



A.V.C. COLLEGE OF ENGINEERING

**MAYILADUTHURAI, MANNAMPANDAL - 609 305,
NAGAPATTINAM(DT),TAMILNADU**

Approved by AICTE & Affiliated by Anna University, Chennai
Accredited by NAAC with 'B' Grade
(An ISO 9001:2008 Certified Institution)



Code of Conduct

1. Principal

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Management, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council. He is the ex-officio member of Board of Management, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.

He is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He is responsible for according extension or changes various functionaries in the administration, with the approval of Academic Council. To conduct the meetings of the Board of Management as per the stipulated guidelines. To hold Academic Council meetings as per the norms. To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively. Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.

He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular. He, along with all the staff working under him, is singularly and collectively responsible to the Board of Management, Academic council, University, State Government, AICTE, students and parents for the smooth and effective functioning of the college.

The duties of the Principal may be suitably categorized as

a) Academic Administration

1. On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Anna University, AICTE, State Government and the Governing Body of the college.
2. Shall be assisted by various Heads of the departments, Director (Admin), Dean (Academics) of the college, senior faculty members and various committees mentioned in the manual.
3. In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the college.
4. In matter of admissions, Coordinator, admissions will assist the principal
5. In matters related to academic work, he will be assisted by the Dean (Academics), Board of Studies and heads of the departments.

6. An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.
7. Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges.
8. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
9. Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
10. If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
11. In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Dean (Academics) and additional senior faculty of the college.
12. In matters related to student attendance, drop outs, medical condonation, Principal gets assistance from Dean (Academics).
13. The principal should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
14. Principal shall also ensure quality assurance and he should be assisted by Director, IQAC.
15. Shall monitor, evaluate research, development and consultancy activities. Director, R&D, should assist the principal in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.
16. The principal should promote industry-institute interaction for better employability of the students.
17. Shall promote internal revenue generation (IRG) activities with the help of staff and students.
18. Arrange finishing School for the students with the active association of Director, Training and Placement
19. Shall efforts to look after overall welfare of staff and students.
20. For effective functioning of the college he shall build close rapport between staff, students and management.
21. Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
22. Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, Anna University, State Council of technical education, Department of Technical Education authorities.
23. Shall involve faculty members at different levels for various institutional activities.

b) General Administration

On general administrative matters Principal shall be assisted by Director (Admin), Dean (Academics), Coordinator IQAC, Heads of Departments, functional heads etc

1. Shall make proposal for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees

2. Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non teaching staff.
3. Arrange performance appraisal of faculty and supporting staff.
4. Shall have power to sanction EL, HPL, ML, EOL up to the level of Heads of departments, except himself.
5. Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.
6. All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.
7. Campus maintenance cell shall work under the instructions of Principal

c) Financial Administration

1. Principal is assisted by the Finance committee in financial administration.
2. Subject to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
3. Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body
4. All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.
5. Principal shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action and also the members of the Governing Body and its sub committees.
6. The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
7. Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
8. Shall countersign T.A bills
9. Shall have power to sanction advances and final withdrawal of EPF of the staff

2. Head of Department

The responsibilities of the HOD are as follows:

1. To monitor and conduct academic activities of the department under the guidance of the Principal.
2. To take department and faculty feedback and accordingly take the remedial actions.
3. To plan and take the necessary actions for improvement of department results and academic performance.
4. To coordinate term work assessment and conduction of practical/oral examinations as laid down by the Anna University.

5. To maintain discipline and enforce rules as laid down by the institute, in the department.
6. To maintain necessary academic records.
7. To monitor the day to day activities of the department.
8. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc., for the benefit of the student and faculty.
9. To conduct regular meetings with teaching , non teaching staff and students.
10. To prepare the department requirements and budget needed.
11. To oversee the purchase and deployment of any resource allotted for the department.
12. To execute any other work assigned by the management / Principal.

3. Teacher

Teacher includes all cadre categories as Professor, Associate Professor, and Assistant Professor. He / She is having the following responsibilities:

1. To follow all rules and regulations as laid down by the college which includes working time in the institute, signing of the muster, updating leaves, submission of tax documents, etc.
2. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical's, preparation for the course assigned, conduct of internal exams and to maintain the course file and personal file in appropriate format.
3. To use innovative teaching aids and adopt innovative teaching – learning methodologies.
4. To counsel students and conduct extra lectures/ revision lectures for students requiring help.
5. To organize/co-ordinate/attend various seminars/workshops/conferences/faculty development programmes /training programs.
6. To participate proactively in any research and development activities conducted in the department.
7. To complete the work assigned to him in time
8. To perform other academic/administrative duties assigned by Head of the Department / Principal / Management.

4. Non-teaching - Technical staff

Non-teaching Technical staff includes lab technicians, programmers, lab assistants, and workshop instructors. They have to perform the following duties:

1. To update and maintain institute website with institute data.
2. To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
3. To initiate purchase of equipments.
4. To provide support for various software servers.
5. To ensure continuous internet during assigned hours.
6. To give support to On-line exam, Seminar, Workshop, technical training program.
7. To prepare the laboratories for smooth conduction of laboratory session.
8. To assist faculty and students during laboratory sessions.
9. To maintain stock register, Instrument Issue register and maintenance register.
10. To conduct installation of new equipments and maintenance of existing equipments.
11. To maintain and update the approved supplier list for equipments.

5. Non-teaching – Non Technical staff

Non teaching – non technical staff includes, Librarian / In-charge librarians, TPO, Manager, Office superintendent, office staff and supporting staff. They have to perform the following duties:

a. In charge-Library / Librarian

1. To implement all library rules as defined by the management.
2. To ensure that documented Quality Management System is followed at various stages of library processes.
3. To be responsible for overall functioning of the library.
4. To be responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines.
5. To display all technical articles, literature and new arrivals.
6. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
7. To execute any other work given by the Principal/management.

b. Training and Placement Officer

1. To maintain complete information regarding student appearing for placement activities.
2. To conduct placement activities smoothly
3. To decide and arrange for personal development programs for student.
4. To update and maintain the contact details of companies interested in recruitment activities.
5. To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
6. To take feedback from industry about the students recruited.
7. To execute any other work given by the Principal/management.

c. Manager/Office Superintendent /Office Assistants / Supporting Staff

1. To provide secretarial support to the College Management and Principal.
2. To maintain general discipline, safety, cleanliness of premises, hostels, etc.
3. To handle the student section, Establishment Section, Stores and Purchase section, maintenance related activities and Control of Centralized activities.
4. To ensure that documented Quality Management System is followed at various stages of administrative processes.
5. To execute the admission process and University Examination process of students.
6. To handle student grievance and taking remedial actions.
7. To execute attendance monitoring, salary payments to faculty & staff.
8. To handle of customer complaints and ensuring corrective actions.
9. To execute any other assignments given by Management and Principal

d. Duties and Responsibilities of College Committees

The Management and Principal constitute different committees like (Disciplinary, Anti-Ragging, Transport, Editorial, Women Grievance, Web committee, NBA committee, etc.,) for smooth running of the institution. The committee consists of a coordinator and members from each department. Their duty and responsibilities are:

1. To support the Principal in the smooth maintenance of the committees.
2. To conduct periodical meetings and pass resolutions which help for the development of the college.
3. They should send the resolution copies of every meeting to the Principal/ Director /Secretary.
4. They should always be in touch with the principal for having his valuable advice.

6. Students

IMPORTANT NOTICE

Ragging is an offence. Ragging in any form is cognizable offence that will attract severe punishment including summary expulsion from the College / Institution / University. Extract of Tamilnadu Govt. Gazette –Dated 29.01.97 (Bill No. 8 of 1997 Tamilnadu prohibition of Ragging Act)

1. “Ragging” means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes:
 - a. Teasing, abusing or playing practical jokes on, or causing hurt to such student; or
 - b. Asking the students to do any act or perform something, which such students will not, in the ordinary course, willingly act or perform.
2. Ragging with in or outside any educational institution is prohibited.
3. Whoever directly or indirectly commits participates, in abets or propagates “Ragging” within or out side any educational institution, shall be punished with imprisonment for the term which may extended to two years and shall also be liable to fine which may be extended to ten thousand rupees.
4. Any students convicted of an offence under section-4 shall also be dismissed from the educational institution and such students shall not be admitted in any other educational institutions.
5. Without prejudice to the foregoing provisions, whenever any student complaints of ragging to the head of an educational institution, or to any other person responsible for the management of the educational institution, (such head of the educational institution or person responsible for the management if the educational institution) shall inquire into the same immediately and if found true shall suspend the student, who has committed the offence from the educational institution.
6. Ragging is totally prohibited in the college, hostel and outside the campus. Ragging is not a fun but an inhuman act. Those found responsible for ragging will be very severely punished. Even among minor violation had been very seriously dealt with resulting in dismissal from the college. Ragging is totally absent in our institution. Thank you students for the continued support extended.

General Rules and Regulations for students

1. Students shall attend the college neatly and decently dressed. Girl students should wear salwar kameez with thuppata. Girl students have to wear light blue overcoats reaching down to their knees and cut shoes. Half sarees are not permitted. Boy students should wear pants, shirts and shoes. Boys should not wear T-shirts, Short Shirts, designer shirts, and garment with any writing on them, Dhotis and Jeans. All students should attend the workshop practical, fieldwork etc., with uniform with proper Shoes. Uniform for boys is dark blue pant and light blue half shirt with tuck in. Black shoes made of leather have to be worn.
2. Gathering in groups at the entrance, exit, pathways, play fields, gardens and gates is strictly forbidden. On entering the classroom, all should observe strict silence. No students should enter or leave the classroom without the permission of the faculty.
3. Students shall not be permitted without identity card, proper laboratory Uniform and shoes to attend the class, laboratory and CIA test.
4. Students are not allowed to leave the campus during working hours except the lunch time. Leave applications must be sent to the HOD forwarded by the Student counselor with the signature of the parent. In case of sickness, leave applications must be sent to the Principal through HOD along with a medical certificate.
5. Cigarette smoking, liquor consumption and use of drug, pan parag and chewing-gum inside the college campus are strictly prohibited.
6. Rude behavior, violent attitude, ragging and teasing fellow students would attract disciplinary action. Meeting of any kind held in and outside the college premises without the permission of the principal is strictly banned. Collecting money from fellow students for any purpose is not allowed.
7. No notice or information or report is to be sent to the press or broadcasting agencies without the approval of the principal. Students are prohibited to enter office room and staff room during unspecified hours.
8. Damaging the building, furniture, transport vehicles and laboratory equipments in any way by any student calls for very strict disciplinary action. The cost of damage so caused will be recovered from the respective students. If the responsibility for the damage cannot be fixed on any individual the cost of damage will be collected from the students collectively.
9. Students should read the college notice board everyday. Ignorance of any information displayed in the Notice board will not be accepted as an excuse for failing to comply with the directions contained in it.
10. Bicycles and other vehicles must be parked safely at the appropriate places. Vehicles found in the unauthorized places will be impounded and released only on payment of fines. No students are allowed to drive any vehicles inside the campus.
11. All fees must be paid on the dates notified in the college notice board. If the fees are not paid within the stipulated time, the defaulters name shall be struck off from the rolls.
12. Identity cards will be issued to all students soon after admission. Students are required to wear their identity cards as a rule. The identity cards are an absolute requirement to appear for examinations, scholarship, visit library etc.

13. The prescribed minimum attendance for a student is 75% for each paper in a semester. If the student fails to comply with, she/ he shall not be permitted to appear for University examinations.
14. All certificates will be issued after submission of a request letter to the college office. In general two days notice is necessary for the certificates. Certificates will be issued to the students only on production of their identity cards.
15. Representation of complaints and reasonable grievances may be made to the principal through the respective Head of the Department.
16. The decision of the principal shall be final in all matters of disciplinary action pertaining to the rules and regulations of the college.
17. Students are not allowed to use cell phones inside the college campus

IDENTITY CARD (RFID)

Identity cards will be issued to every student. Students should be in possession of the cards all the time where ever they go when they are in campus, ready to produce on demand by the faculty or any person authorized by the Principal. It is essential, when students go for sports activities, practical training, industrial visit and project works etc.