

VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY, ERODE (AUTONOMOUS)

**APPROVED BY AICTE, DELHI
AFFILIATED TO ANNA UNIVERSITY, CHENNAI
ACCREDITED BY NAAC WITH A GRADE &
ACCREDITED BY NBA**

CODE OF CONDUCT



**VELALAR COLLEGE
OF ENGINEERING AND TECHNOLOGY**

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai
Accredited by NAAC with 'A' Grade & Accredited by NBA

AN AUTONOMOUS INSTITUTION

JUNE 2018



VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY (AUTONOMOUS)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

(Accredited by NAAC with 'A' Grade and NBA)

Thindal, Erode - 638012, Tamil Nadu, India.

Email: principal@velalarengg.ac.in, Website: <https://velalarengg.ac.in>

Phone: 0424-2244201/02/03

PRINCIPAL

1. He is the member secretary in governing council.
2. The Principal has responsible for development of academic programmes of the Institution.
3. The Principal has responsibility has define organization structure.
4. He is the chairman in anti ragging committee, anti ragging squad and planning and monitoring board.
5. The Principal is the responsible to identify and appoint qualified teaching, Non teaching and ministerial staff.
6. He is the responsible person to plan academic schedule and approve academic calendar
7. He has the authority to decide and purchase lab components and infrastructure specialities
8. He is responsible to coordinate all the programs for UGC, AICTE, Anna University and other academic relative activities.
9. He has the authority to monitor departmental and institutional budgets.
10. He is the chief coordinator in student placement activities
11. He is the chief coordinator in NAAC and NBA accreditation process, Autonomous and R&D activities and he holds the position of member secretary in department advisory boards of various programs.
12. He is the authorised person to sanction all types of leaves to the staff
13. He is the authorised person to approve the student admission under government and management quota
14. He has the authority to recommend increment and promotion of staff every year.
15. The Principal has define and delicate response of various position in the organization
16. As the head of the institution the Principal has the responsibility of ensuring periodic monitoring and evaluation of various processes.
17. The Principal shall form various college level committees and appoint co-coordinators.
18. The Principal has responsibility to develop plans of institutions both long term and short term with respect to academic programmes and to implement through relevant authority, bodies and committees.



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19. The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institution.
20. The Principal has responsibility to plan the budget provisions and go through finance and auditor statement of the Institution. He also acts as a member secretary in finance committee.
21. The Principal has to encourage faculty members to enhance the knowledge by writing text book publishing research papers in reputed journals, magazine and periodicals.
22. The Principal has the responsibility for the employer requirement process.
23. The Principal has responsible for smooth conduct of curricular, co-curricular and extra-curricular activity.
24. The Principal is the chief warden for hostels and has the responsibility to monitor the smooth functioning of hostel.
25. He is the member secretary in Alumni Association.



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DEAN

1. Dean is responsible to maintain raging free campus.
2. Dean has authority to maintain discipline in and outside the Institution.
3. Dean is responsible to organize students counselling and other related activity.
4. Dean has responsible to access students suffering from psychological disaster.
5. Dean is responsible to organize bridge / induction programmes for fresher.
6. Dean is responsible authority to execute quantitative and qualitative work to welfare of students and Institution.
7. Dean has the responsibility to monitor mess and facilities in hostel.
8. He has the authority to collect the grievances from the mess & hostel and solve it.



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ADMINISTRATIVE MANAGER

1. The Manager is responsible for monitoring all administrative and ministerial staff.
2. He is the authorized person to sanction leave and allocate work for administrative and ministerial staff.
3. He is also responsible for monitoring Estate office, security and scavengers.
4. He is responsible for student's fees collection, finalizing student scholarships and fees concession.
5. He is responsible for providing bona fide certificates for student education loan, In-plant training, industrial visit and internship purposes and forwarding to the Principal.
6. He is authorized to solve any grievances on financial matters.
7. He is responsible to prepare monthly report for institutional budget and produce income and expenditure details to trust office.
8. He is responsible for monitoring transport and mess fess collection.
9. The Manager is responsible planning the Institution budget, processing budget approval received from department.
10. He is the authorized person to monitor the purchase status of lab components, tender notice, stock register, bill passing and approve and forward to the secretary.
11. He is responsible to monitor the government communication regarding AICITE, UGC, NAAC, NBA, Autonomous, Anna University and DOTE approvals. Students approval from DOTE is also executed through him.
12. He is the authorized person to maintain the leave, provident fund, medical insurance, gratuity , monthly leave, Earned leave surrender for encashment for teaching, non teaching and ministerial staff.
13. He is the coordinator for monitoring income tax, Tax deduction and issuing Form-16 to all staff.
14. He is the authorized person to reply for any quarries in internal and external financial audit reports.



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CONTROLLER OF EXAMINATIONS

1. COE has the responsibility to ensure secrecy, safety and security of all documents relating to examinations.
2. Scheduling and conducting continuous assessment tests for all programmes.
3. Scheduling of end semester examinations, arranging to get question papers, print and keep them securely for distribution on the date of examinations.
4. He has the authority to check that the question paper packets shall indicate course, subjects, semester, date of examinations, Code and name of examination centre, time of examinations, number of question papers in each packet etc.
5. Making arrangements to conduct examinations and evaluations as per the procedure envisaged.
6. Receipt of finalized course-wise award lists for every programme from the Departments/individuals and declaration of the final results of each student.
7. Printing and distribution of semester-wise mark-sheets/grade-sheets to students of various programmes.
8. Issue of provisional certificate to the students, who have completed the programme satisfactorily as per the regulations of the programme.
9. Issue and receipt of convocation application from students, preparation of degree certificates duly signed by the designated authority and keep under safe custody for distribution.
10. Any other issues relating to the conduct of examination, evaluation, declaration of results and award of degree certificates.
11. Maintenance of all records, statistics, stock registers and database of candidates pertinent to examinations.
12. COE has the responsibility to conduct Academic Council and get the approval from AC members for the Regulations & curriculum.



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HEAD OF THE DEPARTMENT

I. ACADEMIC FUNCTION

1. Maintenance of the approved Regulations, Curricula and syllabi of all UG/PG programmes offered under the Department.
2. Maintenance of the records relating to the details about the regular programmes and Research programmes offered under the department.
3. Maintenance of Academic records of all students as per the common format prescribed by the university
4. Monitoring the conduct of class and assessments for all UG and PG classes.
5. Identifying the faculty members as in charge for student's industrial visit / In-plant Training weekly seminar by experts etc.
6. Implementing the academic schedule (commencement of classes, Assessment periods and Last working day, etc) for each semester issued by the Principal and to inform the faculty and students.
7. Preparation of time-table for all UG classes and PG classes.
8. Processing three Continuous assessment marks and approving internal marks for display on the notice board before the start of end semester examinations.
9. Consolidation of area of specialization/subject for future requirements.
10. Identifying the faculty to balance the competency
11. Allocation of teaching work load as per Anna University/ AICTE norms.
12. Providing Audio-Visual support to teachers whenever required.
13. Informing parents regarding lack of attendance and poor performance in assessments about the students.
14. Implementing the digital copy of documents.
15. Insisting new initiatives in the department for the Quality improvement
16. Conducting faculty meeting in the department twice in a month
17. Monitoring the requirement for department every semester



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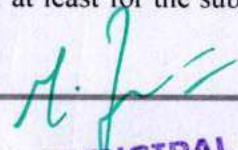
II ADMINISTRATIVE FUNCTIONS

1. Maintaining the list of teaching faculty available in the department.
2. Maintenance of list of faculty on ADHOC/ Visiting / Guest/ permanent Faculty and their duration of appointment.
3. Maintaining the particulars of students enrolled in each semester/class wise.
4. Maintenance of laboratories with required apparatus / Instruments /Equipments to carry out the experiments.
5. Distribution of the student's attendance book and such other related materials.
6. Endorsing and forwarding students applications for issue of conduct cum Transfer Certificate of the The Principal.
7. Identifying the faculty to coordinate the student's technical society / association to conduct national seminars and regular events.
8. Preparing the list of infrastructural facilities and test facilities available in the department and try to utilize them by conducting number of summer / winter programmes and also invite consultancy from industries.
9. Purchase the require lab components during the syllabus change and satisfy the AICTE and university norms.
10. Monitor faculty recruitment, and forward the notice of faculty relieving to the head of the institution
11. Update the qualification and publication details of staff members

III EXAMINATIONS WORKS

1. Collecting question paper for assessment tests from the course handling faculty members and forwarding to the Dean.
2. Displaying the approved schedule of end semester examination in all the notice boards of department / Division before the commencement of end semester examination.
3. Utilizing the duties of every staff members to serve as Hall Supervisor at least for the subject he / she has instructed.




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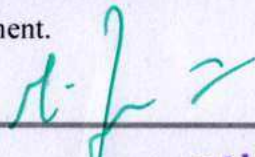
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4. Providing all helps to the Chief Superintendent of end semester examinations in identifying Hall supervisors for the smooth conduct of End semester examination.
5. End semester examination for all UG/PG programme shall be conducted by chief superintendent and not by the HOD or course instructor. This is also applicable to course work undertaken by PhD/M.s students under the supervisor of the respective department.
6. Maintenance of attendance records and course work file consisting details on students performance of each semester (collected from each staff at the end each semester).
7. Forwarding internal assessment marks to the Principal both in soft and hard copies well before the start of the University Examination.
8. Instructing the staff / Course instructor to attend Central Valuation.
9. Submitting the consolidated statement of students having shortage of attendance to the Principal before issue of Hall Tickets for end semester examinations.
10. Arranging all records for academic audit after every end semester examination.
11. Recommending and forwarding the applications of students for Break of study to the University through The Principal.

III STAFF MATTERS

1. Monitoring the attendance of Teaching, Non Teaching, Ad-Hoc/visiting faculty, Research scholars, UG and PG students, etc.
2. Recommending leave application of all staff members and maintaining CL register.
3. Forwarding EL / ML /LTC advance /loans etc to the Principal with endorsement.
4. Planning and conducting STTPs/FDPs for the technical enhancement of teaching and non-teaching staff.
5. Forwarding the proposal to conduct conference/STTP/FDP to the Principal.
6. Encouraging the staff members to submit project proposal to various funding agencies and shall extend all possible secretarial assistance to them.
7. Assessing the requirement of faculty for the academic year and informing the Principal for necessary approval regarding qualification and experience etc for recruitment.




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8. Maintenance of faculty details (in both soft & hard copy format) such as: Qualification, Experience, Field of Specialization, Academic and Sponsored, Research, M.Tech projects, PhD (FT&PT), Publications, Projects and Consultancy.
9. Identifying faculty members for handling classes in other department.
10. Identification of substitute faculty for faculty who are on medical leave during the semester period.
11. Assessing and forwarding the performance appraisal of all faculty members to the Principal.
12. Identifying faculty members for purchase and maintenance of stores, department library and computer centre.
13. Communicating all circulars to faculty members and displaying the relevant circulars in the Notice Board.
14. Recommending and forwarding all applications of faculty members for attending outside Seminars / Symposium / Conferences / Workshop etc to the Principal.
15. Recommending and forwarding project proposals and individual consultancy proposals of faculty members to the Principal.
16. Forwarding all communications of faculty members pertaining to establishment matters with specific remarks to the Principal.
17. Identification of faculty members for Class advisors, Mentors for every class.
18. Identification faculty members to be in-charge of UG, PG Laboratories.
19. Identification of staff (Teaching and Non Teaching) for annual stock verification.
20. Preparing the schedule for industrial Visit by the students during the current semester and arranging for allotment of projects work to be carried by the UG/PG students during their final year of study.
21. Inviting industrial experts and alumni who have experience in various fields of specialization for Guest Lectures to the students (inviting an experienced Alumni as a special invitee for advice and guidance)
22. Encouraging practical course handling faculty to prepare laboratory manuals incorporating newer experiments.
23. Identifying and utilizing the service of teaching staff for smooth conduct of department such as purchase of items and stores, students matter, etc.
24. Assessing and forwarding confidential report to the Principal.



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25. Sending minutes of the faculty meeting to the Principal within two days from the date of meeting.

26. Recommending OD to attend FDP/Workshop/Technical events and forwarding to The Principal.

V STUDENTS MATTERS

1. Arranging for substitute staff to take care of the class work allotted to the staff going on leave.
2. Organizing students' National symposium and student Project Expo every year.
3. Monitoring the Association activities of the students.
4. Giving information for the college News letter highlighting the achievement of staff and students of the department.
5. Maintaining database and contact details for Alumni and conducting alumni meet yearly twice.
6. Inviting Alumni for conducting guest lecturers for the current students for sharing their experience and motivating them to eagerly participating in all academic and placement activities.

VI FINANCE MATTERS

1. Preparation of budget estimate and revised estimate with the approval of the Principal.
2. Recommending proposals for all purchases for the department.
3. Passing bills after making necessary entries in relevant stock register and forwarding to the Principal for payment.
4. Following strictly the budgetary provision while making expenditures under each head of accounts.
5. Maintaining the accounts if any, relating to students seminar.
6. Maintaining the accounts if any, relating to Alumni or professional Association.
7. Maintaining the purchase records and procedure pertaining to the financial year for audit purpose.
8. Conducting physical stock verification every year in the department and maintaining records along with previous stock records.
9. Forwarding the payment and purchase details to finance committee through The Principal.
10. Recommending payment for internal audit to finance committee.
11. Monitoring the grants received for seminar/R&D works from Government Funding agencies, checking the stock, bills, auditing report and communication with funding agencies.



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FACULTY

1. College working hours are followed from 8:50 a.m. to 4:45 p.m. for faculty, staff, and students.
2. Faculty should sign in the attendance register twice a day (8:30 a.m. - 08:50 a.m. in the morning and 4:45 p.m. - 5:15 p.m. in the evening) at the Administrative Office.
3. All staff members should be available in the institution during working hours and follow the dress code prescribed by the Principal/Management.
4. Faculty should handle the theory, laboratory, and other classes for the full duration.
5. University examination work is mandatory for faculty as per Anna University/Autonomous Regulations.
6. The faculty in the college will be relieved from their duties upon his/her request, either by submitting three months' notice or by paying three months' salary under unavoidable circumstances, subject to the decision of the management. The relieving will be considered only at the end of the academic year.
7. Promotion to a higher cadre is contingent on the availability of a vacant position, a favorable faculty performance appraisal score, teaching, research, and satisfactory performance in academic and other college-related activities.
8. The faculty and staff should abide by the rules and regulations of the institution as framed from time to time for its effective functioning.
10. The faculty and staff members shall not engage themselves either directly or indirectly in the conduct of any business or trade, part-time job, other concerns, etc. during the working hours.
11. During working hours, faculty and staff members are not permitted to engage in activities unrelated to their assigned tasks.
12. Teachers shall maintain a respectable work conduct in terms of:
 - a) Preparation for the particular day's Classes, with latest information added to earlier course content.
 - b) Keeping all teaching aid material required for conducting the class in an orderly manner.
 - c) Going according to the session plan for the day and completing the syllabus for the semester without any backlog.



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- d) Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
 - e) Ensuring the orderly arrangement of the classroom and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
 - f) Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
13. The faculty members may not engage in private tuition. In exceptional cases, the prior permission of the principal should be obtained.
 14. However, the faculty and staff members are encouraged to take up consultancy projects, with the knowledge of the management.
 15. The faculty and staff members should not accept valuable gifts in any form from the students, parents, or companies having business transactions with the college.
 16. Faculty and staff members are not to intervene in any matter that is not related to their job responsibilities.
 17. The details of student feedback and performance appraisal reports of faculty members will be given to the faculty concerned by the Principal/Dean/HOD as confidential.
 18. All correspondence to the management should be routed through the proper channels (HOD, Principal, and to the Management).
 19. Faculty members should take an active part in co-curricular and extra-curricular activities.
 20. Faculty members should take an active role in conducting value-added courses for students to enhance their employability skills.
 21. All the faculty should continuously update their knowledge by attending seminars, workshops, conferences etc.,



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CLASS ADVISOR

1. Helping the students in planning their courses of study and for general advice on the academic programme,
2. The class advisor shall advise the students in registering and reappearance of courses, authorizes the process, monitor their attendance and progress and counsel them periodically.
3. The class advisor shall maintain the class log book, master attendance and report to the The Principal through HOD and Dean.
4. The class advisor is responsible to maintain personal information about the student, academic history of the student.
5. The analysis report of the CAT and End semester examination should be reported to the The Principal through HOD and Dean.
6. Identifying the students those who are having less attendance percentage to the COE through HOD and parent.
7. Announcing the fees and schedule of CAT, End semester examinations, announcement of change in college timing, class cancellation, and intra and inter institutional events.
8. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned. The responsibilities for the faculty advisor are:
 - ✓ To guide student enrolment and registration of the courses.
 - ✓ To authorize the final registration of the courses at the beginning of each semester.
 - ✓ To monitor the academic and general performance of the students including attendance.



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CLASS MENTOR

1. Mentor is responsible to provide advice and guidance to students from the Student Mentor Scheme on a wide range of issues throughout the year.
2. Mentor is responsible to actively aid and support students during the transition into college life and residences.
3. Mentor is responsible to identify when a student may be experiencing difficulties and develop a plan of support with the guidance of Student Support Staff.
4. Mentor is responsible to have a good knowledge and understanding of other Guild and to refer students as appropriate onto further sources of help.
5. Mentor is responsible to motivate the students to participate co-curricular and Extra- curricular activities.
9. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned. The responsibilities for the faculty advisor are:
 - ✓ To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
 - ✓ To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
 - ✓ To monitor and motivate them for placement training and drives.



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LAB TECHNICIAN

1. Lab Technicians should ensure the cleanliness and keep ready the respective laboratory for the practical.
2. Lab Technicians shall distribute the components /consumables to the students after proper guidance from the course handling faculty.
3. The Lab technicians are having the responsibility to ensure that the equipments are working properly.
4. Lab technicians are responsible to switch off all equipments after use.
5. Lab technicians in co-ordination with the respective lab in-charges are required to report about maintenance repairing, theft, damage etc.
6. The Lab technicians in co-ordination with Lab in-charges should display
 - List Equipments/Software with cost
 - List of Experiments
 - Lab time table on the lab Notice board.
7. The Lab technicians in co-ordination with Lab in-charges are responsible to maintain the stock register.
8. Lab technicians are instructed to follow the dress code inside the Institution.
9. Lab technicians shall be at respective lab at the appointed time without any exception.





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PLACEMENT OFFICER

The placement officer is responsible to

1. Make Liaison with Industry, Arrange campus drives
2. Identify and provide for the training needed for the students.
3. Organize placement training for the students and make them ready for interview.
4. Prepare database of top International /National companies.
5. Propose annual budget for Training & Placement.
6. Co-ordinate Department placement coordinator for the Training & placement activities.
7. Organize the data base of eligible students and communicate with the companies before placement drive.
8. Prepare database of placed students and distribute to the department.
9. Communicate with the students to get appointment order and arrange for the Internship.
10. He is responsible to maintain placed students data company wise, department wise and year wise and forward to alumni association and website coordinators.





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R & D COORDINATOR

1. R & D coordinator is responsible for promoting research activities within the Institute.
2. He is the responsible person to help the faculty to be aware about opportunities for funded Research.
3. He is the authorized person to oversee conference registration and travel funding requirements of the staff.
4. He is responsible to facilitate the department to conduct conferences, symposiums and workshops for the students and faculty.
5. He is responsible to monitor the effective utilization of funds of external funding projects.
6. He is responsible to maintain and updates the records of research publication.
7. R&D coordinator has the responsibility to help the department to develop industries collaborative laboratories.
8. R&D coordinator has the responsibility to maintain the records of Research Centre approval and renewal.
9. R&D coordinator has the responsibility to provide guidance and academic support to the scholars on ethical issues in respect of teaching, research and other academic activities.





VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY (AUTONOMOUS)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

(Accredited by NAAC with 'A' Grade and NBA)

Thindal, Erode - 638012, Tamil Nadu, India.

Email: principal@velalarengg.ac.in, Website: <https://velalarengg.ac.in>

Phone: 0424-2244201/02/03

ALUMNI COORDINATOR

Alumni Coordinator is responsible to

1. Form and registration of alumni association.
2. Arrange periodic meeting of alumni association.
3. Ensure alumni registration.
4. Arrange of annual alumni meet.
5. Communicate alumni through alumni portal and convey the important events.
6. Maintain the details alumni and get the alumni survey every year.



PRINCIPAL

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EXAM CELL IN-CHARGE

Exam cell in-charge is responsible to

1. Schedule and get the end semester practical examination
2. Conduct of CAT and end semester examinations.
3. Maintain the portal of Faculty and the students under Affiliation.
4. Communicate with the passed out students regarding registration of course, fees, schedule and conduct of examination.
5. Maintain the faculty account details for exam related remuneration.



N. J. =

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PHYSICAL DIRECTOR

Physical Director is responsible to

1. Ensure smooth conduct of sports events
2. Ensure maintain proper use of sports facilities
3. Purchase of sports items
4. Encourage students to participate in Zone/National / International tournaments.
5. Organize sport events every year for students and faculty and smooth conduct a sports day.
6. Maintain the database of events organized and winners list.



M. J. =

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STUDENTS

1. Students are forbidden to smoke within the college premises, to write or to make marks or to deface the walls with their foot prints on the walls or desks or to throw bits of papers or ink on the floors or to deface/tear the circulars in the notice boards. Those who violate these rules will be punished.
2. Students should be polite and punctual and come to the college neatly dressed. Wearing T-Shirts Collarless shirts and faded jeans are not permitted.
3. Students are not allowed to stand about or walk along the veranda of the college during the class hours.
4. Strict silence should be maintained inside the class rooms.
5. No student is allowed to enter or leave the class room without the permission of the faculty concerned.
6. Requests, petitions, appeals and complaints of any kind have to be made in the first place to the class s Advisor mentor or the Head of the department concerned and not directly to the higher authorities.
7. If any damage is caused to the college property by any student/group of students the cost of the same will be recovered from the particular student/group of students, followed by suitable disciplinary action.
8. Using Cellular phones within the campus by the students is totally prohibited.
9. All the students should wear their ID cards compulsorily in such a way that the ID card is distinctly visible, so long as they are within the campus premises.
10. Tampering with electrical fitting is prohibited.
11. Students should acquaint themselves with the notifications put up on the notice board.
12. Malpractice and misbehaviour will be considered as discourteous and will invite stern disciplinary action.
13. No meeting should be organized by the students without getting prior written permission from the
The Principal.





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14. Any student who has been convicted for any offence in a court of law not is allowed to continue his/her studies in the college.
15. Students should abstain from active participation in any political party or communal politics. Students who indulge in political propaganda or who organize fellow students in political factions on the premises of the college or Hostel or who otherwise engage themselves in party politics are liable to be expelled from the college or Hostel.
16. Vehicles should be parked only in the parking space. Otherwise, strict action will be taken.
17. Strict silence must be maintained inside the premises of the college during class hours in the laboratories, and in the library.
18. Books borrowed from the library must be returned on time .They must not be sub-let to others.
19. Prescribed uniform should be worn by all the students for workshop and laboratories.
20. The Principal/hostel authorities have power to inflict punishment such as fine suspension and expulsion of students from the college for violation of disciplinary regulations, code of good conduct and behaviour and flagrant violation of hostel regulations.
21. Breach of any of the above rules will lead to disciplinary action and result in suspension or expulsion of the student.



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