SRINIVAS INSTITUTE OF TECHNOLOGY

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Code of Conduct Manual

SRINIVAS INSTITUTE OF TECHNOLOGY

Valachil, Mangaluru – 574143

DUTIES AND RESPONSIBILITIES OF GOVERNING BODY

Administration:

- To plan and execute the vision and mission of the management.
- To set the quality policy and monitor the activities towards the achievement of the vision and mission of the institution.
- To frame the Human Resource policies, rules and regulations of the college.
- To look after the recruitment of the college.
- To support global, national and local collaborations between institution and academic partners, research and industry.
- To institute scholarships, fellowships, studentships, medals, prizes and certificates.
- To approve requests for new programmes of study leading to degrees.
- To manage and administer the revenues and properties of the institution and to conduct all administrative affairs of the institution.
- To create infrastructure facilities such as premises, buildings, furniture, equipment and other facilities required for running the institution.
- To lay down the duties and conditions of service of the faculty and staff of the institution.

Finance:

- To ensure that funds provided by funding bodies are used in accordance with the terms and conditions specified in any funding agreements/contracts/memorandum.
- To receive and approve annual accounts and periodically monitor the capital and operating expenses to ensure that the finances of the institution is managed as per the approved plan and to approve genuine variations, if any.
- To manage the finances, accounts, moveable and fixed properties and all other administrative affairs of the institution.

DUTIES AND RESPONSIBILITIES OF PRINCIPAL

Academic:

- To monitor and conduct academic activities of the institute under the guidance of the management and through the assistance of the Heads of Departments and various committees constituted for the respective cause.

- To take remedial actions based on the stakeholders' feedback accordingly.

- To plan and take the necessary actions for the improvement of college results and academics.

- To promote industry institution interaction and research & development activities.

Administration:

- To implement the perspective plans of the College.

- To ensure that the Memorandum of Association, the rules, Bye-laws and Regulations of the institution are duly observed and implemented.

- To conduct the periodical meetings for the HODs, various committees and the faculty members.

- To make the employees and the students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.

- To initiate recruitment of non-teaching & teaching staff as per rules laid down by Visveswaraya Technological University, Belagavi / AICTE.

- To recommend and forward the purchases as required by the departments.

- To sanction the leave of the staff as per the norms.

- To communicate with Visveswaraya Technological University, Belagavi , Directorate of Technical Education and All India Council for Technical Education .

- To monitor, manage and evaluate the administration of the institution, to organize meetings of Governing Council and to maintain minutes of the meeting.

- To correspond with Social Welfare Department(for submission of scholarship applications for students of SIT) and all other relevant Government offices.

- To send statistical data to State Government and University Grants Commission, New Delhi etc. and other apex agencies.

- To work towards the achievement of the vision and mission of the institute, so as to impart quality technical education to students, along with good human and ethical values.
- To motivate the faculty and supporting staff to work efficiently and the interest of the institute.
- Monitors smooth conduct of Quality Management System in accordance with NBA and NAAC.
- To execute any other work assigned by the management.

Finance:
- To recommend allocation of budget for the departments as requested by the Heads of Departments to the Management.
- To authorize for cash advances for immediate purchases required in the institute.
- To ensure that all financial transactions are executed as per the norms.
- To monitor and promote technical and non technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events, Placement & Training etc.

DUTIES AND RESPONSIBILITIES OF HEADS OF DEPARTMENT

Academic:

- To monitor and conduct academic activities such as academic schedule / attendance / syllabus completion / Internal examinations of the department under the guidance of the Principal.
- To take department and faculty feedback and accordingly take the remedial actions.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- To ensure that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day.

Administration:

- To maintain discipline and enforce rules as laid down by the institute, in the department.
- To monitor the day to day activities of the department.
- Recommending leaves of faculty and support staff.
- To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc for the benefit of the students and faculty.
- To conduct regular meetings with teaching and non teaching staff as well as the class representatives to sort out any issue and queries related to academics and forwarding the minutes of the meeting to the Principal.
- To initiate recruitment of non- teaching staff & teaching staff as per rules laid down by Visveswaraya Technological University, Belagavi /AICTE.
- To monitor students' development and problems through feedback and counselling.
- To execute any other work assigned by the Management/Principal.

Finance:

- To prepare the department requirements and budget needed.
- To oversee the purchase and deployment of any resource allotted for the department.

DUTIES AND RESPONSIBILITIES OF FACULTIES

- Faculty should take classes as per the time table, if they sign for the alternative class they have to engage the class. Also they have to follow the time schedule.
- Make sure that syllabus is completed before the end of each semester.
- Maintain the Teacher's Diary.
- Follow the college dress codes properly.
- Proper evaluation should be done. Blue books should be evaluated as per the **scheme**.
- Motivate the students.
- Interact with the students.
- Coordination in working with others in the department.
- Keeping up to date with changes and developments in the syllabus and VTU rules.
- Work cooperatively with administrators, support staff, colleagues and parents.
- Don't give impossible tasks/assignments to students.
- Encourage them to participate in all personality development activities.
- Help them to get selected through campus placements.
- Make proper announcements whenever you are told to do so.
- Involve in teaching and continuous learning process.
- Don't unnecessarily punish students. Only when they repeatedly do mistakes advice them properly. If repeated bring it to the notice of higher authorities.
- Be available to students and parents in your cabin/staff room. Don't avoid meeting students. Don't spend too much time in others cabins.
- Follow the instructions given by HOD/Principal.
- Don't be partial to students.
- Do self evaluation and try to improve.
- Pass proper information to students well in advance.
- Give importance to teaching and learning process.
- Supervision duty in exam/test, should be conducted properly. Should not allow malpractice. Shall be moving in the classroom and be vigilant.
- Making proper entry to the VTU exam portal and Our formats/server.(IA marks/ Exam form details etc)
- Faculty can take leaves as per the service rules.

- Faculty should sign the attendance register & put the thumb impression every day morning and evening.

- Faculty should meet their respective HODs at least once in a day.

- Student attendance register must be updated as per the list sent by office and attendance must be marked regularly.

- All allotted faculty should be present in the lab during lab class and all are equally responsible for the smooth conduct of practical's.

- Monitor the student attendance as per VTU requirement. i.e. 85% attendance.

- If the student is absent for more than 3 days at a stretch action to be initiated and the same to be informed to HOD.

- In case of indiscipline / irregularities / Poor performance/ dress code violations to be informed to HOD and communicate the same to the parent through phone / letter/email and maintain the record of the same.

- Maintain the list of students who take part in extracurricular activities.

- Help to maintain the infrastructure and cleanliness of the class room and any other matter related to the smooth and effective functioning of the class.

- Monitoring of the class notice boards.

- Faculty should announce the shortage of attendance list in their respective subject immediately after the internal test.

- All type of medical leaves may be considered only at end of each semester, if he / she submit the doctor's certificate immediately after the leave to Head of the department/class coordinator. Only HOD is authorized to consider the absence (Only 10% may be considered).

DUTIES AND RESPONSIBILITIES OF SUPPORT STAFF

System Admin

- To administer and maintain servers, firewalls, routers, manageable switches, UPS and batteries and to initiate purchasing of equipments.
- To provide support for various software servers.
- To ensure continuous internet service during the assigned hours.
- To give support to Online exam, Seminar, Workshop, technical training program.

Lab Supporting Staff

- To prepare the laboratories for smooth conduct of laboratory session.
- To assist faculty and students during laboratory sessions.
- To maintain stock register, Instrument Issue register and maintenance register.
- To conduct installation of new equipment and maintenance of existing equipment.
- To maintain and update the approved supplier list for equipments.
- Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
- To identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab –In-charge.
- Ensure that the Machine/system is in proper working condition & then allow the students to do the Job.
- To carry out the responsibilities assigned time to time.

Accountant

- To look after the payment to the suppliers, bank transactions, salary and other finance related matters related to the college.

Office Staff (Cashier / Typist / Superintendents / Assistants/ Clerks)

- To perform the office and clerical works assigned by Management /Principal /HoDs.

CODE OF CONDUCT FOR STUDENTS

GENERAL RULES AND REGULATIONS

- Students should always wear the ID card.
- Students should maintain a minimum of 85% of attendance in each subject.
- Students should be on time for the classes and attend the classes regularly.
- Students should participate in the activities and functions conducted by Associations/Clubs of the College.
- Students should appear for the tests and examinations without fail.
- Students should be obedient and polite while dealing with the members of the staff.
- Students should not violate the dress code of the college.
- Using Cell phones, cameras, audio & visual devices, etc within the college campus is strictly prohibited.
- Chewing-gum/Tobacco products/alcoholic drinks/drugs are strictly prohibited within the campus.
- Smoking is prohibited in and around the campus.
- Students should not indulge in ragging/harassment/hazing/assault.
- Students should not involve in any activities that show the College in poor light.
- Students should not wilfully damage the college property.
- Students should not raise funds, organize functions, convene meetings and celebrate religious festivals on the campus without permission from the principal.
- Students should not unnecessarily move in the corridors and obstruct the smooth functioning.
- Blocking the passages and corridors are to be avoided.
- Discipline should be maintained within the campus.
- Producing animal sounds/whistle in the lecture halls, auditorium, conference rooms or within the campus is strictly prohibited.
- Students should not stay back unless there is a program or sports/games practice after the class hours.
- Students should not crowd around the staircase and sit on the parapet.

Involving in any sort of strike, agitation etc., spreading false/derogatory messages about the college through social networking(Facebook, Whatsapp etc.), irregularity in attendance, insubordination, discourtesy to staff members, habitual inattention and

late coming, neglect of work, obscenity in word or act will attract disciplinary actions such as fine, suspension and dismissal.

DRESS CODE

➤ 1st and 2nd year B.E. students should wear Uniform compulsorily and altering of uniform is not allowed.

➤ Jeans Pants & T-Shirts are not allowed.

➤ Low Waist Pants are not allowed for Boys.

➤ Boys should comb their hair & neatly shaved.

➤ Sleeveless, Cap-Sleeves, Tight Tops, Deep-Slits in the Salwars are not allowed and Salwars should be worn with stole for girls.

➤ Top should be of minimum knee length and leggings are not allowed for girls.

➤ Violation of the above rules will be punished according to the circumstances and considered very seriously.

PRINCIPAL
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