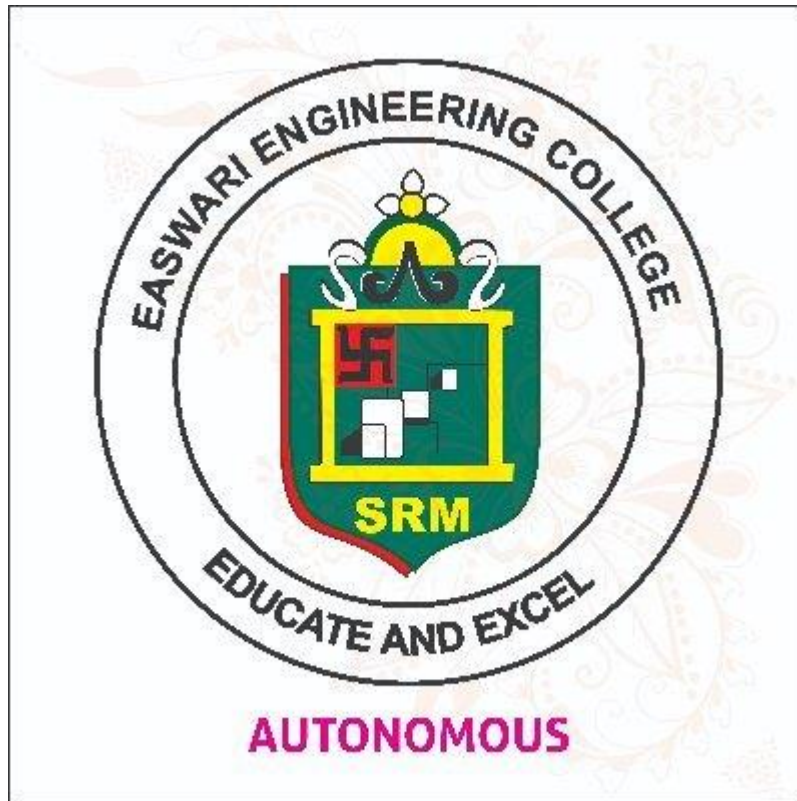


**EASWARI ENGINEERING COLLEGE (AUTONOMOUS)**

BHARATHI SALAI, RAMAPURAM, CHENNAI – 600 089

THIRUVALLUR DISTRICT, TAMILNADU



**CODE OF CONDUCT & ETHICS**

**STUDENTS, TEACHING & SUPPORT STAFF**

**JANUARY - 2021**

**EASWARI ENGINEERING COLLEGE (AUTONOMOUS) CHENNAI – 600 089**

## Rules and Regulations for Students

### 1.0 RULES (GENERAL)

- 1.1 Students should be punctual in coming to the college. Prior information must be given to class coordinator for availing of leave.
- 1.2 Wear Identity Card with college rope (easily noticeable) whenever in the college campus and also while traveling in the college bus. Not wearing the Identity card is an act of indiscipline and is punishable.
- 1.3 Inform Loss / theft of ID cards / library cards and change of address or contact telephone numbers to HOD / college Office without delay. Institution is not responsible for loss of personal items.
- 1.4 Celebrations (Birthdays, Valentine's Day, Holi etc.,) are strictly prohibited inside classrooms / canteens / college buses / campus / hostels.
- 1.5 While riding two wheelers triples is banned. During college hours, going out of the campus is permitted only with exit passes.
- 1.6 Record complaints about housekeeping / repairs in a separate register kept with HOD / Department.
- 1.7 Obtain prior permission from Lab- in-Charge for doing experiments/ project work beyond the normal Lab-hours.
- 1.8 Cameras, cell-Phones and iPod are not allowed in the college premises. Failure to adhere to this instruction will lead to severe disciplinary action.
- 1.9 Observe/ comply with other specific rules of the college. These include:
  - Parking of vehicles only in specified areas
  - Wear helmets while riding two wheelers (only 1+1 as per Govt. Regulations)
  - Observe speed limits while riding / driving
  - Dispose wastes only in dustbins.
  - Observe timings for going to canteens. Students can visit canteens only during morning break and lunch break / evenings and not during college hours

**1.10 Adopt proper dress code in the Campus:**

**For Boys:**

- Permitted : Trousers and tucked-in Shirts with collar, Shoes.  
Students of MBA are to wear a Tie.
- Not permitted : Casuals – T - Shirts, Short Shirts and Jeans /  
Chappals

**For Girls:**

- Permitted : Salwar Kameez or Churidars with dupattas  
neatly pinned / Saree
- Not Permitted : Half sarees, skirts, jeans, frocks, sleeveless tops,  
leggings or short churidars or any other indecent  
tight fitting dresses

- 1.11 No loose garments are permitted in the workshops / laboratories as a measure of safety precautions. Students must wear leather shoes securely strapped to heel and overcoat while in workshop / Labs.

**REGULATIONS**

- 1.12 Students should not resort to any form of strike and / or such undesirable activities. These are punishable and severe disciplinary actions (including expulsion) will be taken against the guilty
- 1.13 There is a grievance redressal mechanism and issues are to be sorted out then and there through the HOD.
- 1.14 Students are to abide by attendance and leave rules.
- 1.15 Ragging is punishable as per under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987 & Extract of Tamil Nadu Government Gazette-Extra Ordinary Notification dated. 29.01.97 (Bill No. 8 of 1997 Tamil Nadu Prohibition of Ragging Act):
- 1.16 Leave without prior permission on the first day of reopening and cycle test will lead to disciplinary action.
- 1.17 Annual Tuition fees are to be paid before the commencement of the odd semester. A grace period of 5 days will be given to students as a matter of exception. Any delay beyond this 5 day period will be debarred the student from continuing the course / attending the class / labs.
- 1.18 Those who travel by college bus should abide by Rules and Regulations of transport department. Bus routes are given for the convenience of the students.
- 1.19 All those who join hostels are to abide by “Rules / Regulations of the Hostel” published in Hostel Handbook (2019-2020) and given to Hostellers.
- 1.20 Smoking or Consumption of psychotropic substances inside or outside the campus is strictly prohibited.

## CODE OF CONDUCT COMMITTEE

It is hereby informed that to oversee the implementation and the practice of the code of conduct for Teaching staff/Non teaching staff and students, a Code of Committee has been formed. This committee should ensure the adherence to rules and regulations that govern the management and administration of the institute.

The Easwari Engineering College, Code of Conduct committee has been constituted with the following members: -

<b>S.No.</b>	<b>Members</b>	<b>Position</b>
1	Principal	Chairperson
2	IQAC Coordinator	Member
3	NAAC Incharge	Member
4	Head, Dept. of AI & DS	Member
5	Head, Dept. of AUTO	Member
6	Head, Dept. of BME	Member
7	Head, Dept. of CIVIL	Member
8	Head, Dept. of CSE	Member
9	Head, Dept. of ECE	Member
10	Head, Dept. of EEE	Member
11	Head, Dept. of EIE	Member
12	Head, Dept. of MECH	Member
13	Head, Dept. of IT	Member
14	Head, Dept. of RA	Member
15	Head, Dept. of MBA	Member
16	Head, Dept. of CHEMISTRY	Member
17	Head, Dept. of ENGLISH	Member
18	Head, Dept. of MATHEMATICS	Member
19	Head, Dept. of PHYSICS	Member

## **2.0 Rules and Regulations for Teaching Faculty**

- 2.1 As a Member of SRM Group, you shall be responsible for the image of SRM Group and general safety of the assets including intellectual property rights. Any pilferage shall be liable for disciplinary action.
- 2.2 You shall not work or undertake any assignment in any other Organization / Concern during the employment in SRM Group
- 2.3 You are expected to follow and abide by the instruction of superiors.
- 2.4 You will not be relieved of duties in the middle of the semester
- 2.5 Leave shall be availed only with prior approval of superior. Leave rules are governed as laid down by the Organization guidelines.
- 2.6 Duties and Responsibilities as given must be strictly adhered to.
- 2.7 Leave is not to be claimed as right. However, you may avail leave only when it is a must with prior approval.
- 2.8 Avoid taking leave when the semester classes are going on.
- 2.9 Avoid availing frequent permission / late arrival as a routine habit
- 2.10 In case of long leave for more than a week, a relieving report and joining report are to be sent at the time of leaving and at the time of reporting for duty respectively.
- 2.11 Invigilation duty is a part of academic work and it is mandatory for all faculty members.
- 2.12 If Staff member taking the students outside the college premises for Industrial Visits, Education Tour or any other visit should take prior permission from Head of the Institution, failing which, the staff member is liable for disciplinary action.
- 2.13 Staff desirous of resigning, have to necessarily give three months notice period as specified in the appointment letter during which no vacation leave, earned leave, casual leave or compensatory leave in their credit can be availed except on medical grounds. In case of any shortage of notice period, salary for the shortage of notice period is to be surrendered.
- 2.14 Performance will be evaluated periodically during the service period and non-satisfactory performance will lead to termination with one month notice period.
- 2.15 Any deficiency in service or violation of rules and regulations and terms and conditions of the undertaking will lead to termination without any prior notice.
- 2.16 At the end of appointment period, the Management reserves the right to give fresh appointment on the basis of the performance of the individual staff member.

- 2.17 You will also have to do any work assigned by the your superior/Reporting to person.
- 2.18 You should attend all the Meetings and Functions in the Department / Institutions when called for.
- 2.19 You should extend your full co-operation in all the academic, co-curricular and extracurricular activities.
- 2.20 You should follow the Rules and Regulations laid down by the Library when you use it.
- 2.21 You should follow the Rules and Regulations laid down by the Transport Department when you use the college bus.
- 2.22 If you stay in Hostel, you should follow the Rules and Regulations laid down by the Hostel.
- 2.23 You should be punctual and be regular for lecture classes, labs, workshops, seminar, etc.
- 2.24 You should wear your identity cards whenever you are in the college campus (Non wearing the identity card will be considered as an act of indiscipline)
- 2.25 You are advised to know the location of Fire Extinguishers and Main switches in the labs concerned.
- 2.26 You are advised to
- a. Park vehicles in specified areas
  - a. Wear Helmets while riding two wheelers
  - b. Observe speed limits while riding / driving within the campus
  - c. Maintain general hygiene while in college and throw wastes only in dustbins
- 2.27 You should follow ISO procedures as per norms / records
- 2.28 You should ensure proper housekeeping in your department / in and around the place of work.
- 2.29 Safety norms are to be adopted in day-today activities.
- 2.30 You should follow the Rules and Regulations of the Institution. Any violation of the Rules and Regulations will lead to termination of service without prior notice.

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I accept the above Service Rules, Code of Conduct with amendments as and when made.

Name :

Designation :

Department :

Institution :

**EASWARI ENGINEERING COLLEGE (AUTONOMOUS) CHENNAI – 600 089**

### **3.0 PROFESSOR ROLES & RESPONSIBILITIES**

The Professor's responsibilities include, but are not limited to, teaching a requisite number of graduate classes, assisting with the development of course materials, supervising postgraduate students, regularly publishing quality journal articles, serving on committees, attending conferences, writing proposals for research grants, delivering presentations, and handling other administrative duties.

#### **Professor Responsibilities:**

##### **Teaching and Evaluation:**

- 3.1 The Professor's responsibilities include teaching a number of classes with world class education standards and create an excellent learning experience for the students
- 3.2 Develop curricula and implement innovative instructional methods, including project/activity based learning and be a convener for the effective utilization of smart classroom facilities.
- 3.3 Deliver a range of innovative methods of teaching for students.
- 3.4 Reviewing methods and teaching materials and making recommendations for improvement, in order that the Outcome based Education is attained
- 3.5 Guide, lead and mentor students in research projects, leading every project towards a refereed publication.
- 3.6 To develop curricula, syllabus, course learning materials and question banks for assignments and examinations within the subject area / specific domain.
- 3.7 To guide students undertaking research projects, for the curriculum and for refereed competitions.
- 3.8 To create, innovate and implement career-enhancement programs and activities, which in turn will achieve better admissions.
- 3.9 Develop the ability of students to engage in critical discourses and rational thinking; Promote and develop team spirit and team coherence.
- 3.10 Ascertaining the implementation of Bloom's taxonomy based teaching-learning process, and ensure teaching within the quality assurance framework of the college.
- 3.11 Ensure teaching design and methods are in compliance with the educational standards and regulations of the department / institution.

- 3.12 Develop, implement and coordinate the college research strategies
- 3.13 To present scholarly papers and represent the Institute at various national & international seminars, conferences, research forums and academic events
- 3.14 Supervising, advising, and mentoring teaching assistants and graduate students
- 3.15 Short listing, interviewing, and selecting students for graduate programs.
- 3.16 Traveling to other national reputed institutions to gain learning experience and opportunities and expand networks.
- 3.17 Conducting research, fieldwork, and investigations, and writing up research reports.
- 3.18 To constantly update the research specialization through respective refereed journal surveying, and take the technological field to higher steps, through peer-reviewed high indexed journal publications.
- 3.19 To devise Self Learning Materials including quality assured self-made videos within the subject area, and presenting it to student community through ONLINE and OFFLINE platforms
- 3.20 Sustained preparation, submission and success in acquiring funded research projects through untiring research activities.
- 3.21 To become a recognized supervisor to guide Ph.D., Research scholars
- 3.22 Publishing research articles, attending conferences, delivering presentations, and networking with other experts in the same field.

**Extension Activities:**

- 3.23 Attending academic events and networking with other researchers and field experts, as a delegate as well as keynote speaker/invited speaker
- 3.24 Participating in faculty and departmental meetings.
- 3.25 Organizing guest seminars and faculty events where students can interact with reputed industry professionals.
- 3.26 Attend refereed conferences / workshops / FDPs. Bring in prospering school students and polytechnic students and exhibit the institute to them for enabling better admissions.
- 3.27 To develop the research potential to cope-up with industrial needs, and thus bringing in consultancy assignments.



**Administrative/ Others:**

- 3.28 Significant contribution to the administrative tasks as assigned by the Institute.
- 3.29 Convening the NAAC / NIRF / NBA /ABET processes.
- 3.30 Assisting with the training and recruitment of new lecturers, teaching assistants and Professors.
- 3.31 Participating in functional committee, departmental, and faculty meetings.
- 3.32 Providing training and mentoring to teaching assistants and junior lecturers.
- 3.33 Assisting with student placement, interviews, and academic counseling sessions.
- 3.34 Contributing to the creation of good environment that promotes growth, equality, and freedom of speech.
- 3.35 Involving independent research, accurately allocate resources, and provide subject-related and management advice to the junior faculty members.

## **4.0 ASSOCIATE PROFESSOR ROLES & RESPONSIBILITIES**

Associate Professors are experts in their field who rank just below the Professors. They have both research and teaching responsibilities at a university/college and also serve on committees. Associate Professors frequently present their findings at conferences and publishing their research works in reputed journals.

### **Associate Professor Responsibilities:**

#### **Teaching and Evaluation:**

- 4.1 The Associate Professor's responsibilities include teaching a number of classes with world class education standards and create an excellent learning experience for the students.
- 4.2 Develop and implement innovative instructional methods, including project/activity based learning and utility of smart class room facilities.
- 4.3 Guide, lead and mentor students in research projects, leading every project towards a refereed publication.
- 4.4 To develop curricula, syllabus, course learning materials and question banks for assignments and examinations within the subject area / specific domain.
- 4.5 To guide students undertaking research projects, for the curriculum and for refereed competitions.
- 4.6 To create, innovate and implement career-enhancement programs and activities, which in turn will achieve better admissions.
- 4.7 Ascertaining the implementation of Bloom's taxonomy based teaching-learning process.

#### **Research and New Knowledge:**

- 4.8 To present scholarly papers and represent the Institute at various national & international seminars, conferences, research forums and academic events.
- 4.9 Supervising, advising, and mentoring teaching assistants and graduate students.
- 4.10 Short listing, interviewing, and selecting students for graduate programs.

- 4.11 Traveling to other national reputed institutions, to gain learning experience and opportunities and expand networks.
- 4.12 To constantly update the research specialization through respective refereed journal surveying, and take the technological field to higher steps, through peer-reviewed high indexed journal publications.
- 4.13 To devise Self Learning Materials including quality assured self-made videos within the subject area, and presenting it to student community through ONLINE and OFFLINE platforms
- 4.14 Sustained preparation, submission and success in acquiring funded projects through untiring research activities.
- 4.15 To become a recognized supervisor to guide Ph.D., research scholars.

**Extension Activities:**

- 4.16 Attending academic events and networking with other researchers and field experts, as a delegate as well as as keynote speaker/invited speaker.
- 4.17 Participating in faculty and departmental meetings.
- 4.18 Organizing guest seminars and faculty events where students can interact with reputed industry professionals.
- 4.19 Attending refereed conferences/workshops / FDPs. Bring in prospering school students and polytechnic students and exhibit the institute to them for enabling better admissions
- 4.20 To develop the research potential to cope-up with industrial needs, and thus bringing in consultancy assignments

**Administrative/ Others:**

- 4.21 Significant contribution to the administrative tasks as assigned by the Institute.
- 4.22 Participation in the NAAC / NIRF / NBA / ABET processes
- 4.23 Assisting with the training and recruitment of new lecturers and teaching assistants.
- 4.24 Outstanding employees of this cadre have excellent management knowledge, networking skills, and the ability to build strong professional relationships with both students and colleagues

## **5.0 ASSISTANT PROFESSOR ROLES & RESPONSIBILITIES**

- 5.1 To teach subjects and take up lab work (as assigned by HOD) for the students and carry out all academic activities related to the subjects assigned.
- 5.2 To handle laboratory classes (as assigned by HOD) and give instructions to the students to undertake the experiments as per the prescribed syllabus and carry out all related activities.
- 5.3 To take up and accomplish research work in the area of specialization and bring out good publications in International / National Journals / Conferences / Symposium.
- 5.4 To guide and monitor the students in Training and Project Work and assist the HOD in Project Review meetings
- 5.5 To develop association with Industries and obtain Industrial Consultancy works.
- 5.6 To counsel the students for improving academic performance, attendance, skill development and discipline.
- 5.7 To take the additional responsibility of Class Coordinator (as assigned by HOD) and carry out all related activities.
- 5.8 To assume the additional responsibility as Placement Coordinator of the Department (as assigned by HOD) and relize excellent placement and growth in all related activities.
- 5.9 To undertake planning and development work as Lab In-charge (as assigned by HOD) and carry out all related activities.
- 5.10 To take additional responsibility as Functional Committee Coordinator (as assigned by Vice Principal) for Functions / Programs and carry out related activities.
- 5.11 To prepare the course file for each subject assigned before commencement of classes
- 5.12 To prepare Course Portfolio for each subject handled at the end of the Semester.
- 5.13 To provide support and assistance to HOD on the following:
  - Preparation coordination and checking of Time Table / Lesson Plan.

- Reviewing the laboratory equipment status and procurement of new equipment.
  - Working out the training needs of junior staff, students and assist in conducting Training Programs.
  - Conducting monthly class committee meetings.
- 5.14 Reviewing the student's attendance and taking action regarding poor attendance.
- 5.15 Conducting periodical tests and sending the report to parents.
- 5.16 Conducting special classes for slow learners.
- 5.17 To calibrate and maintain all the equipment in the department in working condition.
- 5.18 To analyze the results, prepare report and submit actions plans to Principal / Dean for remedial measures.
- 5.19 Maintaining discipline in the Department.
- 5.20 Starting new programmes in the department.
- 5.21 To work out Internal Marks for various subjects in the Department.
- 5.22 To prepare an Annual Report for the Department activity.
- 5.23 To provide details for Stock Verification.
- 5.24 Assist HOD / Professor in view of planning and Development activities for the subsequent years.
- 5.25 To undertake works assigned by HOD from time to time.
- 5.26 Develop laboratories as Centre of Excellence.

Reporting to whom: HOD

Reporting system: HOD-VP(Admin/Academic)-Principal-Director-Chairman

## **6.0 Rules and Regulations for Non Teaching / Supporting Department Staff**

- 6.1. As a Member of SRM Group, you shall be responsible for the image of SRM Group and general safety of the assets including intellectual property rights. Any pilferage shall be liable for disciplinary action.
- 6.2. You shall not work or undertake any assignment in any other Organization / Concern during the employment in SRM Group.
- 6.3. In case the original certificates are required in the middle of your service, you may have to deposit one month salary, which will be refunded on resubmission of the original certificates at the office.
- 6.4. You are expected to follow and abide by the instruction of superiors.
- 6.5. Leave shall be availed only with prior approval of your Reporting Authority/HOD/Dean/Principal. Leave rules are governed as laid down by the College/Institution/Hospital/Company guidelines.
- 6.6. Duties and Responsibilities as given must be strictly adhered to.
- 6.7. Leave is not to be claimed as right. However, you may avail leave only when it is a must with prior permission.
- 6.8. Avoid availing frequent permission / late arrival as a routine habit
- 6.9. In case of long leave for more than a week, a relieving report and joining report are to be sent at the time of leaving and at the time of reporting for duty respectively.
- 6.10. Staff desirous of resigning, have to necessarily give one month notice period as specified in the appointment letter during which no vacation leave, earned leave, casual leave or compensatory leave in their credit can be availed except on medical grounds. In case of any shortage of notice period, salary for the shortage of notice period is to be surrendered.
- 6.11. Performance will be evaluated periodically during the service period and non-satisfactory performance will lead to termination without notice period.
- 6.12. Any deficiency in service or violation of rules and regulations and terms and conditions of the undertaking will lead to termination without any prior notice.
- 6.13. At the end of appointment period, the Management reserves the right to give fresh appointment on the basis of the performance of the individual staff member.
- 6.14. Any indiscipline or disobedience will lead to termination of service without any notice.

- 6.15 You will also have to do any work assigned by your Superior / Principal / Dean / HOD / Management.
- 6.16 You should attend all the Meetings and Functions in the Department / Institutions when called for.
- 6.17 You should follow the Rules and Regulations laid down by the Library when you use it.
- 6.18 You should follow the Rules and Regulations laid down by the Transport Department when you use the college bus.
- 6.19 If you stay in Hostel, you should follow the Rules and Regulations laid down by the Hostel.
- 6.20 You should be punctual and be regular for labs, workshops, seminar, etc.
- 6.21 You should wear your identity cards whenever you are in the college campus (Non wearing the identity card will be considered as an act of indiscipline)
- 6.22. You are advised to know the location of Fire Extinguishers and Main switches in the labs concerned in respect of staff working in labs.
- 6.23 You are advised to :
- a) Park vehicles in specified areas
  - b) Wear Helmets while riding two wheelers
  - c) Observe speed limits while riding / driving within the campus
  - d) Maintain general hygiene while in college/institution and throw wastes only in dustbins
- 6.24 You should follow ISO procedures as per norms / records
- 6.25 You should ensure proper housekeeping in your department / in and around the place of work.
- 6.26 Safety norms are to be adopted in day-today activities
- 6.27 You should follow the Rules and Regulations of the Institution. Any violation of the Rules and Regulations will lead to termination of service without prior notice.

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I accept the above Service Rules, Code of Conduct with amendments as and when made.

Name :

Designation :

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