



NPR College of Engineering & Technology



CODE OF CONDUCTCT HAND BOOK

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TABLE OF CONTENT

Sl. NO	PARTICULAR	Page No
1	Disciplinary procedure	3
2	Grievance procedure	3
3	Code of Conduct for Faculties	3
4	Ethical standards for Faculties	4
5	Decentralization in working	5
6	Casual Leave	8
7	Permissions	8
8	Compensatory Leave	8
9	On duty assignments	8
10	Spell Leave	8
11	Maternity Leave	9
12	Medical Leave	9
13	Funding for organizing guest lecture, symposium & conference	10
14	Faculties higher education	10
15	Teaching assignments	11


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1. DISCIPLINE AND GRIEVANCE PROCEDURE

1.1. DISCIPLINARY PROCEDURE

- Any teacher who is violating the code of conduct defined in the code of conduct for Teachers in subsequent page of this manual will be subjected to appropriate disciplinary action by the Principal / Chairman / Managing Director.
- If Teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- The Principal shall report the proceedings periodically to the Chairman/ Managing Directors.

1.2. GRIEVANCE PROCEDURE

- The Principal shall constitute a Grievance committee to redress the grievance of the teaching and Non-teaching staffs.
- Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the committee.
- The grievances shall be redressed immediately by the committee and by the Chairman/ Managing Director.
- A committee member shall record and maintain the minutes of the meetings.

1.3. CODE OF CONDUCT FOR FACULTIES

- Faculties shall be at the appointed classroom at the appointed time without any exception.
- Every faculty shall take attendance at the beginning of the teaching session.
- Every faculty shall close the hour punctually at the end of the session.
- A faculty finding a student committing any act of misconduct in the classroom or in premises, shall immediately take appropriate action, which shall be taking correctional action if it is with his / her power or reporting the matter to the Principal.
- Every Staff member shall attend all the department and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculties and staff members shall not engage themselves in other activities /businesses, which affect their effective contribution in the Department and the college.
- Faculties and staff members shall not receive gifts on any kind from the students or their parents for any favouritism.


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Faculties shall maintain a respectable work conduct in terms of:

- ✓ Preparation for the particular day's classes, with latest information added to earlier course content.
- ✓ Keeping all teaching aid material required for conducting the class in an orderly manner.
- ✓ Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- ✓ Following up assignments and tests given to the students, evaluating in time and giving feedback to the students.
- ✓ Ensuring the orderly arrangement of class room and its cleanness with the help of students and the cleaning staff, wherever appropriate.
- ✓ Obtaining the prior sanction for leave of absence and forwarding the students of such absence as a measure of courtesy.

Faculties shall observe good personal conduct in terms of:

- ✓ Not using any abusive language towards students, fellow teachers, parents and other members of public.
- ✓ Not entering into quarrels, fights or any act of disrespectful nature.
- ✓ Not engaging any activity of business inside or outside the college premises, including money lending, canvassing for the sale of any article or distribution of any commodity.
- ✓ Strictly not to affiliate with any political organization this might cause conflict of interest with the duties of the teacher and the reputation of the institution.

1.4. ETHICAL STANDARDS FOR FACULTIES

- A FACULTY shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
- Shall have a sense of belonging to the Institution.
- Shall assume total dedication to the teaching profession.
- Shall always have an urge to excel in professional acumen.
- Shall wear a respectable attire, benefiting the society's expectations
- Shall keep up immaculate personal hygiene at all times
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.


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1.5. DECENTRALIZATION IN WORKING

Principal

- Providing direction for programs through institution's Vision and Mission
- Review of attainment of program outcomes by departments
- Provision of input to Governing Council Meeting and
- Implementation of improvement initiatives suggested by Governing Council
- Approval of Annual Academic Calendar at Institution Level
- Approval of program budget on an annual basis and approval of expenses
- Review of Department activities through HOD meetings
- Skip Level meetings with department faculty, where required
- Approval of annual performance appraisal outcome
- Collection of informal feedback from students for improvement of processes
- Review of complaints and suggestions and monitoring corrective action implementation
- Providing direction for establishing strategic relationship with Industry
- Review and approval of co-curricular activities of the institution
- Identifying and implementation of staff welfare measures
- Single Point of Contact for Anna University and AICTE
- Review and approval of proposal of projects to various funding agencies
- Approval of human resources requirements for the institution
- Identifying, Planning and Monitoring of Academic Performance Improvement initiatives
- Establishing an ecosystem conducive for academic excellence, research and entrepreneurial initiatives

Head of Department

- Responsible for smooth conduct of department academic and administrative activities
- Supervise the smooth conduction of classes and get the daily attendance.
- Conduct the weekly meeting to discuss the progress of departmental activities of students and faculty.
- Sending formal progress report of students to parents.
- Focusing on developmental works of department.
- Organizing seminars, workshops, faculty development programme, symposiums and international conferences.
- Arrange special coaching for weak and students with arrears.
- Sending requisition letters for project works in plant training to the companies and industries.


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FACULTY

- Prepare lesson plan and get it approved by HOD well before commencement of classes
- Prepare lecture notes, power point presentations, video lectures etc. for subject allotted to them
- Maintain course file along with the current copy of the syllabus for theory subjects
- Identify and deliver minimum 1 topic as "beyond syllabus" coverage
- Ensure completion of portion as per the time table
- Prepare question papers for the internal tests and model examinations within stipulated time
- Conduct of tests on planned days and evaluation of answer sheets on the same day
- Plan for extra classes if required to complete the portions before internal tests
- Plan for and conduct coaching classes for slow learners and maintain attendance of students attending coaching classes
- Ensure that all prescribed experiments are covered within the planned date
- Ensure minimum of 1 experiment included as "Beyond Syllabus" coverage
- Verify and hand over observation notes of students within two days after the completion of the experiment done in laboratory
- Make alternate arrangements for taking classes against leave or permission
- Discharge assigned duties as external examiner
- Ensure recording of attendance in the Bio-metric system on time
- Adhere to the dress code specified by the institution
- Maintain students discipline in the class room/campus
- Enter lesson plan in the ERP Software - before commencement of classes
- Upload in the ERP, lecture notes, power point presentations, video lectures etc. related to the subject allotted to them, previous university question papers, test marks and attendance

DEPARTMENT TIME TABLE COORDINATOR

- Identification of faculty for handling different subjects in consultation with the HODs and Academic coordinator.
- Identification of faculty for handling interdepartmental subjects from the respective HODs
- Consolidation of the number of hours to be allotted to different considering the syllabus requirements as well as through department meeting
- Revising the class time table and faculty time table against addition and deletion of faculty as well as changes in the work load of any faculty
- Deciding the time table to be followed for Saturdays with the HODs and release of the circular not later than the previous Friday.

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LABORATORY I/CS

- Maintaining stock of both capital and consumables in the laboratory and update the same against receipt and issue.
- Maintaining identification of items in the laboratory.
- Identification of purchase requirements of consumables for the laboratory and raising purchase requisition.
- Collection of quotations and preparation of comparative statements.
- Recommendation of the supplier for the purchase of laboratory consumables against the comparative statements.
- Preparation of purchase orders and forwarding the same through college office after approval.
- Verification of items received from the suppliers.
- Maintaining the equipments in the laboratory and ensure that they are in working condition for offering to conduct the experiments for students as per the cycle of experiments planned.

DEPARTMENT LIBRARY I/C

- Maintaining stock of books in the department library.
- Issue and receipt of books to and from the faculty/ department staff.

EXAMINATION CELL COORDINATOR

- Maintaining the current list of Examination cell members and EMS coordinator with the approval of Principal
- Finalization of University practical examination time table through a meeting among department time table coordinators

LIBRARIAN

- Overall Library Administration
- Arrangement of books following Dewey Decimal Classification
- Maintenance of Library Management System in IMPRES ERP
- Planning for and procurement of books and Periodicals
- Collect the requirement of student text books from faculty members, procure and issue the same
- Coordinate Photography and Videography and maintain photos and videos of various events
- Maintenance of soft/hard copies of project reports of students
- Issue of College ID cards to students
- Maintenance of Books and Periodicals
- Library Circulation Counter Activities (Issue and Receipt of books to students and members – Returning and Renewal – Overdue books fine collection)

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2.LEAVE

(a) Casual Leave (CL):

All staff members are entitled to take casual leave of 1day /month. However the casual leave of forth coming months (Jan-June & July-Dec) also be taken in ad-vance for maximum of three days with prior permission from Head of the Institution. While considering the additional CL for prior months, the Individual Leave Record (Previous year) can be taken into consideration. The special cases on leave requisition will be discussed with the Chief Administrative Officer for approval.

(b) Permission:

All staff members are entitled to take 2 permissions of 1 hour each either in the morning (9.20-10.20 am) or in the evening (3.30-4.30pm) per month. However the permission cannot be availed in a day in which casual leave is taken either in AN/FN.

Staff members availing permission in the morning should ensure that their classes are engaged on time. It is the responsibility of the faculty to ensure and the HOD should follow the same.

(c) ON- DUTY (OD):

OD for attending Programmes/Semester:

Programme	Total Experience of the Staff members			
	Less than 6 months experience	Above 6 months but less than 1 year	Above 1 year but less than 5 years	Above 5 years
Conference	-	1 day	2 days	2 days
Workshop / Seminar	-	1 day	2 days	3 days
FDP / STTP		As per recommendation from HOD & approval from Principal		

Note: Staff members who have less than 6 months experience is not eligible for OD

(d) Compensatory Leave (CCL):

Faculty members are eligible to avail CCL in lieu of working for the Institution on a non working day/ general holiday. CCL can be availed only one day/month. On special cases it can be extended to a maximum of 2 days. The CCL earned can be availed with in a calendar year

(e) SPELL LEAVE

Total Experience of the Staff members			
Less than 6 months experience	Above 6 months but less than 1 year	Above 1 year but less than 6 years	Above 6 years
4 days only during summer vacation	4 days in winter vacation & 7days in summer vacation	7 days in winter vacation & 10 days in summer vacation	10 days in winter vacation & 14 days in summer vacation

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For Exam Duties:

Nature of Work	Max No. of days allowed / semester	Details
Hall Superintend for theory exams	7 days	✓ 7 full working days (both FN & AN) allowed. ✓ Additional duties beyond 7 days have to be transferred to other staff members
External Examiner for Labs	As per order from AU-Zonal office	-
Paper valuation	As per order from AU-Zonal office	-
AU representative	As per order from AU-Zonal office	Only one duty per semester
Squad	As per order from AU-Zonal office	-

(f) MATERNITY LEAVE

The leave can be granted to all women staff members subject to the following conditions:

- ✓ The maternity leave is limited to a maximum of 3 months only.
- ✓ Should give an undertaking that they will work for two years after rejoining the duty forego the vacation to the extent of 0 days (at 30 days per year) in succeeding summer vacation.
- ✓ Non Teaching women staff members are eligible to avail of 30 days only subject to the above conditions.
- ✓ Paternity leave may be availed under the discretion of the Management.

(g) MEDICAL LEAVE

- ✓ Treatment and Hospitalization for serious complaints will be decided on the merit of Individual case.
- ✓ For other ailments and hospitalization the medical leave will be given on submission of medical certificate and discharge certificate from recognized hospital.


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3. IN HOUSE R&D SEMINARS / WORKSHOPS

Each Department shall organize at least two Conference / Seminar / Workshop/ Faculty development programs during every academic year. Every Department shall conduct at least 2 Guest lecturers / Special lectures per semester to impart knowledge beyond syllabus

3.1. FUNDING FOR ORGANIZING GUEST LECTURE, SYMPOSIUM & CONFERENCE

a) **Guest Lecture:** Honorarium for Resource person Rs.3000/- per lecture and this may be increased based on the value of the Resource person.

- Guest house Accommodation will be provided.
- Transport Facility:
 - Local transport facility will be provided.
 - Bus /Train fare will be provided for outstation Resource persons.

b) **Symposium:** Maximum Rs.200/- can be collected from the students but not with all the cases.

- Management contribution will be

a) Rs.15, 000/- ... for the Dept with intake of 120 students.

b) Rs.10, 000/- ... for the Dept with intake of 60 students.

c) **Conference:** Management contribution will be Rs.10, 000/- for each conference, in the case of International conference the shortage will be duly contributed / supported by the management.

d) **Other General Guidelines:** Only two banners are allowed, one at the stage and another at the college entrance for Conference and Symposium.

- All financial transactions shall be made only through college account section.
- No money should be collected from the students for any specific purpose. (Prior permission to be obtained from the Principal for the special cases)

3.2. FACULTIES HIGHER EDUCATION: (M.E. / M.Tech. / Ph.D.)

- Faculty members interested in pursuing Higher Studies (M.E. / M.Tech. / Ph.D.) on Part-Time basis shall submit an application to the Management through the Principal seeking permission for registration
- The College shall grant 3 ODs per semester to the Ph.D. scholars to meet their Supervisors for any discussion related to their research, in addition to the ODs for writing the course work examination at the end of the first/second semester. The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall be granted a special leave of 2 months to enable him/her write the thesis. This may be decided by the Management based upon the recommendation of the Principal on case-to-case basis

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3.3. TEACHING ASSIGNMENTS

- The college permits its teachers to take up teaching assignment with other Educational institutions / Industries subject to the approval of Chairman / Managing Director / Principal.
- A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the principal, who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or Non-teaching assignment in another institution whether for remuneration or on honorary basis.

PRINCIPAL - NPRCET

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