and shall maintain absolute integrity, honesty, discipline, impartiality and a sense of propriety.
2. Faculty of the Institution shall not behave in a manner which is unbecoming of such a faculty or which is derogatory to the prestige of the Institution.
3. Faculty of the Institution shall not act in a manner which will place his/her official position under any kind of embarrassment.
4. Faculty must deal with the students, parents and colleagues in a courteous manner.
5. Faculty of the Institution 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.
6. Faculty of the Institution shall not participate in any strike or similar activities

- including absence from duty without permission, hunger strike, etc; against the Institution.
7. Faculty of the Institution while on duty shall not be in the state of intoxication or inebriated condition under the influence of such drinks or drugs.
  8. Obey all the orders, duties assigned by the academic In-charge, Head of the Department, Deans, Principal, and Secretary from time to time.
  9. Observe Institution timings from 9:10 AM to 04:00 PM.
  10. Do not sit in canteen for a long time and involve in unnecessary gossip.
  11. Salary bill will be made based on the biometric report of KSRCTCMS
  12. Follow dress code i.e. formal dress with In-shirt and shoe for Male and Saree for Female on all working days. No T Shirt and Jeans to be worn by faculty.
  13. Wear ID card all the time and also insist the students to follow the same.
  14. Always apply Leave in advance with proper alternate arrangements.
  15. Engage Theory and Lab classes as per the time-table and strictly adhere to the timings.
  16. 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 classroom for power point presentation, NPTEL Video Lectures, any other source of videos or audios for better explanation and understanding of the topic.
  17. Follow the medium of instruction which is English. Avoid speaking in Tamil or other vernaculars in the class or laboratory. Also, the faculty should converse in English with their colleagues and students inside the Premises
  18. Before commencement of class ensure that the students occupy front benches uniformly. Have proper control of class and maintain proper student-faculty, faculty- faculty relationship.
  19. Attendance must be taken at the beginning of the class and post it in Institution Automation Software immediately after the class and forward the same to Examination Branch of the Institution at the end of month.
  20. Avoid overwriting/modifications of Attendance Registers while marking the attendance 'Please do not apply whitener in the Attendance Registers'
  21. Attendance registers should always be kept ready for inspection by the

Principal/ the HoD/ Academic In-charge/ Institution Academic Audit Cell

22. Faculty is required to get their Attendance registers duly verified and signed by their respective HoD every fort night. The safe custody of the attendance register is the sole responsibility of the faculty
23. 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 Academic In-charge, HoD concerned and the Principal.
24. 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 HoD concerned.
25. Conduct the assignment in the class before the mid examination. Please do not give them questions to write the assignment at home.
26. Ensure that the students to complete the records every week and verify the same every week and award marks/grade based on the performance only.
27. 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 laboratory
28. Please check your official mail every day and go through the circulars and take prompt action.
29. Prepare and maintain Course File of the subject handling.
30. 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.
31. 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.
32. Attend all Department Association meets and encourage student participation in the Association meets and also, encourage the students to participate in the club activities.
33. Should feel responsible and actively involved in the development of the Department and Institution. Please come on time for the meetings of the departments/Institution/any other meetings called for.

34. It is your duty 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 HoD concerned.
35. Upload latest information of the department and post assignments, tutorial sheets, viva-voce questions, objective questions, circulars, notices etc., in forums, Institution Management Software on Institution website [www.cmrct.ac.in](http://www.cmrct.ac.in) for sharing the information among staff and students.
36. All the correspondence of staff and students must be routed through proper channel only.
37. The faculty must qualify NET/SET examination for consideration of lectureship at the National State level. Hence faculty is advised to write the NET/SET exam and clear the same (Faculty of Humanities & Sciences only). Other faculty is also encouraged to clear NET/SET and take admission for Ph.D.
38. Encourage and suggest students regarding higher studies and motivate them to write exams like GATE, CAT, TOEFL, GRE, etc.
39. Avoid use of mobile phones during the class and lab hours and instruct the students to do the same. USING MOBILES INSIDE THE CLASS ROOM IS STRICTLY PROHIBITED.
40. Become a member of Professional bodies like IEEE, IETE, CSI, IE, ISTE, etc.
41. 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.
42. The sanction of On-Duty (OD) will be at the discretion of the HoD/ the 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. However, it may be reviewed from case to case.
43. Faculty members should submit a soft copy of Question Bank to the HoD consisting of at least 6 unique questions (Part A & B) from each unit of the concerned subject.
44. Invigilation duties must be carried out with utmost care and responsibility, Avoid late reporting, carelessness and casual approach towards Invigilation duty. Carrying of mobiles to the examination hall is strictly prohibited.

45. Evaluation must be fair, impartial, unbiased and fans parent.
46. The project guide is completely responsible for the execution of the project carried out in-house or outside and at least one paper should be published at the level of national conference of both UG & PG (This is apart from mentioned in Clause 41).
47. Do not encourage unethical practices. Please help the Institution in maintaining congenial environment for learning.
48. Please 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.
49. It is mandatory to be part of AICTE Approval Process/ NBA and NAAC Accreditation Process teams to help the department in preparing the required files for the inspection.
50. Prepare Question Bank and map the questions with the COs and submit a copy of the same to the HoD and in Exam Section.