



## CODE OF CONDUCT

Kings College of Engineering is committed to maintain, endorse a culture of conduct that exposes excellence, intellectual progress, justice, fairness, equity and accountability. It expects to uphold this code of conduct in their routine academic and non academic activities. The code conduct is marking the boundaries at all levels of its stakeholders in order to achieve the desired results in all endeavors.

### 1. Secretary

- Ultimate responsibility for the quality of the product, service and quality management system. Responsible for formulating and promulgating the Quality Policy and quality objectives of the Institution, covering the quality of product and/or service provided to the customers.
- Overall responsibility for recruitment/inducting quality oriented personnel against the nature of job, including Principal, which would affect the quality of product/service provided to its customers.
- Overall control of the financial function of the Institution.
- Overall responsibility for providing resources viz. Human, Infrastructure, other facilities.

### 2. Chief Executive Officer

- Responsible for formulating and promulgating the Quality Policy and quality objectives of the Institution, covering the quality of product and/or service provided to the customers.
- Responsible for leading the progress and execution of long-term goals of the institution.

### 3. Principal

- Shall take care of the quality of the product, service and quality management system of the institution.
- Shall take care of promulgating the Quality Policy and quality objectives of the Institution, covering the quality of product and/or service provided to the stakeholders
- Functions strictly in accordance with and within the policies and procedures laid down.
- Prepare and execute an effective planning, monitoring and control of functions of various sections/departments to meet the quality objectives and continuous improvement in the functioning of the institution.
  - Manage overall responsibility for all activities pertaining to teaching-learning process and administrative activities.

- Reporting authority for all Head of departments and functional heads in order to provide best quality services consistently to the Stakeholders
- Promote conducive resources viz. Human, Infrastructure, other facilities like library books, journals, laboratory equipments / machinery, consumables, stationery, etc., and suitable environment for the teaching learning process.
- Endeavor to the development and approval of new courses.
- Keep cordial relationship with the University, State Government and Central Government and responding to their instructions.
- Adhere the instructions of local Government Administrators.
- Evaluating and monitoring the performance of various departments of the Institution and reporting to the Secretary from time to time.
- Reporting periodically the status of various activities being performed in the department to the Management.
- Ensure that periodical counseling is given to students in the departments through faculty advisors so that their problems are identified and solved.
- Ensure that the students develop their interpersonal skills apart from regular curriculum.
- Ensure that the faculty members are motivated towards achieving institute's quality policy
- Ensure to achieve good results in the university examinations.
- Accountable for convening staff council meetings and providing guidance to solve problems, if any, in the departments.
- Maintaining good relationship with industries, so that the students during their final semester studies itself get better employment opportunities through campus interviews.
- Analyzing the feedbacks from both students and parents and to take appropriate Corrective/preventive actions for improvement if necessary.
- Arranging programmes which shall be beneficial for the development of students, both academically as well as in developing the students' interpersonal skills.
- Scrutinize the budget proposals from departments / sections and to sanction subject to budget provision made for the specific purpose in consultation with top management.
- In addition to the above, performing all such functions and duties assigned by the Secretary.
- Liaison with external parties on matters relating to quality system requirements.

#### **4. Vice Principal**

- Assisting the Principal in all matters related to the academics and administration of the institution.
- Coordinate the activities related with the purchase of Laboratory equipments, Books, Stationeries, Consumables, etc.

- Shall contribute for the better coordination of the Training and Placement cell activities
- Shall coordinate the activities related to the preparation of the students for GATE / GRE / TOEFL / CAT / GMAT etc.
- Shall discharge the duties of Principal in his/her absence at the institution.
- Shall make arrangements for giving news to media regarding any happenings in the college.
- Shall look into the facilities provided for the staff.
- Responsible for public relation functions.

### **5. Administrative Officer**

- Purchases pertaining to Institute / Departments as per the purchase requisition and arranging approval of Secretary for procurement.
- Release of payment to suppliers and contractors after getting approval from Secretary.
- Maintaining salary details and issuing the same to staff
- Maintaining college accounts.

### **6. Head of the Department**

- Responsible for the entire working of the department subject to the overall objectives of the institute.
- Ensure that all the required facilities, like laboratory equipments / machinery, consumables, stationery, etc., are made available for smooth functioning of the department.
- Ensure that the students get good education.
- Responsible for maintaining discipline among the staffs and students.
- Ensure good results in the university examinations.
- Responsible for all the activities connected with the Training and Placement cell.
- Identify academically poor students and shall ensure that special coaching is given to them.
- Organize periodical counseling for students, by allotting groups of students to different faculty advisors, so that their problems are identified and solved.
- Shall communicate to the parents regarding attendance and performance of their wards in various performance tests and model examinations.
- Identify training needs of the students and arrange Industrial visits, Expert lecture, Workshops, Seminars and other Skill development training.
- Ensure that the faculty members are disciplined and motivated.
- Identify training needs of department staffs, directly reporting to the Principal, whose work affects the quality of services, and arrange for faculty development programmes.
- Identify the departmental requirements in adherence to the requirements specified by the University and submitting budget proposal and associated

documents before the commencement of the next academic year to the Principal and ensure that the specified requirements are met.

- Liable for proper maintenance and calibration of equipments in their departments.
- Accountable for conducting department staff meetings as per the academic calendar.
- Arranging for 100% in house training to all pre-final year students in the company premises.
- Strengthening Industry- Institute interaction
- Arranging Industrial visit/ local visit to Industry
- Approving Inplant Training.
- Responsible for taking active part in the Management Review meetings.

### **7. Department Research Committee Convener**

- Attain Anna University Research Centre in all the departments at our institution.
- Develop R&D infrastructure and central facilities for optimal resource utilization.
- Attract research grant from a various Government / Non Government funding sectors to a sufficient level till the R&D section becomes self-sustaining after the initial period.
- Encourage UG / PG students to carryout in-house projects.
- Promote research innovation and the integration of research and undergraduate education.
- Motivate the faculty members from each discipline for R&D activities in the area of their interest through In-house / Sponsored Research projects leading to M.E. / Ph.D. degree.
- Promote the publication of high quality, peer-reviewed technical papers.

### **8. Teaching Faculties**

- Ensure effective teaching-learning process imbibing institute's vision and mission.
- Responsible to conduct the classes as per the schedule given to them and complete the syllabus within the prescribed time frame.
- Assisting regular Assessment tests and Model exams
- Responsible to maintain the Course file. Shall ensure discipline among the students.
- Inform to the HOD about making alternate arrangement for lectures and practical while availing leave.
- Identify academically peer students and motivate them to excel.
- Collect information regarding slow learning students and arrange remedial classes, counseling sessions in consultation with the HOD.
- In addition to the above, they will perform such other functions and duties assigned to him/her by the superiors.
- Respect the right and dignity of the student in expressing his/her opinion

- Shall arrange seminars, conferences and FDP to ensure the escalation of teaching and learning progress.
- Make sure to publish research papers in reputed journals periodically.
- Shall develop over ICT Techniques to adopt with current scenario in teaching industry.
- Maintain cordial relationship with superior, colleagues, students and other stakeholders irrespective of caste, religion, gender and color.
- Shall sustain membership of professional organizations and make use the resources to improve the teaching and learning progress through them
- Follow Dress code-Shall be in respectable attire, befitting the society's expectations.
- Shall endeavor to assist Fellow teachers to discharge their duties effectively and make adjustments flexibly.
- Act within the range of an allowed individual authority in all matters and in the best interests of the institute.
- Use Institutes' resources (facilities, equipment, supplies, vehicles, and students) usefully, efficiently by finding innovative solutions.
- Ensure that the highest standards of scholarly conduct and academic integrity are understood and practiced. Complete the work on time, document research and citing the work of others.
- Faculty In-charge should ensure fairness and honesty in relationship with suppliers and purchasers of the Institute's goods and lab suppliers. Transact Institutes business in compliance with all applicable laws and institutes policies and procedures.
- Refuse any gift/favor that could place individual or institute in embarrassing position.

#### **9. Training and Placement Officer**

- Prepare a budget for the Placement Cell
- Help students to prepare for placement interviews / higher studies and help them to place in reputed organization.
- Maintain and upgrade the relations between the industries and institute.
- Work towards attaining 100% placement of all eligible students
- Shall keep abreast of the Job Fairs, Off Campus Interviews, Anna University State Level Placement program and pass the information to the students well in advance.
- Delegate the role and responsibilities to Placement coordinators from each department for effective functioning of the cell.
- Shall maintain the Placement records such as students' profiles, training needs identified, and industry database
- Shall identify the training needs of the Students and arrange to acquire it.

- Shall impartially evaluate and give the report about the trainings/programs about its usefulness to Principal.
- Shall arrange career guidance, workshops, and other skills improvement training to the students in consultation with the HOD concerned / VP after getting proper approval from the higher authorities.
- Interact with the industries regularly and arrange the campus interviews and schedule the Placement Programme by allocating dates and timings of companies' visits in consultation with the Principal.
- Maintain a record of feedback about the placement programs, details of students placed, branch and year wise placements, salary offered, list of companies visited etc.
- Shall develop the Internal Training strength of the staff members so as to carry out programs indigenously.
- Convene short meetings to communicate the status on placement and to discuss the comments made by the recruitment team on our students' performance.
- Any other duties the Principal may assign.

#### **10. Chief Controller of Examinations**

- Responsible for all the Internal/ External exam related activities of the Exam cell.
- Shall conduct the Examinations (Institute and University) and responsible for the due execution of all processes connected therewith.
- Shall interact and coordinate with University examination body for obtaining necessary approvals on time and for smooth conduct of university examination.
- Responsible for the due custody of the records.
- Carry out Assessment Tests and Model Exams as per the schedule in Academic Calendar and University Theory and Practical Exams as per the academic schedule issued by the University.
- Shall prepare the relevant time tables for conducting internal assessment tests / University Examination, seating arrangement, and display them on the concerned Notice Board / Website.
- Shall appoint Hall Invigilators and other human resources for smooth conduct of examination in the College. The overall invigilation duty chart will be sent through circulars.
- Shall ensure that the evaluation of answer sheets is completed within 3 days from the date of the last assessment test / model examination and the report on the same be sent to the Principal for further action.
- Shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph, drawing boards, trays, threads, water jugs etc. are made available.
- Shall prepare and send an approved (by Principal) panel of faculty members (provided by the HODs) to the University who may act as Internal/External Examiners for Practical Exams, Invigilators and University Representatives for conducting University for theory exams.

- Ensure smooth and fair conduct of examinations and report irregularities, if any, to the Principal
- Any other duty/responsibility assigned by the Principal

### **11. Deputy Warden**

- Shall look after all the aspects of the administration of the hostel and assist the Principal in its efficient and smooth running of the hostel in a smooth manner by all means such as:
  - Visiting the hostel regularly.
  - Monitoring the leave norms of inmates
  - Maintaining the discipline inside the hostel
  - Sanctioning of leave to the Asst. Warden and Students
  - Attending any other emergency task related to the hostel.
  - Organize the meeting for Supervisor, Asst. Warden and Students for effective functioning.
  - Reporting to the Warden (Principal) regularly.
  - Planning and supporting the establishment of resources at the hostel premises
  - Conducting periodical meetings with the students and taking appropriate actions with the approval of the Principal
  - Maintenance work to be carried out at GH & BH and reporting to the Estate Officer for further action through Warden.

### **12. Lab-in charges**

- Identifying lab requirements, if any, and submission of budget proposals to the Principal through HoD before the commencement of every academic year
- Monitoring regular upkeep of laboratories
- Maintenance of stock registers, Maintenance records

### **13. Estate Officer**

- Overseeing the maintenance of infrastructure of the institute.
- Construction and maintenance of existing major capital works that are carried out in the Institute premises after securing necessary administrative and financial approval.
- Coordinating and overseeing the functions of civil, electrical maintenance, computing facilities, all buildings in the campus.
- Preparation and submission of proposals in consultation with the members of the Estate Office related to various construction works, maintenance works etc. to the higher authorities depending upon the nature of the work and financial implication; execution and completion of the work with necessary approvals.

### **14. Students**

- Shall be in time to the campus
- Shall wear ID card and follow dress code

- Shall be regular and punctual to the classes and maintain adequate attendance percentage required to appear for semester examination prescribed by the University.
- Follow the instruction of the teachers during the class hours.
- Maintain at most discipline and silence in the classrooms, laboratory, seminar hall, drawing hall and corridor.
- Shall carry required materials as per the schedule to the classes
- Shall finish the assignments, lab records and project works on or before the deadline
- Shall visit library regularly in order to enhance academic and career growth
- Adhere to the rules of laboratories and not damaging equipments
- Shall not use tobacco and harmful products within the campus
- Strictly adhere to the rules laid down by disciplinary committee.

### **Supporting Staff (Nonteaching):**

#### **Librarian**

- Responsible for acquisition, storage and issue of books, journals and magazines to the students and staff.
- Call requisition of books from various departments consolidate & submit to the Principal, for approval for inviting quotation.
- Collect list of books with latest price, from reputed suppliers
- Invite quotations from approved vendors and take necessary steps to procure through Administration Manager.
- Responsible for identification / Numbering / accession of books.
- Maintenance of files, registers and ledgers related to the library.
- Maintenance of stock and stock verification reports.

#### **Technical Officer**

- Electrical Maintenance of the institute and power management, providing necessary physical and electrical arrangements during Institute level programmes, Water Supply, Maintenance of intercom & Lift facilities, Sanitary inspection of all buildings, Garden maintenance

#### **Physical Director**

- Promoting sports activities of the students
- Motivating the students to participate in Anna University zonal, inter zone matches, inter university matches, south zone matches , all India university matches and to fetch medals
- Purchase of sports goods and maintenance



- Maintenance of indoor , outdoor stadiums, play grounds, basket ball & volley ball courts, track & field, gym facility

### **System Administrator**

- Repair and maintenance of computing facilities in the campus and reporting to the Estate Office through HoD/CSE

### **Lab Technician**

- Ensuring all equipments are calibrated, well maintained, and ready for use for laboratory classes.
- Responsible for proper maintenance of respective departments and laboratories/work shops
- Ensuring regular cleaning and upkeep of the laboratories.
- They shall ensure that all the records in their departments are well maintained.
- They shall assist the teaching faculty members, who are in-charges, in conduct of the laboratory / workshop practical.
- Maintenance of laboratory / workshop instruments/ equipments/ machineries, necessary records including AMC and preventive maintenance.
- Equip laboratory with necessary chemicals, stationery, consumables, etc for uninterrupted performance of practical classes.
- In addition to the above, he/she will perform such other functions and duties assigned to him/her by the superiors.

### **Hostel Superintendent**

- Assisting the Deputy Warden for running the hostel.
- Taking attendance during the study hours by visiting all the rooms and maintain separate register for the same.
- Monitoring study hours execution
- Forwarding the leave form to the Deputy Warden for inmates on the basis of genuine reasons.
- Attending any other emergency task related to the hostel.
- Fulfilling the needs of inmates.
- Maintaining the register for the inmates like list of inmates, allocation of rooms and outpass entry.
- Custodian of room keys
- Attending / providing phone calls for inmates.
- All maintenance work.
- Maintain the entertainment hall (TV/ Audio / Reading Hall /Internet) for the inmates
- Students' discipline inside the hostel, entry & exit of the students with prior permission
- Maintenance of records for all activities pertaining to hostels

### **Canteen Supervisor**

- Purchase of canteen requirements
- Maintenance of canteen and ensuring follow up of safe and proper practices related to hygiene, health

### **Stores in charge**

- Accumulation and uninterrupted supply of materials
- Issue of notebook and records
- Timely disposal of obsolete and serviceable equipment spares and accessories, etc.
- Process purchase indents received from various departments.
- Make payments to vendors

### **Clerks**

- Responsible for preparation of ledger accounts collection of all fees and dues, maintenance of fee registers and cashbooks.
- Maintenance of attendance and leave register of staff.
- Exam related works – Arrangement of Halls, allotment of seat Nos. etc.
- Keeping dispatch / inward /stamp account register.
- Keeping of vendors list for purchase of stationery items.

### **Attenders**

- Opening and closing of Office & Class rooms, Switching of lights and fans.
- Supervisory of sweeping and cleaning of office block and classrooms.
- Attending duties assigned by management and other staff members.
- Keeping of schedule of periods.
- Collecting attendance registers of staffs from various departments in time.
- Arrangement of classrooms and halls for tests, examinations and such activities related to staff and students.
- Any other work assigned by the supervisors from time to time.

### **Security**

- Entry and exit control of materials and people
- Ensure no loss of materials of the institute and safety
- Shall effectively handle traffic regulations and enforcement.
- Interface with local law enforcing agencies.
- Shall effectively handle emergency situations