



2020 - 21

**CODE OF CONDUCT
HAND BOOK**

SRI SAIRAM COLLEG OF ENGINEERING
GUDDANAHALLI POST, ANEKAL, BANGALORE 562106



Code of conduct hand book exists for students, teachers, governing body, administration including Principal

TOP MANAGEMENT

Responsible for smooth and efficient functioning of the college keeping in view of the Vision, Mission and Quality policy of the Institution.

- To preside over and conduct proceedings of GC.
- To initiate and support to implement all the GC resolutions.
- To review periodically all the financial, academic and other matters pertaining to the institution.
- To review performance of the Principal of the college periodically.
- To give approval to the Principal for certain specific actions of urgent nature subject to ratification.
- To examine and approve proposals of Principal on academic and administrative matters of the institution.
- To support any policy/function delegated by Governing Council.
- To initiate action on any matters of interest to the college subject to ratification by Governing Council.

MANAGEMENT REPRESENTATIVE (MR)

- The MR shall be whole time officer of the Institute and appointed by the CEO.
- The MR shall be acting as a media between management and college.
- The MR shall be exercise general supervision or control over the affairs of the Institute and implement the decisions of the Institute in consultation with principal.
- It shall be the duty of the MR to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institute are clearly observed and implemented and he shall have all the necessary powers in this regard.
- The MR shall exercise general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various authorities of the institute.
- The MR shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye-laws and Regulations.
- The MR shall exercise all other powers as may be delegated to him by the Top Management.
- The MR shall have the power to re-delegate some of his powers to any of his subordinate officers with concurrence and approval of the Top Management.
- The MR shall have the power to convener or cause to the convened meetings of the various bodies of the Institute.

PRINCIPAL

- The Principal is the Head of the institution and is responsible to the Governing Council for all academic, administrative and financial matters of the college.
- Qualification as per AICTE norms.
- He is to function as the Member Secretary of the Governing Council (GC).
- To be a link between Governing Council, CEO, Executive Director and Trust office on one hand & the college administration, staff and students on the other hand.
- To provide the interface to project the activities of the college as decided by the Governing Council to all external agencies.
- As the principal is the Member Secretary of the Governing Council, he is the functionary legally responsible on behalf of the college in all matters.
- To transact matters pertaining to academic and administration with all the departments and organizations concerned by bringing to the notice of Trust office, Executive Director and CEO.
- To furnish periodical statements of financial, academic and other matters pertaining to the college through the Trust office and the Executive Director to the CEO.
- To obtain approval of the CEO on behalf of the Governing Council subject to the ratification or any urgent action to be taken by any authority authorized by CEO wherever necessary in consultation with the Executive Director and Trust office regarding the administration of the college.
- To oversee the service records of faculty and non-teaching staff and get the service records periodically updated through Administrative Officer (AO) and respective heads of units.
- The time gap in the entry of such service register should not exceed one year and get it verified by the concerned staff at the end of the financial year.
- To write the confidential reports of the entire faculty and maintain them in his custody.
- To oversee and ensure that the academic and administrative functioning of the college is smooth and satisfactory.
- To interact with all external agencies such as industries and other professional organizations as could be decided by the Governing Council / Trust in Consultation with the Executive Director and CEO.
- To take necessary legal advice and follow up action whenever required on behalf of the college.
- To interact and pursue for effective and fruitful follow up of all matters concerning the academic, financial, & administration of the college in consultation with Trust office, Executive Director and CEO. To his extent, to have close liaison with the State, Central Government Department, AICTE and University for affiliation etc.
- To conduct periodic, monthly review meeting with the faculty and the administrative staff of the college to ensure effective internal follow up of all matters discussed at such meetings.
- To act as sanctioning authority for all academic activity of faculty and staff members recommended by concerned HODs himself to keep the Trust office, Executive Director, and CEO informed of all such approved activity.
- To sanction delegates fee and permission for staff to present papers at National

and International Conferences in consultation with MR.

- As regards participation in other activities outside the normal schedule of the college, prior intimation is to be given to the Trust office, Executive Director and CEO.
- To ensure admission of students as per the norms prescribed by University and also the state Government within the stipulated time schedule and obtaining the approval of the appropriate authorities for such admissions.
- To ensure effective and satisfactory conduct of the academic activities by continuous monitoring of faculty and other facilities available and to put up proposals in consultation with Trust office to CEO for provision of necessary facilities such as staff requirements, purchase of equipment, books etc., through properly coordinated committees appointed for this purpose.
- To prepare Budget Estimates for capital and recurring expenditure in consultations with Vice – Principal, Section Heads, Trust office, Executive Director and CEO.
- To make payments towards the various activities of the college as per the approved budget after scrutiny by Chief Account Manager (Finance)/Finance officer.
- To oversee maintenance of proper records for receipts, payments and register of all assets of the college. Counter signature of the daily cash book with regard to financial transactions made.
- To prepare the annual accounts and statements for purposes of audit by the chartered accountant and the statutory authorities, forwarding utilization certificates and the progress to the relevant funding authorities.
- To ensure maintenance of proper discipline both among students and staff.
- To attend to the problems of the staff and students through appropriately constituted committees for prompt redressal.
- To ensure proper maintenance of the campus and arrangements for security for the assets of the institution.
- To attend to all matters pertaining to the GC. Preparation of agenda and the meeting of the GC in consultation with the CEO. To prepare the minutes of GC meetings for final approval by the CEO. To take suitable steps for the implementation of the resolutions of the GC meetings and convey to the GC actions taken by him in consultation with the Executive Director and CEO.
- Perform any other function that may be assigned by CEO/Executive Director or the GC from time to time.
- He may formulate and present policies to the Academic Management committee for the consideration on matters relating to the Faculty.
- He is responsible for maintaining the discipline of the students in the College. In this regard, he shall coordinate with the college disciplinary team.
- The principal has to coordinate with the Examination Section in the conduct of the examinations as chief superintendent.
- He is the Chief Warden of the Hostels to look after administration of the Hostels and the needs of the residents.
- The principal is responsible to the CEO for all academic activities.

VICE PRINCIPAL

- Functions as principal in the absence of Principal.
- Responsible independently for the duties delegated by the Principal
- Carries out operational activities under the directions of the Principal
- Gives input regarding the academic updation/revision of university syllabus/introduction of new activity from the Academic Department will be forwarded to the Principal for approval.
- Faculty programs/recruitment and internal promotions recommendations are forwarded to the Principal.
- Budgetary requirements of the Departments will be forwarded to the Principal.

HEADS OF DEPARTMENTS (HODs) AND THEIR FUNCTIONS

- Each Department shall have a head who will be the senior most Professor of the Department.
- The Head shall be selected in accordance with the rules and regulations by the Selection Committee.
- The Heads shall be responsible to the Principal of the College and MR in discharging their duties and functions.
- Shall prescribe the work to the staff members of the Department as per the norms and regulations.
- Shall be the authority for sanctioning leave etc. to the members of staff of the Department.
- Shall conduct the Internal Assessment test & model examination periodically.
- Shall consolidate the internal assessment marks of the students of the Department and communicate them to the Principal & MR.
- Shall conduct, review meetings with the staff of the Department to assess the work done.
- Shall be responsible for maintaining the discipline and standard of the Department.
- Shall be responsible for improving the results of the Department.

PROFESSOR/ASSOCIATE PROFESSOR

- Qualification as per AICTE norms.
- Instruction and conduction of experiments in laboratory.
- Students Assessment, Evaluation and Conduction of Examinations.
- Research Activities and Research Guidance.
- Leader for Consultancy Projects and Extension Services.
- Curriculum Development and Developing Resource Materials.
- Innovation in Teaching, Laboratory work and Instruction Materials.
- Continuing Education Activities.
- Academic and Administrative Planning and Developmental Work at the Departmental
- Level and assisting at Institutional Level.

- To ensure training of faculty members in his/her subject of Specialization.
- Student counseling and Interaction.
- Co-curricular and extra-curricular activities.
- Conduction of Workshops/Seminars/Conferences and liaison with industry and R&D organizations.
- Preparation and Submission of Project Proposals to obtain External Financial Assistance.
- Conducting bridge courses for Slow Learners.
- In addition to the above, the professor shall cooperate faithfully with HOD, Head of the institution and other members of the teaching staff in order to promote an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of department and Institution.

ASSISTANT PROFESSOR

- Qualification as per AICTE/VTU norms.
- Instructions and conduction of experiments.
- Students Assessment, Evaluation and Conduction of Internal tests & University Examinations.
- Involving in Consultancy and R & D activities
- Developing Resource Materials and Lab Manuals.
- Involving in Co-curricular and Extra-curricular Activities.
- Proctoring, Mentoring and Guidance to the students.
- Assisting in Conducting of Seminars, Workshops, Training, Conferences and Collaboration with Industries.
- Assisting in Departmental Administration and other Developmental Works.
- In addition to the above, Assistant Professor shall cooperate carefully and faithfully with HOD, Head of the Institution and other members of the teaching staff in promotion of an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of the department and Institution.

AT STUDENT LEVEL

- Students are motivated to be class representatives
- Students are part of the class committee
- They are encouraged to organize student centric events like conferences, technical festivals, cultural and sports. They are given responsibilities and they will be monitored and guided by faculty members.
- Their services to the society are much appreciated. They are part of NSS.

PRINCIPAL