

7.1.10. Handbook for Code of Conduct

S.No.	Particulars	Page No.
1	Handbook for Code of Conduct	2


REGISTRAR
Karpagam Academy of Higher Education
(Deemed to be University Under Section 3 of UGC Act 1956)
Pollachi Main Road, Eachanari Post,
Coimbatore - 641 021.



KARPAGAM ACADEMY OF HIGHER EDUCATION

(Deemed to be University)

(Established Under Section 3 of UGC Act 1956)

Eachanari Post, Pollachi Main Road, Coimbatore – 641 021

Phone : 0422 – 2980011 -15, Fax : 0422 – 2980022



HAND BOOK ON

CODE OF CONDUCT

for

**MEMBERS OF BOARD OF MANAGEMENT,
VICE-CHANCELLOR, REGISTRAR, FINANCE OFFICER,
CONTROLLER OF EXAMINATIONS & DEANS**

Dean is jointly responsible for computing the manpower requirements as per work load norms of the department under his control along with the HODs and recommend the staff requirement to the Registrar.

The Dean is expected to interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance, and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with HODs.

Deans should motivate HoDs for organizing guest lectures, seminars, conferences, industry visits, and encourage the staff to bring out publications, and participation in seminars, conferences and workshops by tapping funds from various funding agencies.

Dean has to ensure that the departments offer value added course and soft skill training programmes.

Code of Conduct for Deans

1. Dean to process the letter submitted by the staff through proper channel only.
2. Dean has to take action on the letter received from the staff or forward them to the Registrar immediately. He should not retain any letters unnecessarily.
3. He must be neutral and should not be biased to any HoD or staff member.
4. Dean must use his powers judiciously. He has to keep in mind the interest of the Institution and the staff and students while taking decisions.
5. He must ensure that the direction issued by the VC and by the Registrar is passed to HoDs and the instructions are followed in letter and spirit.

KARPAGAM ACADEMY OF HIGHER EDUCATION

(Deemed to be University)

(Established Under Section 3 of UGC Act 1956)

Eachanari Post, Pollachi Main Road, Coimbatore – 641 021

Phone : 0422 – 2980011 -15, Fax : 0422 – 2980022



HAND BOOK ON

CODE OF CONDUCT

for

**MEMBERS OF BOARD OF MANAGEMENT,
VICE-CHANCELLOR, REGISTRAR, FINANCE OFFICER,
CONTROLLER OF EXAMINATIONS & DEANS**

BOARD OF MANAGEMENT

The effective governance at all levels is one of the most important aspect to the improvement of the quality of teaching and research outcomes of an Institution. The Board of Management is the Governing Body of Karpagam Academy of Higher Education. The Members of the BoM have to monitor the key institutional functions such as developing Institutional Vision, Mission, strategic planning and ensure quality standards and teaching, research and extension.

The Board of Management has to

- ensure that the stated vision, mission, objectives and core values of the institution are attained.
- foster a stimulating environment to attract talented faculty.
- nurture a culture of innovation and creativity.
- promote Research among teaching faculty.
- forge local collaborations, national and global between the institution and industry.

The Board of Management shall ensure that:

- the institution draws a clear vision indicating its aims and objectives.
- an objective mission which indicate the action plan to achieve the objectives.
- approving annual plans and budgets.
- funds provided by the funding agencies are used in accordance with the terms and conditions specified in agreements/ memorandum.
- purchases are done in a transparent manner by defining purchase, policies and procedures.
- infrastructure planning, implementation and maintenance are done systematically.

review the activities of the department regularly. He has to provide direction to all the stakeholders of each department under his control.

Agenda

The following shall be the normal agenda for each meeting.

- Review of teaching methodologies
- MOOC (Swayam / NPTEL)
- Projects (Minor / Major / Interdisciplinary / Industry)
- Publications (UGC / Scopus / Web of Science / Books / Chapters / Edited Volumes)
- Organization of Seminars / Conferences / Symposia
- Organization of Faculty Development Programme
- Collaborations with Institutions / Industries.
- Any other matter

The Deans are expected to communicate all activities and events to the Registrar. In case of administrative matters related to these issues, they shall consult the Registrar / the Vice-Chancellor.

Dean is responsible and accountable for the academic administration of the departments under his control.

Dean is responsible for evolving strategies and action plans for the development and quality improvement of the department.

The Dean should initiate the periodic revision of the curriculum suited to the current trends and demands of the industry and the employment market.

Dean should act as a true academic leader, motivate and train the newly recruited members of the faculty. He should oversee and monitor the faculty during the lecture hours and give constructive suggestions for their improvement.

3. Ensure valuation of answer scripts are done objectively.
4. Ensure that there is no conflict his personal interest with professional interest.
5. Special care has to be taken in protecting the question-papers and take all possible precautionary steps to ensure that the questions are not leaked out before the examinations.
6. Ensure the results are declared on time.
7. Ensure that the entries in the mark-statements are correct, complete and free from any sort of flaw.
8. Ensure that all security measures are adhered to in mark-statements and degree certificates.
9. Ensure that not only he is honest but all other staff members of the Examination Section are also equally honest.
10. Ensure proper Question Paper audit in done.
11. Any violation/unethical behavior of his staff are not tolerated and serious action taken immediately.
12. Ensure proper correlation between Internal and External marks, through proper auditing.
13. Ensure convocation is conducted within 180 days from the declaration of results.
14. Ensure answer scripts are disposed properly / safely (after the due dates)

DEANS

The Dean will be the Chairperson of each faculty. The senior most staff member among the Heads of the Departments will be the Dean. The Deans shall conduct meeting of department heads who come under his domain and

Code of Conduct for Members of Board of Management

1. The members of the Board of Management shall be nominated in such a way that they possess, experience and competence to provide leadership to the institution in its quest for excellence.
2. The members shall contribute to the growth and development of the Institution with selflessness, integrity, objectivity, accountability, transparency, honesty and leadership.
3. The members shall observe high level of commitment and maintain standards of quality governance in all the functions of the institution.
4. The members shall ensure proper delegation of authority to the Vice-Chancellor and other statutory officers. Also their roles and responsibilities shall be defined clearly.
5. The various committees constituted for specific purpose should be empowered to conduct the work judiciously and report to the Board of Management.
6. The Board of Management and its committees shall undertake a rigorous performance evaluation on level of attainment of long term strategic objectives and short term key performance indicators periodically.
7. The Board of Management shall ensure compliance with the statutes, ordinances and provisions regulating the Institution. Also, the information furnished to the Regulatory Agencies are accurate authentic and complete.

VICE-CHANCELLOR

The Vice-Chancellor shall be the Principal Executive Officer of the Karpagam Academy of Higher Education Deemed to be University and shall exercise general supervision and control over the affairs of the institution and shall be mainly responsible for implementation of the decisions of all the authorities of the institution.

2. The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.

3. The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the Karpagam Academy of Higher Education (Deemed to be University).

4. It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the Karpagam Academy of Higher Education (Deemed to be University) are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.

5. All powers relating to the proper maintenance and discipline of the Institution shall be vested with the Vice-Chancellor.

6. The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.

7. The Vice-Chancellor shall have the power to re-delegate some of his / her powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.

8. The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.

Code of Conduct for Vice-Chancellor

1. Vice-Chancellor must ensure that there is no actual or perceived conflict between his personal interest and the interest of the Institution.

2. Vice-Chancellor shall not disclose or offer to supply confidential information of the Institution except when authorised to do so as a part of his routine normal duties or when required to do so by the Government and /or court order.

to conduct examination and the declaration result. COE shall be a full time salaried officer of the University. He shall discharge his functions under the direct superintendence, direction and guidance of the Vice-Chancellor.

2. The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations and timely declaration of results.

3. Subject to prior approval of the Vice-Chancellor, the Controller of Examinations shall perform the following duties and responsibilities namely:-

a) To prepare academic calendar including examination schedule and implement the same.

b) To appoint examiners and moderators as prescribed in the rules & regulations.

c) To arrange for printing of question papers and answer books and their safe custody.

d) To arrange to evaluation and to process the results.

e) To arrange for timely declaration and publication of result.

f) To postpone or cancel examination in part or in whole, in the event of exigencies.

4. The Controller of Examinations shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by the Vice-Chancellor.

Code of Conduct for the Controller of Examinations

1. To ensure secrecy, safety and security of all documents relating to examinations.

2. Honesty and integrity is the basic traits required for controller of examinations.

3. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
4. He/she shall be responsible for the preparation of annual budget estimates and statements of accounts for submission to the Finance Committee and the Board of Management.
5. He/she shall be responsible for the management of funds and investments of Institution Deemed to be University, subject to the control of Board of Management.
6. Ensure that the limits fixed by the Board of Management for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted.
7. Keep a constant watch on the cash and bank balances and of investments.
8. Monitor the progress of the collection of revenue and advise on the methods of collection employed.
9. Ensure that the registers of buildings, land, furniture and equipments are maintained up-to-date and that stock-checking is conducted, of equipments and other consumable materials in all offices, Departments, laboratories.
10. Call from any office, Departments, any information or returns that he may consider necessary for the performance of his duties.
11. Bring to the notice of the Vice-Chancellor any unauthorized expenditure or other financial irregularity and suggest appropriate action to be taken against persons at fault.

CONTROLLER OF EXAMINATIONS

Powers and responsibilities of the Controller of Examinations:

1. The Controller of Examination shall be the Principal Officer in-charge

3. Vice-Chancellor should take decisions solely in terms of Institution's interest and should not do so in order to gain financial or other material benefits to him or to his family or to his friends.
4. Vice-Chancellor should not place himself under any financial or other obligation to outside individuals or organisations that might influence him in the performance of his official duties.
5. Vice-Chancellor to manage the Institution's affairs within the budget and framework fixed by the Board of Management.
6. Vice-Chancellor while performing his official duties including making appointments, awarding contracts or recommending individuals for rewards and benefits, make choices on merit.
7. Vice-Chancellor is accountable for his / her decisions and actions and submit by himself/ herself to whatever scrutiny is appropriate.
8. Vice-Chancellor must act transparent all with regard to decisions and actions that he take.
9. Vice-Chancellor duty is one of fiduciary duty to the Institution which means that he should act in good faith and without negligence and exhibit the highest loyalty to the institution.
10. Vice-Chancellor must observe the provisions of MoA and Rules / by laws of the Institution and the guidelines of the MHRD, UGC and Statutory Councils in an orderly, fair and transparent manner.

REGISTRAR

1. The Registrar shall be a whole time salaried officer of Karpagam Academy of Higher Education. He shall be appointed by the Board of Management on there commendations of the Selection Committee.
2. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the Institution.

3. The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.

4. The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.

5. He is the custodian of the records, funds and such other property of the Institution Deemed to be University.

6. He has to conduct the official correspondence on behalf of the authorities of the institution.

7. He has to issue notices convening meetings of the Authorities of the Institution Deemed to be University and all Committees and sub-Committees appointed by any of these authorities.

8. He has to maintain the Minutes of the Meetings of all the Authorities of the Institution and of all the Committees and sub-Committees appointed by any of these authorities.

9. He has to represent the Institution in suits or proceedings by or against the Institution Deemed to be University, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose.

10. He is authorised to enter into agreements, sign documents and authenticate records on behalf of the Institution Deemed to be University.

11. He has to make arrangements to safeguard and maintain the buildings, gardens, office, canteen, vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institution Deemed to be University.

12. He has to perform such other duties as may be specified in the Rules of the Institution Deemed to be University, or as may be assigned by the Board of management or the Vice-Chancellor from time to time.

Code of Conduct for The Registrar

The Registrar has to:

- conduct himself/herself with integrity, fairness and honesty.
- avoid conflicts between personal interest and professional interest.
- offer complete, true and accurate information whenever asked to furnish.
- protect the legitimate privacy of individual employees.
- maintain appropriate confidentiality of institutional records.
- protect the records.
- possess professional competency to administer the institution enforce the rules and regulations with letter and spirit.
- adhere to the principles of nondiscrimination and equality among the employees.
- use institutional resources effectively and efficiently.
- update himself on the latest developments / guidelines / institutions from Higher Education agencies such as UGC, MHRD, AICTE, Higher Education Department of the State concerned and also the rules and regulations of relevant Statutory Councils such as CoA, PCI, TNSCHE, TNSCST.

CODE OF CONDUCT FOR FINANCE OFFICER

1. The Finance Officer shall be a whole time salaried officer of the Institution Deemed to be University and shall be appointed by the Board of Management.

2. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the Institution Deemed to be University.

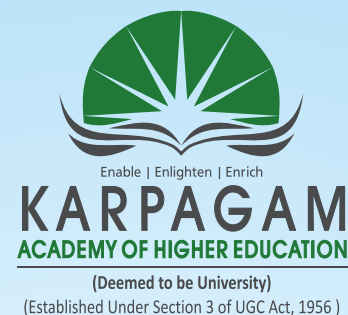
KARPAGAM ACADEMY OF HIGHER EDUCATION

(Deemed to be University)

(Established Under Section 3 of UGC Act 1956)

Eachanari Post, Pollachi Main Road, Coimbatore – 641 021

Phone : 0422 – 2980011 -15, Fax : 0422 – 2980022



HAND BOOK ON

CODE OF CONDUCT

for

TEACHERS, NON-TEACHING STAFF & STUDENTS

- Students should wear helmet while riding their two-wheelers. Students coming without helmet will not be allowed inside the campus.
- The campus is plastic free and the students are advised not to use plastics for any purpose.
- The cultural events organized by students should be decent and should reflect the reputation of the Institution.
- The students of sports & cultural activities should take up the results of sports / cultural with competitive spirit.
- Possession / use of weapon, explosives or destructive devices totally prohibited.
- Theft or unauthorized access to others resources are crimes.
- Students are not permitted to provide audio and video clipping of any activity on the campus to media or social network without prior permission.
- Hostellers should follow the rules and regulations of the hostel ardently.
- Students should not involve in any malpractices during the examinations.

KARPAGAM ACADEMY OF HIGHER EDUCATION

(Deemed to be University)

(Established Under Section 3 of UGC Act 1956)

Eachanari Post, Pollachi Main Road, Coimbatore – 641 021

Phone : 0422 – 2980011 -15, Fax : 0422 – 2980022



HAND BOOK ON

CODE OF CONDUCT

for

TEACHERS, NON-TEACHING STAFF & STUDENTS

CODE OF CONDUCT FOR TEACHING STAFF

1. The teacher appointed in the institution will be on probation for one year from the date of joining the institution.
2. On completion of one year, the institution may extend, if necessary, the probation for one more year after reviewing the performance of the teacher and his/her commitment to the vision, mission and goals of the institution.
3. During the probationary period if the teacher wants to leave the service at the end of an academic year he/she should give one month notice or one month pay in lieu of the notice.
4. If a teacher wants to leave the service after the completion of probationary period at the end of an academic year he/she should give three months' notice or three months' pay in lieu of notice.
5. Any teacher who wants to leave the service in the middle of an academic year shall pay three months' salary.
6. The teachers to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.
7. The teachers have to fully abide by the leave rules and the code of conduct.
8. The institution has the full authority to terminate his/her services by virtue of its authority and discretion, after issuing one month's notice or one month's salary in lieu thereof in respect of confirmed teachers who are not found to be compatible with the mission of the institution.
9. The teachers not to carry on any other trade, business, or activity which goes against the contract of employment with the institution. He/she shall not accept any work outside the Institution without the permission of the institution, conduct any trade, business or like activity, raise/receive any money / donation.

- Students found guilty of damaging, destroying University property should replace the same at their own cost.
- Students should not sit on the parapet walls or on the steps or staircases.
- Students found guilty of writing, scribbling, painting on the walls, desks etc., will be penalized suitably with fine. Students must identify those who cause damage to the University property and report the same to the Registrar.
- Students found guilty of using foul language or behaving rudely towards the fellow students / staff members, will be expelled from the University.
- Any requisition or letter written by the student to the Registrar should be sent through the tutor, the HOD and the Dean concerned.
- If any student directly or indirectly commits, participates, abets or propagates ragging shall be punished as per the Anti-ragging Guidelines of UGC.
- Gender equality is maintained in the campus and students are expected to honour this.
- Sexual harassment is a serious offence. The students involved in the sexual harassment shall be expelled from the institution.
- During the working hours of the University keeping and/or using the cell phone inside the University campus is prohibited. The cell phone will be confiscated if found in use and will be returned only after the completion of the course. Hostellers are permitted to use the cell phone within the hostel premises before or after the silent hours.
- Outsiders will not be permitted to meet the students during working hours.
- Students having any grievance are advised to present the grievance before the Grievance Redressal Committee.

salwarkameez with duppatta. Girl students shall tie their hair properly.

- Boys are expected to come in full pants with shirt. Round neck T-shirt with or without any message, Jeans and Short shirts are not allowed. Boys shall not wear ear rings, bangles or similar items.
- The students shall wear the ID cards issued by the University. Without ID cards, they will not be allowed inside the campus, class room and examination hall.
- Students must occupy their seats in the respective classes well before the faculty enters the classes. When a faculty enters the class, the students shall stand up in their places as a mark of respect.
- Latecomers will not be permitted inside the classroom without the permission slip from the Head of the Department concerned or the Dean concerned.
- Students should apply for leave to the respective class tutor / adviser and HOD before availing leave.
- If leave is requested for reasons of illness for more than two days, the leave application along with a medical certificate should be submitted by the parents / local guardian on or before the 3rd day of illness. A fitness certificate from the Doctor who treated the student should be submitted on the day of rejoining the Institution.
- Smoking is strictly prohibited inside the campus.
- Students found using intoxicants and drugs will be summarily dismissed.
- In case of cancellation of a class, students have to go to the library.
- Students should refrain from participating in any kind of political or communal activities.

10. The teachers have to actively associate, involve, participate himself / herself in all the activities and programmes of the institution. He/She shall motivate his/her students to actively involve in the various programmes and activities of the institution.
11. The teachers not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the institution in giving extra inputs to the students so as to make them not only academically brilliant, but a self-confident, competent and fully developed personality.
12. The teacher shall not indulge in any anti-institutional activity and shall not promote, abet, assist or motivate any groupism.
13. The teacher shall not directly apply for or seek another job except through the Registrar of the institution.
14. The teacher shall report to the administration, if there is any criminal complaint, action/proceeding lodged against him/her in any police station, Court or Forum.
15. The teacher shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Administration in writing, for any particular programme.
16. The teacher shall not hold any money collected on behalf of the Institution for more than 24 hours. The teacher shall settle the advance taken from Institution within 7 days of completion of the programme.
17. The teacher shall abide by the code of conduct and leave rules.
18. The institution may at any time, terminate the services of any probationary or confirmed teacher, if he/she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, willful negligence of duty, failure to discharge any of the duties assigned to him/her, insubordination, any form of political/anti-institutional activity and/or breach of code of conduct, and/or does not abide by the leave rules.

19. Every teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the institution from time to time.
20. Every teacher shall update his/her knowledge and skills to equip himself/herself professionally competent to the proper discharge of duties assigned to him/her.
21. Every teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
22. No teacher shall absent himself/herself from duties at any time without prior permission from the Registrar.
23. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the institution.
24. No teacher shall associate with any political party or take part in any other organizational activity, which is not inline with the duties and ethics of the teaching profession.
25. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
26. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of institution policy or of the Government for any reason whatsoever.
27. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the institution.

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Every staff employed in the Deemed to be University shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.

2. No Staff employed shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the authorities shall be produced within a week.
3. No Staff employed shall engage directly or indirectly in any trade or business.
4. No staff employed shall send any application for employment to any other agency, except through the Registrar.
5. When a staff employed seeks to accept honorary work without detriment to his/her duties prior permission of the Registrar in writing shall be obtained.
6. Any staff employed when involved in criminal proceedings shall inform the same to the Registrar.
7. No staff employed shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
8. No staff employed shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society.
9. No staff employed shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.

CODE OF CONDUCT FOR STUDENTS

- Students should attend the classes, functions and any other extra and co-curricular activities regularly and punctually.
- Students are expected to dress neatly and to follow the approved dress code. Girls are expected to be either in saree or in churidhar or in