

**Code of Conduct**

**For**

**Faculty and Staff Members**



**VINAYAKA MISSION'S  
RESEARCH FOUNDATION**

(Deemed to be University under section 3 of the UGC Act 1956)

## INDEX

Sl. No	Description	Page. No
I	About VMRF(DU)	5
<b>II</b>	<b>DUTIES &amp; RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING FACULTY</b>	<b>7</b>
1.0	PURPOSE AND SCOPE	7
2.0	APPLICABILITY AND INFRINGEMENTS	7
3.0	CURRICULAR RELATED	7
	a) Teaching and Learning	7
	b) Course Planning and Material Preparation	8
	c) Examination, evaluation and grading	8
	d) Maintenance of Records	8
	e) Monitoring of students' progress	8
	f) Participation in Academic Developments	9
	g) Punctuality and regularity	9
4.0	RESEARCH AND DEVELOPMENT	10
	a) Academic research	10
	b) Research publications and books	10
	c) Sponsored and funded research projects	11
5.0	CONSULTANCY AND EXTENSION ACTIVITIES	11
	a) Consultancy projects	11
	b) Extension activities	12
6.0	INVOLVEMENT IN DEVELOPMENT ACTIVITIES	12
	a) Laboratory Development & Maintenance	12
	b) Purchase of items for the laboratory	12
	c) Co-Curricular activities	13
	d) Extra-curricular activities (Co-administrative Activities)	13
7.0	WORKLOAD NORMS	14
	a) Working hours	14
	b) Teaching-contact workload	14
8.0	CODE OF CONDUCT	14
	a) Faculty Member and Student	14
	b) Faculty Member and Parents / Guardian	15
	c) Relationship with Colleagues	15
	d) Faculty Member with Management	16
9.0	USE OF UNIVERSITY RESOURCES	17
10.0	FACULTY AND PROFESSIONAL CAREER	17
11.0	REPRESENTATION AND GRIEVANCE REDRESSAL	17
12.0	FACULTY MEMBER AND SOCIETY1	18
13.0	CONFLICT OF INTEREST/COMMITMENT	18
14.0	MISCELLANEOUS RULES OF CONDUCT	18

<b>II</b>	<b>DUTIES &amp; RESPONSIBILITIES AND CODE OF CONDUCT OF ADMINISTRATIVE AND TECHNICAL STAFF</b>	<b>19</b>
1.0	SCOPE	19
2.0	DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF	19
2.1	GENERAL ADMINISTRATION	19
	a) Secretarial Work	19
	b) Dealing with UGC and Accrediting Agencies	19
	c) Collaboration with other Universities	20
2.2	BUDGET, ACCOUNTS AND FINANCE RELATED ACTIVITIES BY THE FINANCE SECTION	20
	a) Budget preparation	20
	b) Account keeping and compilation	20
	c) Fund Management	21
	d) Salary and wages	21
2.3	PERSONNEL RELATED ACTIVITIES (Establishment/Administration Section)	21
	a) Recruitment of staff	21
	b) Service-related matters	22
	c) Retirement, severance and disciplinary action	22
2.4	ACADEMIC RELATED MATTERS	22
	a) New academic programme	22
	b) Admission of students	23
	c) Maintenance of student records	23
	d) Scholarships, bank loan and research fellowships	23
	e) Disciplinary action	23
	f) Student professional bodies	24
	g) Issue of Transfer certificates & Hall tickets, etc.	24
2.5	EXAMINATION RELATED MATTERS	24
2.6	STORES AND PURCHASE	25
	a) Purchase of items	25
	b) Stores stocking & distribution	25
	c) Bills processing	25
3.0	DUTIES & RESPONSIBILITIES OF TECHNICAL STAFF	26
3.1	PRACTICAL CLASSES	26
	a) Science Laboratories	26
	b) Workshops	26
	c) Testing and machine-oriented laboratories	27
	d) Electrical and Electronics laboratories	27
	e) Computer related laboratories	28
3.2	CLEANLINESS AND MAINTENANCE	29
3.3	RECORD KEEPING	29
3.4	IN DEVELOPMENTAL ACTIVITIES	30
	a) Laboratory development	30
	b) Research related	30
	c) Testing for outside agencies	30
3.5	RELATED ACTIVITIES	30
3.6	WORKLOAD	31
4.0	CODE OF CONDUCT	31
5.0	APPLICABILITY AND VIOLATIONS	31

6.0	RELATIONSHIP WITH STUDENTS	31
7.0	RELATIONSHIP WITH FACULTY MEMBERS	32
8.0	RELATIONSHIP WITH COLLEAGUES	32
9.0	RELATIONSHIP WITH MANAGEMENT	33
10.0	USE OF UNIVERSITY RESOURCES	33
11.0	REPRESENTATION AND GRIEVANCE REDRESSAL	33
12.0	RELATIONSHIP WITH SOCIETY	34
13.0	CONFLICT OF INTEREST/COMMITMENT	34
14.0	MISCELLANEOUS RULES OF CONDUCT	34



'Vinayaka Missions' had its inception in the year 1981 with the establishment of the Thirumuruga Kirupananda Variyar Thavathiru Sundara Swamigal Medical Educational and Charitable Trust. In 1982, the Founder-Chairman, Dr. A Shanmugasundaram started the Vinayaka Mission's College of Pharmacy in Salem, Tamil Nadu.

The vision of the Late Founder Chairman to meet the growing educational needs of the rural population had paved the path for the various faculties to be added to the Vinayaka Mission's group of institutions. This led to the formation of Vinayaka Mission's Research Foundation (Deemed to be University) [VMRF(DU)] in the year 2001 by the Ministry of Human Resources Development, Government of India, vide notification no. F.9-17/93-U-3 dated 01.03.2001, with the recommendation of the UGC under section 3 of the UGC act, 1956 under the guidance and the able leadership of our Late Founder Chairman and transcended to become the 48th Deemed to be University in India with 3 colleges as constituent institutions and thereon 10 more institutions were brought under the ambit of the deemed to be university during 2004.

Over three decades of educational service to the community the university has 13 constituent colleges and 7 schools spread across four campuses viz. Salem, Chennai, Puducherry and Karaikkal in the state of Tamilnadu and the union territory of Puducherry in 242.22 acres with a built-up area of 4598938.98 sq.m.

VMRF(DU) has the unique distinction of being one of the multidisciplinary universities, offering higher education in health sciences, engineering & technology, management, arts & science, education under 13 faculties with three medical & nursing, one each of dental,

homoeopathy, physiotherapy, pharmacy, arts & science, two engineering colleges and schools of allied health sciences, architecture, education and physical education.

VMRF(DU) offers 138 programmes which include Diploma, UG, PG, Integrated, PG Diploma and Ph.D. programmes in 13 faculties. All the faculties are approved by the respective regulatory bodies. The university is NAAC B+ accredited in the year 2015 and 101-150 ranking by NIRF in the year 2020 under University category.

Two of the medical college teaching hospitals are NABH accredited and all medical college virology laboratories are NABL accredited. Both the engineering colleges and the pharmacy college are ranked in ARIIA 2020.

VMRF- DU has approximately 12,000 students and about 3000 highly qualified & experienced faculties, technical and other experts who serve our student community with dedicated diligence.

The University provides a conducive and dynamic environment which enables every student to achieve academic excellence in their chosen field of specialization and develop his / her rationale, critical and creative powers thereby enabling the fullest possible intellectual, professional and personal growth to meet the present and future global standards.

**VISION:**

"To achieve excellence in education and make education as a tool for social change for the betterment of the society"

**MISSION:**

"To spread education globally in the fields of Medicine, Dental, Paramedical, Homeopathy, Engineering, Management and Basic Sciences"

## **II.DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING FACULTY**

### **1.0 PURPOSE AND SCOPE**

As faculty members of Vinayaka Mission's Research Foundation (Deemed to be University), they are responsible for contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms and standards set to guide their work. While every individual member is accountable for his/her action, as member of the University community, they are collectively accountable for upholding those standards of behaviour and for compliance with all applicable rules, regulations and code of conduct.

This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties. These rules and regulations are not exhaustive and hence, the detailed instructions issued from time to time and the modifications made in these due to necessities have to be adopted by the faculty members.

### **2.0 APPLICABILITY AND INFRINGEMENTS**

These rules and regulations and code of conduct prescribed applies to all full time faculty members, visiting faculty members, faculty members on contract/part- time employment, research scholars given teaching assignment attached to all schools/departments of University.

Adherence to these rules and regulations and code of conduct makes the faculty members responsible for bringing suspected infringement of any of the provisions to the attention of appropriate authority of the University. Raising such concern is a service to the University and will not jeopardize one's position or employment. Confirmed violations will result in suitable disciplinary action upto and including termination from employment or other relationships with the University. If need be, legal recourse may also be resorted against the concerned individuals.

### **3.0 CURRICULAR RELATED**

- a) Teaching and Learning  
A faculty is responsible for,
  - i) Teaching of both core and elective courses in the field of his/her specialization as allocated by the Head of the Department for various programmes offered by the University.
  - iii) Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
  - iv) Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/organization if the project is industry related one.
  - v) Making the teaching more effective and interesting to the students by the use of multi-media teaching aids.
  - vi) Making the laboratory and seminar classes more purposeful by examining the students orally either before or after the experiment/seminar to improve the student's understanding of the subject.
  - vii) Conducting the core / elective course as project based / experimental / activity based learning.
  - viii) Helping peer-assisted learning.
  - ix) On the whole, the teaching learning shall be learner centered ensuring learning outcome of different courses.

**b) Course Planning and Material Preparation**

- i) The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.
- ii) He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same.
- iii) The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical phenomena or concept.

**c) Examination, evaluation and grading**

- i) A faculty is required to set standard question papers to test the knowledge / analytical thinking of students and evaluate the answer scripts of courses not only taught by him/her, but also that assigned to him/her by the Dean/Head of Department/Controller of Examinations of the University.
- ii) A faculty is required to conduct and invigilate any exam/test in the university. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department/Controller of Examinations of the University.
- iii) A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only. Besides, he/she should indicate the mistakes on the script except for end semester examination, where no marking is permitted to be made on the script.

**d) Maintenance of Records**

- i) Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD after the academic audit.
- ii) Each faculty member is required to keep a file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit.
- iii) If the faculty member is assigned to be the Class Adviser by the HOD, he/she should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them. The Class Adviser shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class Adviser should also help the HOD in counselling poorly performing students and the follow up action taken to improve the students' performance.

**e) Monitoring of students' progress**

- i) The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Adviser so that the information can be sent to the parents/guardians.

- ii) A faculty member is required to attend/organize the Class Committee Meeting either as a course teacher and/or as chairperson of the class committee and should actively participate in the deliberations there to improve the teaching- learning process.
- iii) A faculty member may be required to be a Faculty Adviser to a group of students. He/she is then really a mentor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advice and counsel the students.
- iv) A faculty member has to be thorough with the regulations of the academic programme offered by his/her Department and other instructions issued from time to time so that he/she can effectively guide the student.
- v) As a Faculty Adviser, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till they leave the University.

**f) Participation in Academic Developments**

- i) A faculty member should actively participate in curriculum preparation for new programmes/modification of existing programmes.
- ii) Contribution to the preparation of new syllabus or updation of existing syllabus is also the responsibility of a faculty member pertaining to his/her specialization.
- iii) A faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging areas relevant to the society, innovative curriculum and new methodology of teaching and evaluation.
- iv) In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities. They may also enroll in one or more Professional Societies/Associations.

**g) Punctuality and regularity**

- i) The faculty member shall not permit any student to attend the class after the stipulated time specified by the University so as to ensure punctuality in attending class by the students.
- ii) A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
- iii) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.
- iv) A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.
- v) The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD/Higher Authorities from time to time.

## **4.0 RESEARCH AND DEVELOPMENT**

### **a) Academic research**

- i) As research is an inherent component of the functions of a University, every faculty member shall take active efforts to make research contributions in his/her field of specialization.
- ii) A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working, so that he/she either do it by himself/herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study under his/her supervision.
- iii) Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.
- iv) As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the student's project work is very essential.
- v) If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.
- vi) Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with his/her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes.
- vii) Faculty members can act as research supervisor for other Universities only with the prior permission of the University. External research supervision will be permitted, only under special circumstances.

### **b) Research publications and books**

- i) As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.
- ii) Faculty members should publish their research output only in SCI or SSCI journals and publications in non-refereed journals will not be recognized.
- iii) Faculty members shall also strive to file patents if their research output is felt new and novel.
- iv) Depending upon the research content, the faculty member may also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.
- v) Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by the international/National level publishers with ISBN/ISSN numbers.
- vi) The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations, immediacy index, half-life, etc.

**c) Sponsored and funded research projects**

- i) An important source of financing and professional recognition to the University is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.
- ii) The faculty member, who is a Principal Investigator, besides employing Project Associates, if the project proposal contemplates and the funding agency approves, can also use the services of students and research scholars, wherever possible.
- iii) Many funding agencies provide funding assistance for establishment of centres of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centres.
- iv) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies.
- v) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or a computer software. In order to get recognition not only for the faculty, but also, for the institution, he/she should take efforts to obtain Patent/Intellectual Property Right (IPR) so that nobody could copy them.
- vi) Cash incentives, as may be decided by the Management, will be given to those faculty members for funded research/projects secured, research papers and books published and patents obtained.

**5.0. CONSULTANCY AND EXTENSION ACTIVITIES**

**a) Consultancy projects**

- i) Executing consultancy works for the state and private organizations is another important source of financial resource to the University.
- ii) A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies.
- iii) To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.
- iv) A faculty member should constantly update his/her knowledge, familiarize himself/herself with the problem of industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of industry.
- v) Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE) or other Industrial Associations will also help to understand the problem of industry.

**b) Extension activities**

- i) A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self supporting or sponsored ones.
- ii) Conduct of continuing education programmes/structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the University. A faculty member can organize such programmes either one time or on continual basis year on year.
- iii) Extension activities could include various community oriented services, preferably using the expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.

**6.0 INVOLVEMENT IN DEVELOPMENT ACTIVITIES**

**a) Laboratory Development & Maintenance**

- i) A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/instruments/computer software/computer control of machines or processes.
- ii) Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental setup for use by students.
- iii) As a member of the faculty, he/she should ensure that the various machinery and equipment in the laboratory and workshop are maintained in working condition and are used effectively both for academic requirement, project works and research related activities.
- iv) In case, a faculty member is assigned to be in charge of laboratory or workshop, he/she has to oversee the work of technical staff of the laboratory, besides arranging for periodical maintenance/repair and recalibration wherever necessary.
- v) As one in charge of laboratory, he/she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of over aged/unserviceable equipment, besides their safe custody.

**b) Purchase of items for the laboratory**

- i) As one in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HOD and finalise it before inclusion in the overall budget proposal of the Department.
- ii) As one in charge of laboratory has to initiate proposals for the purchase of consumables and equipment for his/her laboratory and take follow up action till it is procured and taken into stock.
- iii) The faculty member should help the Professor in charge of purchase or the HOD in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before the Purchase Committee.
- iv) Once the budget proposals are approved by the management, the faculty in charge of the laboratory/workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/she has to prepare revised budget proposal through the HOD.
- v) The faculty member shall follow the detailed guidelines/procedure issued by the University with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.

**c) Co-Curricular activities**

- i) A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department or University.
- ii) A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HOD.
- iii) A faculty member if nominated as an Office-bearer such as Treasurer, Adviser of Professional Society functioning in the Department/University he/she shall perform such duties accordingly.
- iv) A faculty member is required to help the Professional Societies in organizing annual events such as symposium, technical contest, quiz, and also in the interaction with the parent bodies (e.g. ASME, IEEE, IMA, IPA, IPGA, IACP, IDA etc.) to promote the student chapter of the professional bodies.
- v) A faculty member is required to coordinate National / International conferences / seminars / symposium / workshop.
- vi) A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, etc.

**d) Extra-curricular activities (Co-administrative Activities)**

- i) A faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.
- ii) A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.
- iii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature.
- iv) A faculty member if required to help the HOD in all administrative matters like distribution of hall tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.
- v) The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/University organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.
- vi) Faculty members are liable to be assigned the responsibility of Residential Tutor/Deputy Warden of the hostels run for the benefit of students for a specific period of time and for this service they shall be given perquisites in addition to their salary.
- vii) All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.
- viii) Faculty members should also take part in activities related to NCC, NSC, NSO, Red Cross Society, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position.
- ix) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

## 7.0 WORKLOAD NORMS

### a) Working hours

- i) All full-time faculty members should perform a minimum of 40 hours of work per week for the University on a 5 day week basis. The University has the right to fix the working hours and days depending upon the exigency.
- ii) The 40 hours is only the minimum, but a faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.,
- iii) The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.

### b) Teaching-contact workload

Of the minimum workload of 40 hours per week, the teaching-contact hours for different categories of faculty members are as follows:

Lecturers	-	22 hours/week
Assistant Professors	-	20 hours/week
Associate Professors	-	16 hours/week
Professors	-	14 hours/week
Deans/HODs/Directors	-	10 hours/week

The above mentioned is only minimum contact hours be assigned by the HOD. However, the faculty member is expected to devote his/her time for research, lesson preparation, valuation of test/assignment etc. He/she shall be present in the department during the working hours of the institution, unless, otherwise he/she goes on other official duties with prior permission from the concerned authority.

A faculty member shall follow detailed instructions issued in this regard from time to time by the Management.

## 8.0 CODE OF CONDUCT

### a) Faculty Member and Student

The faculty member plays a pivotal role not only in attaining the general aims of education, but also in the realization of the mission, goals and objectives of the University in which he/she is a member. He/she has to make all efforts for the physical, mental and intellectual development of students. In particular a faculty member shall strive to achieve,

- i) to accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
- ii) to make regular contribution for the personal development of students, while looking after their interest and welfare.
- iii) to be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.

- iv) not to disclose confidential information about students to anyone except to authorized persons/agency or in the interest of law.
- v) To be fair and to assess the students impartially and only on merit/performance.
- vi) to have respect for and an affectionate and friendly attitude towards all students and help them to improve their behaviour unmindful of some untoward events if occurred, rather than having feeling of revenge.
- vii) to abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.

**b) Faculty Member and Parents / Guardian**

A faculty member is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students. The faculty member should

- i) respect the prerogative of parents/guardian to look after the interest of students.
- ii) develop friendly and co-operative relations with parents/guardian.
- iii) monitor the progress and share information about the students with the parents/guardian and also receive information about the students from them, which is essential for the development of students.
- iv) bring to the notice of the parents/guardian any short comings/behaviour noticed which the faculty feel, the parents should know.

**c) Relationship with Colleagues**

A faculty member is expected to develop fraternal relations with his/her colleagues to have proper interpersonal relationships and to develop team spirit. In particular, he/she should

- i) move with his/her colleagues in the University in a manner that he/she expects them to move with him/her.
- ii) extend co-operation with his/her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his/her profession.
- iii) eschew writing anonymous letters to the authorities about his/her colleagues.
- iv) desist spreading rumors or wrong news about his/her colleagues to express his/her displeasure.
- v) resist the temptation of harming the teaching community for self-interests.
- vi) refrain from passing information about colleagues to any individual or agency without his/her express permission.

**d) Faculty Member with Management**

A faculty member is expected to develop proper rapport with the employer viz. Management of the University. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

- i) Perform all professional activities through proper channel.
- ii) Do not discuss with unauthorized individuals about professional and secret information.
- iii) Look for promotion/elevation only on grounds of competence/performance.
- iv) Do not expect appointment or promotion out of turn, based on favouritism or against professional ethics.
- v) Honour the provision of the bilateral agreement viz. bond/undertaking, which the faculty member committed/entered with the employer viz. University.
- vi) Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the University.
- vii) Co-operate whole heartedly with the authorities of the University in the fulfillment of educational policies in conformity with professional responsibilities.
- viii) Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the student's interest.
- ix) Conduct the University's transaction with utmost honesty, accuracy and fairness.
- x) Avoid unethical practices even on the grounds that it is 'customary'.
- xi) Expediency should never compromise integrity.
- xii) Get the approval from appropriate authority empowered by the University to take up sponsored funded projects, though faculty members normally encouraged to do so, since such acceptance of an agreement will create a legal obligation on the part of the University to comply with the terms and conditions of the agreement. Only such authority can enter into the agreement on behalf of the University.
- xiii) Should follow all norms and standards set by the University for the faculty from time to time.

## **9.0 USE OF UNIVERSITY RESOURCES**

The University resources include, but limited to, the use of telephone systems, data communication and networking services, university domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others.

These resources must be used only for the purposes of the University. They should not be used for personal gain, and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.

## **10.0 FACULTY AND PROFESSIONAL CAREER**

An unceasing effort for professional development only ensures the dignity of a faculty member. The measures that would be helpful in ensuing professionalism include,

- i) Continuous updating of knowledge and having greater involvement in research, industrial interaction, attending of conferences, seminars, etc.
- ii) Having active participation in professional bodies meant for promoting and disseminating of advances in the knowledge frontiers in the field.
- iii) Attracting bright youngsters to the academic profession through adoption of teaching norms.
- iv) Making teaching more purposeful through active participation in educational planning such as program design, curriculum and syllabi development, etc.
- v) Adherence to professional ethics, standards and values, whether supervised or unsupervised.

## **11.0 REPRESENTATION AND GRIEVANCE REDRESSAL**

11.1.1 A faculty member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (eg. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her school/department.

11.1.2 Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.

11.1.3 Faculty member, who is affected, should address his/her problem through proper channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities.

## **12.0 FACULTY MEMBER AND SOCIETY**

The activities of a faculty member are not only related to the University but also have a serious impact on common social interests. Therefore, the following aspects merit consideration in this regard.

- 12.1.1 Adherence to desirable standards expected of professionals by the University.
- 12.1.2 Participation in diverse activities of the community as a good citizen.
- 12.1.3 Soliciting public co-operation in the promotion of educational programmes.
- 12.1.4 Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

## **13.0 CONFLICT OF INTEREST/COMMITMENT**

A faculty member owes his/her primary professional allegiance to the University and its mission to engage in the highest level of education, research and scholarship. He/she is committed to devote his/her time fully to academic, research, consultancy, extension and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the University working hours is strictly prohibited.

## **14.0 MISCELLANEOUS RULES OF CONDUCT**

The following are the miscellaneous items of rules of conduct, which a faculty member is expected to follow.

- 14.1.1 If a faculty member wishes to stand for election to any local body, State Legislative Assembly or Parliament, he/she shall seek the permission from appropriate authority and take leave for the period of his/her election campaign. He/she shall also take such leave as is due to his/her or leave without pay so long as he remains a member of the elected body of which he/she is a member.
- 14.1.2 A faculty member shall not indulge in any adverse criticism of the University and its officers by means of any article, broadcast or any other document or statement.
- 14.1.3 A faculty member is entitled to protection by the University if he/she is subjected to any libel in the discharge of his/her duties.
- 14.1.4 A faculty member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty.
- 14.1.5 Use of cell phones by students in the University campus during working hours is discouraged and hence the faculty member has to set an example. They should not use them during class hours, meetings, the open premises, etc., while they are free to use them in their cabin.
- 14.1.6 Faculty member shall not start private Business Organization, Association of his own or in partnership of his spouse or siblings, without prior information and permission of the university even if it is not pre judicial to his/her duties and even if it is non profiteering.
- 14.1.7 Notwithstanding the rules and regulations and code of conduct specified in this document, all faculty members should follow the various rules and regulations framed, instructions issued by the University from time to time in true letter and spirit.

## **II. DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF ADMINISTRATIVE AND TECHNICAL STAFF**

### **1.0 SCOPE**

As employees of the Vinayaka Mission's Research Foundation (Deemed to be University), the administrative and technical staff have to follow the rules & regulations and code of conduct prescribed in performing their duties so as to ensure the set standards achieved. These rules and regulations and code of conduct are applicable to all full time and part time staff members working either on time scale of pay or on consolidated pay attached to the University.

### **2.0 DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF**

#### **2.1 GENERAL ADMINISTRATION**

##### **a) Secretarial Work**

As a deemed to be University, there are many statutory committees like Management Committee, Finance Committee, Academic Council, Board of Studies, etc. The work relating to these bodies include,

- i) Issue of notices to the members requesting them to attend various meetings following established procedures and conventions on instruction from appropriate authority.
- ii) Calling for subjects for inclusion in the agenda from the Dean/Director/Head of Department, compile them and prepare agenda and notes for discussion in the various statutory body meetings after getting approval from the appropriate authority.
- iii) Sending agenda and notes to the members of various committees.
- iv) Keeping record of the minutes of the meetings and communications of minutes/orders issued, after obtaining approval.
- v) Maintenance of all important documents such as Memorandum of Association (MoA), Bye-laws and carrying out changes/modifications as and when necessary after approval by appropriate bodies, without destroying the immediately past versions.
- vi) Seeking the approval of/information to the UGC and other bodies, as the case may be, wherever necessary for the changes/modifications made.
- vii) Maintenance of all attendance registers and minutes of various committee meetings and maintaining confidentiality of information, where it is essential in the interest of the University.
- viii) Communicating and putting up notes in English, unless or otherwise required.

##### **b) Dealing with UGC and Accrediting Agencies**

The responsibility of the administration includes:

- i) Initiating all necessary actions in time to get extension of the deemed University status since the conferment has to be extended after the expiry of the stipulated period.
- ii) Furnishing all returns called for by the UGC and other bodies who has supervisory/overseeing powers with regard to the programmes offered by the University.

- iii) Taking all actions and doing all correspondence relating to securing accreditation from NAAC, NBA or other accrediting bodies, from whom the University may decide to get.
- iv) Furnishing of compliance reports and providing the details called for by the agency.

**c) Collaboration with other Universities**

- i) All correspondences and pursuing actions relating to collaboration dealings with other Universities/Institutions in India and abroad.
- ii) Taking steps to sign of Memorandum of Undertaking (MoU) with industries and other institutions and following it up.
- iii) Keeping of all records relating to collaboration and following it up with the Deans/HODs of the University.
- iv) Looking after all other related activities pertaining to collaborations.

**2.2 BUDGET, ACCOUNTS AND FINANCE RELATED ACTIVITIES BY THE FINANCE SECTION**

**a) Budget preparation**

Budget is an important instrument for the control of expenditure and financial management of the University. The duties and responsibilities of administrative staff include,

- i) Calling for budget details both for consumables and non-consumables from the Departments of the University.
- ii) Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned.
- iii) Calling for budget modification if any from the Departments, compiling, securing approval for revised budget and communication back to Departments.
- iv) Bringing to the notice of appropriate authority timely if any deviation noticed timely so that necessary control can be exercised.

**b) Account keeping and compilation**

- i) Keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the approved procedure/manual.
- ii) Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet.
- iii) Management of accounts receivables by taking prompt action to recover the amount due to the University.
- iv) Receipt of semester fees and other fees from the students accounting them and attending to all other issues relating to that.
- v) Accounting of caution deposit of students and refund/adjustment as the case may be.
- vi) Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the authority concerned.
- vii) Management of all payables by the University by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.

**c) Fund Management**

- i) Investment of funds received from parent body (Vinayaka Mission's Research Foundation) and from income realized from students as per the decision of the University.
- ii) Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditure.
- iii) Keeping the funds received as grant for sponsored and funded research projects in separate account and incurring expenditure only for the purpose it is granted.

**d) Salary and wages**

- i) Preparation of all pay bill, arrears bill and supplementary bills of all employees, withdrawal and disbursement to the concerned person as per the established procedure.
- ii) Maintenance of accounts pertaining to statutory deductions like provident fund, property tax, etc.
- iii) Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentives related payment to the faculty and staff.
- iv) Dealing with all matters relating to income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns and issue of tax deduction certificate, etc.
- v) Deduction of professional tax and remittance to appropriate authorities under the Act.
- vi) Withdrawal of payment towards encashment of leave, leave salary, statutory payment like gratuity and recovery of dues from employees.
- vii) Dealing with all other matters related to withdrawal & payment and recovery from the employees of the University.
- viii) Dealing with all matters relating to sanction of advances to employees, and recovery / adjustment of the same.

**2.3 PERSONNEL RELATED ACTIVITIES (Establishment/Administration Section)**

**a) Recruitment of staff**

- i) Working out staff requirement comprising faculty, technical and administrative staff as per the norms fixed and obtaining necessary sanction from the appropriate authority.
- ii) Maintenance of establishment list category-wise and taking action to fill up the position on approval from the authority concern.
- iii) Putting up proposal for sanctioning additional staff as and when new programmes are added and/or expanded, etc., after getting necessary proposals from the concerned Head of Department.
- iv) Issuing of advertisement, receiving applications, short-listing candidates by test/experience, etc. by the Department and putting up the short listed candidates to the appropriate selection committees constituted for interview and selection.
- v) Issuing of appointment orders to the selected candidates after approval by the competent authority.
- vi) Maintenance of qualifications fixed for various positions in different category of staff. Taking action to fix qualification for recruitment if and when new positions are created.

**b) Service-related matters**

- i) All matters relating to probation, regularization for all categories of staff promptly.
- ii) Receipt of all annual performance appraisal forms from the Departments, initial scrutiny for missing details and submission to the review committee.
- iii) Arranging for the conduct of annual review for all categories of staff and sanction of increment.
- iv) Arranging for special reviews for career advancement/promotion by the committee constituted and issue of orders thereafter.
- v) Maintenance of all service records of all employees and periodic updating.
- vi) Matters relating to deputation of employees for higher studies in India or abroad.
- vii) All matters relating to deputation of faculty to attend conferences / seminars / workshops either in India or abroad.
- viii) Issue of certificate such as service certificate, experience certificate, etc., after obtaining approval from the authority concerned.

**c) Retirement, severance and disciplinary action**

- i) Processing of resignation request of employees after checking his/her condition of appointment and the policy of the University.
- ii) Issuing relief order through the Department concerned only on satisfying all conditions prescribed, and after getting no dues certificate.
- iii) Maintaining the retirement date of employees and taking prompt action to relieve him/her following the due procedure prescribed.
- iv) Issuing certificate/experience certificate only on completion of all formalities.
- v) All matters relating to disciplinary action against employees for offences committed, dereliction of duty, etc.
- vi) All correspondence and files relating to legal action against any employee if and when such action pursued by the University.

**2.4 ACADEMIC RELATED MATTERS**

**a) New academic programme**

- (i) Processing of proposals received from the Heads of Departments and from others for starting new academic programmes in the University.
- (ii) Securing the approval of the Board of Management after due examination in the concerned Board of Studies and Academic Council.
- (iii) All correspondences relating to securing of approvals or furnishing of information relating to new programmes.

**b) Admission of students**

- (i) Issuing advertisements calling for application for various programmes offered by the University and processing of applications.
- (ii) All correspondences relating to admission of students in various programmes and all issues relating to admission.
- (iii) Verification of all certificates of students for validity before admission.
- (iv) Checking for equivalence of eligibility conditions for various programmes especially in respect of students migrating from other Universities.

**c) Maintenance of student records**

- (i) Maintenance of all information relating to every student pursuing programme in the University in proper form and to retrieve them as and when necessary.
- (ii) Safe custody of all original certificates received from students for verification and safe return of them after verification.

**d) Scholarships, bank loan and research fellowships**

- (i) Issuing certificates to students to secure loan from Banks for pursuing education in the University.
- (ii) All matters relating to securing scholarship for students, who apply to various agencies awarding scholarships.
- (iii) Matters relating to award of merit scholarship, fee waiver, etc., by the University for meritorious students.
- (iv) Distribution of cash award, prize, etc., to students who secure ranks in the examination as per the scheme of University.
- (v) Forwarding the applications of research scholars and pursuing with UGC and other agencies for the award of research fellowships under various schemes.

**e) Disciplinary action**

- i) Dealing with matters relating to constitution of enquiry committee on issues relating to disciplinary action, securing the report and pursuing disciplinary action against the student(s) concerned.
- ii) Pursuing matters relating to cases filed by student in the courts to defend the University.
- iii) Processing of complaints received from parents of students and others and pursuing action till completion of the process.
- iv) Dealing on priority basis disciplinary action relating to ragging by students.

**f) Student professional bodies**

- i) All matters relating to student professional bodies in the various Departments with regard to approval from administration.
- ii) Sanction of advance for various events organized by the professional bodies and final settlement/adjustment of accounts by the Department concerned.

**g) Issue of Transfer certificates & Hall tickets, etc.**

- (i) Issue of transfer certificate and other certificates signed by appropriate authority to the students when they leave the University after completion of programme/discontinuance the programme.
- (ii) Distribution of Hall tickets to the students after ensuring their compliance of conditions stipulated in the regulations for the end semester examinations.
- (iii) Any other issues relating to students' academic activities.

**2.5 EXAMINATION RELATED MATTERS**

As a deemed to be University, the responsibility for scheduling and conducting of examinations, declaration of results, distribution of mark sheets and degree certificates rest with the University. The duties and responsibilities include,

- (i) Scheduling and conducting continuous assessment tests for all programmes. Dispatching the answer scripts to the Departments for evaluation and assign marks.
- (ii) Scheduling of final examinations, arranging to get question papers, print and keep them securely for distribution on the date of examinations.
- (iii) Making arrangements to conduct examinations and evaluations as per the procedure envisaged.
- (iv) Receipt of finalized grade statements course-wise for every programme from the Departments, after approval by the respective Board of Studies and declaration of the final results of each student.
- (v) Printing and distribution of cumulative credit point average (CGPA) semester- wise to students of various programmes.
- (vi) Issue of provisional certificate to the students, who have completed the programme satisfactorily as per the regulations of the programme.
- (vii) 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.
- (vii) Arrange for convocation and award of degree certificates to the students present in the convocation and by registered post to those who have not attended the convocation.
- (viii) Any other issues relating to the conduct of examination, evaluation, declaration of results and award of degree certificates.

## **2.6 STORES AND PURCHASE**

### **a) Purchase of items**

The duties and responsibilities under this item shall include,

- i) Though Departments take action to purchase both consumable and non-consumable items, it is the duty of administration to ensure that they follow the purchase procedure as prescribed by the University.
- ii) Scrutiny and securing administrative approval from the appropriate authority for the purchase proposal of the Department and return it to the Department concerned.
- iii) Checking the short listed comparative statement and the evaluation sheet with remarks for accuracy, missing information and placing it before the purchase committee for consideration/negotiation with the parties concerned and final decision.
- iv) In respect of major items for which open tender is contemplated, obtaining specification from the Departments, calling for open tender through advertisement and forwarding to the Department concerned for remarks.
- v) Placing before the purchase committee the tender evaluation by the Department for consideration/negotiation if necessary and approval.
- vi) Making arrangements for procuring record note books and other stationery required by the Departments, Examination Cell, etc., every semester/annual as the case may be.
- vii) Purchase of all furniture and fittings required by the Departments through appropriate agencies as per the procedure enunciated by the University.

### **b) Stores stocking & distribution**

- i) Assessing the requirements from Departments, make arrangements for printing and stocking and distribution of calendars, magazines, record note books, other forms and registers required by the University.
- ii) Printing/purchasing, stocking and distribution of all other stationery such as paper for writing, answer scripts, chalks, dusters, etc., required by the Departments and Examination Cell.
- iii) Gathering of indent for furniture from the Departments and arrange for the supply of the same following the procedure.
- iv) Maintenance of stock register and arranging for annual stock verification in all the Departments of the University.
- v) Follow up action on the stock verification report pertaining to Departments to ensure they rectify the defects pointed out.

### **c) Bills processing**

- i) Bills received from the Departments and suppliers have to be verified for stock certificate and the claim made by the suppliers.
- ii) Bills after due verification be passed by the Accounts Section for passing and issue of cheque.
- iii) Payment to the parties by cheque will be made by the Stores and Purchase section through the Department whoever procured the items.

### **3.0 DUTIES & RESPONSIBILITIES OF TECHNICAL STAFF**

#### **3.1 PRACTICAL CLASSES**

##### **a) Science Laboratories**

The technical supporting staff are employed in the laboratories of various science departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible for

- i) Arranging the equipment/instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.
- ii) Issuing instruments to the students based on the instructions of the faculty under due acknowledgement of the students for conducting experiments.
- iii) Receiving of the gadgets/instruments issued to students, after checking for any malfunctioning, damage caused etc., and reporting to the faculty member any damages etc., if noticed.
- iv) While the faculty member in charge of the practical class is responsible for issuing instructions as how to conduct experiment, the technical support member should refrain from prompting the students.
- v) While the students conduct experiment, it is the duty of the technical staff to help the faculty member in ensuring that the students do not cause damage to the equipment due to wrong operation or mishandling.
- vi) After the laboratory class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use.
- vii) In case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the Office at the end of the semester to effect recovery from the student concerned.
- viii) Wherever items/chemicals which are harmful, the supporting staff should watch to avoid misuse by students in the interest of the safety of students.
- ix) Carry out any other work assigned to them by staff in charge and HOD.

##### **b) Workshops**

The technical staff such as Instructors and Technicians are employed in the Workshop primarily to coach the students in technical skills involving machining etc. While the faculty member in charge of the Workshop class is responsible for briefing the students about the exercise, the theory behind it, precaution to be adopted etc., the technical staff is responsible for

- i) Issuing of tools and gadgets required for carrying out the exercise assigned to the student and receiving it back after the class is over.
- ii) Coaching the students as how to operate the machine, mounting of tool, carrying out machining operation, etc.

- iii) Helping the students in grinding the blunt tool, so that the students acquire the skill involved in it.
- iv) Adjusting the machine tool, ensuring that they are kept clean after the students complete their exercises.
- v) Coaching the students in handling of hand tools involved in carpentry work, helping the student in learning simple carpentry works.
- vi) Coaching the students in fitting and welding activities, and in plumbing works.
- vii) Demonstrating to the students the steps involved in foundry and smithy related activities as per the instruction of faculty in charge of laboratory / practical class.
- viii) Keep a watch on the students so that they handle tools safely and securely in the interest of safety of students.
- ix) Technical staff should communicate with the students in English during Lab Classes.
- x) Carry out any other work assigned to them by staff in charge and HOD.

**c) Testing and machine oriented laboratories**

- i) There are many laboratories, wherein the students are given practical exposure in conducting tests, which involve sophisticated and costly machineries. The technical staff provides support services to the faculty member in charge of the practical class in coaching the students. Their responsibilities include,
- ii) Helping the students in the preparation of specimens required as per the instruction of faculty for conducting the test. The technician should avoid doing by himself instead of the students.
- iii) Providing assistance if needed by the students in mounting the specimen and in handling the equipment or machinery so as to ensure that the equipment is not damaged.
- iv) Issue of necessary consumables from the sub stock required by the students for conducting the experiment and accounting it properly.
- v) Keeping the testing equipment/machinery in operable condition by checking them when the laboratory classes are not held.
- vi) Proper custody of all tools, gadgets, measuring instruments and other items of the laboratories and issue to the students and receipt back after the experiment is over.
- vii) Maintenance of the laboratory clean.
- viii) Carry out any other work assigned to them by staff in charge and HOD.

**d) Electrical and Electronics laboratories**

- ii) to assist the faculty in charge of laboratory practical class for an effective and orderly conduct of practical courses.
- iii) to ensure whether all the equipment and machineries are in proper working condition before the commencement of lab classes.

- iv) to ensure the safety of the students during lab classes by carefully following the safety instructions.
- v) to issue the required meters, instruments, components etc., to the students during practical classes and receiving the same back after completion of experiment.
- vi) to help the students in the circuit debugging measurement observation, etc., in the regular lab classes.
- vii) keeping the working tables in their respective labs always in working condition by proper maintenance.
- viii) to help the students in the fabrication of working models, as a part of their project work.
- ix) Maintenance of the laboratory clean.
- x) Carry out any other work assigned to them by staff in charge and HOD.

**e) Computer related laboratories**

- i) Routine maintenance of all computer systems, UPS and other peripherals related to laboratory.
- ii) Assisting the faculty in charge of laboratory class, so far as it relates to the hardware and system software problems.
- iii) If a system is in warranty period or in maintenance contract, wherever it develops defects, call the concerned company technical staff for fixing the defects.
- iv) Maintenance of computers attached to the University office and senior officials like Vice-Chancellor, Registrar, Director and Deans.
- v) Maintenance of networking of the laboratory concerned.
- vi) Creation of new login during the commencement of semester for the students, so that students can do new exercises during the semester.
- vii) Attending to the problem faced by students with respect to hardware and system softwares.
- viii) Arranging LCD projector to the class room, conference hall, seminar hall, etc., as and when needed.
- ix) Loading specific software and upgrading of system to meet the specific requirement of students during project works.
- x) Maintenance of all software packages attached to the laboratory. Removal of viruses in the system as and when affected.
- xi) Switching off the systems and air conditioners when students are not using the laboratory to save energy consumption.
- xii) Reporting to the faculty member if the technical staff notice any misuse of the system by students.
- xiii) Keeping the laboratory clean.
- xiv) To carry out work assigned to them by staff in charge of Laboratory or HOD.

### **3.2 CLEANLINESS AND MAINTENANCE**

With regard to cleanliness and maintenance the duties and responsibilities of technical staff include,

- i) Ensuring that the laboratory/workshop, in which the technical staff are posted is kept clean and neat by using the sweepers posted for the purpose.
- ii) All the equipment / machinery should be maintained so that they are in good working condition always. In case of any fault/defect, it should be brought to the notice of the faculty in charge of the laboratory and take prompt action to rectify the defects.
- iii) The technical staff should ensure that the garbage accumulated in the laboratory or in the vicinity outside the laboratory are cleaned by the cleaning staff of the University posted for the purpose.
- iv) All safety items like fire extinguisher etc., should be kept in working condition and first aid materials are kept in the box to be used in case of emergency.
- v) Many equipment/measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of faculty in charge or getting it done by outside agencies wherever it is needed.
- vi) Maintenance and exhibition of charts and other learning materials in the laboratory as per the instructions of the laboratory in charge is also the responsibility of technical staff.
- vii) The technical staff should bring it to the notice of faculty in charge about unserviceable items and items to be condemned. He/she should also help him/her in taking action to dispose them.
- viii) All the machineries and equipment are to be cleaned regularly by technical staff.

### **3.3 RECORD KEEPING**

Though the overall responsibility for the maintenance and upkeep of records pertaining to the laboratory is vested with the faculty member in charge of the laboratory, the technical staff is responsible for,

- i) Maintaining the stock register for both consumable and non-consumable items by making entries then and there, and getting it attested by the faculty member.
- ii) Keeping the store room / cupboard wherein the tools, gadgets, etc., are stocked securely and safely and issue to the students on the instruction of the faculty under proper acknowledgement only.
- iii) Helping the faculty in reconciliation of stock of items if any discrepancy pointed out by the stock verification team.
- iv) Maintenance of register regarding breakage of item by students while doing experiment, preparing the statement duly attested by the faculty member at the end of semester for forwarding to the office to effect recovery.
- v) Maintaining all instruction manuals and record note books submitted by students to the faculty for correction and redistribution back to the students.

### **3.4 IN DEVELOPMENTAL ACTIVITIES**

#### **a) Laboratory development**

- i) The technical staff should contribute in the efforts of the faculty member in developing new experiments as and when needed.
- ii) Especially in project works, the students do come up with lots of new ideas. The technical staff with the approval of the project guide and the laboratory in charge should help the students in fabricating/assembling the experimental set up or developing gadget using the laboratory facilities.
- iii) Whenever new equipment/machinery are purchased, the technical staff should ensure their fullest co-operation to the faculty in charge in the installation of equipment.

#### **b) Research related**

- i) Whatever experimental set up needed by the Ph.D./M.S./M.Phil. researchers, the technical staff should assist the research scholar with the approval of the laboratory in charge.
- ii) Not only help in preparing the experimental set up wherever needed, the technical staff shall assist the researcher in taking readings/measurements and in the operation of the gadget.
- iii) As a University, emphasis will be on sponsored research projects and consultancy, many research projects involve experiments, testing etc. Therefore, the technical staff of the laboratory should extend co-operation and help to the project co-ordinator and project associates in their endeavour.
- iv) Even if the work involves beyond the working hours of the institution, technical staff will have to render assistance to the project co-ordinators.

#### **c) Testing for outside agencies**

The institution may get request for testing components, materials etc., for certification from different sources. While conducting testing along with the faculty member, the technical staff should take utmost precaution in preparing samples and careful in testing, so that the credibility is ensured in certification.

### **3.5 RELATED ACTIVITIES**

The duties and responsibilities during practical examination are as follows:

- i) Issue of instruments and other equipment to the students as per the instruction of examiners appointed for the purpose.
- ii) Desist from revealing to the students any confidential information relating to the content and scope of the practical test given to the students.
- iii) Desist from giving any prompt or assistance to the students, who are undergoing examination thereby not jeopardizing the sanctity of the examination.
- iv) Checking all the equipment, machinery and tools for any defect and rectify the same so that the students do not face any difficulty during examination.

### **3.6 WORKLOAD**

- i) A full time technical staff should perform a minimum of 34 hours of work per week for the University on a 6 day week basis. The University has the right to fix the working hours and days depending upon the exigency.
- ii) The 34 hours is only the minimum, but a technical staff is expected to devote more time to help faculty in connection with the execution of sponsored projects, consultancy work, continuing education, summer courses, etc.,
- iii) It is quite likely in some semesters, there may not be much work in a particular laboratory. Therefore, the HOD concerned will redeploy the technical staff depending on the need so that the workload is even out among the staff of the department.

### **4.0 CODE OF CONDUCT**

As members of administrative and technical category staff, their responsibility in providing necessary support services in imparting education, research and extension activities of the University and in the administration of the University is enormous. They are responsible for sustaining the highest ethical standards of the University and the broader community in which they function. This code serves as a guide to all the members of both the category.

### **5.0 APPLICABILITY AND VIOLATIONS**

The members should bring to the attention of appropriate authority any suspected violations of any of the provisions of these rules and regulations. Raising such a concern is a service to the University and will not jeopardize one's position or employment. Proved violations will result in suitable disciplinary action upto and including termination from employment of the University. If needed, legal recourse may also be resorted against the concerned individuals depending on the gravity of violations.

### **6.0 RELATIONSHIP WITH STUDENTS**

While the aim of the University is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,

- (i) According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
- (ii) Making regular contribution for the personal development of students, while looking after their interest and welfare.
- (iii) Not disclosing confidential information about students, which the member knows, to anyone other than to authorized persons/agency or in the interest of law.
- (iv) Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behaviour, unmindful of some untoward event if occurred, rather than having a feeling of revenge.

- (v) Abstaining from indulging in any corrupt practices with the students by showing favour of any kind.
- (vi) Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.
- (vii) Trying to integrate the values of integrity, honesty and fairness and desire in all the dealings by the staff, since the University values them.

## **7.0 RELATIONSHIP WITH FACULTY MEMBERS**

As the technical and administrative staff are expected to work closely with the faculty of the University in day to day activities, the staff should

- (i) respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- (ii) develop friendly and co-operative relationship with the faculty members.
- (iii) Understand the role of supporting staff vis-à-vis the role of a faculty member that would enable developing proper relationship.
- (iv) not to transgress his/her defined role in the interest of discharge of assigned duties and responsibilities.
- (v) provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.

## **8.0 RELATIONSHIP WITH COLLEAGUES**

A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,

- i) move with his/her colleagues in the University in a manner that he/she expect them to move with him/her.
- ii) extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- iii) eschew writing anonymous letters in self interest to the authorities about his/her colleagues thereby harming others in self interest.
- iv) desist spreading rumors or wrong news about his/her colleagues to express his/her displeasure.
- v) refrain from passing information about colleagues to any individual or agency without his/her express permission.

## **9.0 RELATIONSHIP WITH MANAGEMENT**

A member is expected to develop proper rapport with the employer viz. Management of the University. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

- i) Perform all professional activities through proper channels.
- ii) Do not discuss with unauthorized individuals about professional and other information pertaining to the University.
- iii) Look for promotion/elevation only on grounds of competence/performance.
- iv) Do not expect appointment or promotion out of turn, based on favouritism or against professional interest/ethics.
- v) Honour the provision of the bilateral agreement viz. bond/University, which the member committed/entered with the employer viz. University.
- vi) Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the University.
- vii) Co-operate whole heartedly with the authorities of the University in the fulfillment of mission and goals of University by performing his/her role in a professional manner.
- viii) Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the interest of University.
- ix) Every member is required to conduct the University's transaction with utmost honesty, integrity and fairness.
- x) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- xi) Should follow all norms and job details assigned by the University to the member from time to time with dedication.

## **10.0 USE OF UNIVERSITY RESOURCES**

The University resources include, but limited to, the use of telephone systems, data communication and networking services, university domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others.

These resources must be used only for the purposes of the University. They should not be used for personal gain and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.

## **11.0 REPRESENTATION AND GRIEVANCE REDRESSAL**

- i) A staff member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (eg. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her department.
- ii) Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.
- iii) The affected member should address his/her problem through channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities.

## **12.0 RELATIONSHIP WITH SOCIETY**

The activities of a member of technical and administration are not only related to the University but also have a serious impact on common social interests. Therefore, the following aspects merit consideration in this regard.

- i) Adherence to desirable standards expected of the University by the society.
- ii) Participation in diverse activities of the community as a good citizen.
- iii) Soliciting public co-operation in the educational programmes of the University.
- iv) Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

## **13.0 CONFLICT OF INTEREST/COMMITMENT**

A staff member owes his/her primary professional allegiance to the University and its mission to engage in the highest level of education, research and extension activities. He/she is committed to devote his/her time fully to academic, research, consultancy, extension and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the University working hours.

## **14.0 MISCELLANEOUS RULES OF CONDUCT**

The following are the miscellaneous items of rules of conduct, which a member is expected to follow.

- i) If any member wishes to stand for election to any local body, State Assembly or Parliament, he/she shall seek the permission from appropriate authority and take leave for the period of his/her election campaign. He/she shall also take such leave as is due to his/her or leave without pay so long as he/she remains a member of the elected body of which he/she is a member.
- ii) A staff member shall not indulge in any adverse criticism of the University and its officers by means of any article, broadcast or any other document or statement.
- iii) A staff member shall not be under the influence of any intoxicating drug or liquor during the hours of his/her duty.
- iv) Use of cell phones by students in the University campus during working hours is discouraged and hence a technical staff member should not use them during practical class hours, meetings, etc.
- v) Notwithstanding rules and regulations and code of conduct specified in this document, all technical and administrative staff should follow the various rules and regulations framed, instructions issued by the University from time to time in true letter and spirit.

\*\*\*\*