

# **Rules, Regulations and Code of Conduct for Students**

## **Preamble**

The Handbook for students of Happy Valley Business School (aka as HVBS) is established, to foster and protect the core mission of the institution for pursuing scholarly study and ensuring the holistic development of its key constituents in a safe and secure learning environment. It also ensures to protect persons, properties and processes that support the institution and its mission. The institution is morally responsible to students and other stakeholders, to strive to enhance their experience by providing an opportunity to learn in a campus, free from any disruption. In order to excel in this pursuit, it is necessary to have rules and regulations to maintain order and discipline, and mark the boundaries to that freedom. Students are expected, as learners, to behave responsibly for which they are accountable to the stakeholder community.

It is presumed that students after seeking admission to the course at the institution will conduct themselves in an appropriate and responsible manner. High standards of academic and professional integrity and honesty are expected from students and they are required to respect the rights of students and property of other members of the academic community. Students are required to refrain from any conduct that would interfere with institution functions or endanger the health, welfare or safety of other people either inside or outside the premises of the institution.

Students should not discriminate against self or others on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability or any other legally protected status. Students should not conduct themselves in a manner, which is prejudice to any law of the land and their conduct will aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

## **Applicability**

The code of conduct is applicable to all students of the Institution. The term 'student' refers to persons who are enrolled for a particular course offered by the institution up to completion of the

course.

Any activity that causes the destruction of property belonging to the institution; any conduct of the members to the institution community that causes harm to their health or safety; and any activity in which a police report has been filed, a summon or indictment has been issued or an arrest has occurred for any act or omission, will be constituted as a breach of the Institution Code of Conduct.

## **Jurisdiction**

The Code of Conduct applies to both the On-campus and Off-campus conduct of all students. The Code of Conduct covers off-campus behavior during:

- Industry Internships, field trips, international visits, student exchange programs, industrial visits etc.,
- Research at another institution or a professional practice assignment.
- Student activities: sponsored, conducted authorized by the Institution or by a registered student organization.

## **Misconduct**

Misconduct by any student or an attempt to flout the Code of Conduct is subject to appropriate disciplinary action. The instances of misconduct include, but are not restricted to the following:

## **General discipline**

- Students are expected to conduct themselves at all the times in the classroom and on campus in a manner that enables them to qualify as responsible citizens.
- The use of mobile phones and other wireless equipment is prohibited in the working areas of the institution, which include the classroom, library and computer laboratory. The violation of this rule will lead to the confiscation of the instrument by the authorities with written warning to the student. The instrument will be returned only at the end of the course program.
- Respect the laws of the country, cultural and social values nurtured and followed by all sections and to conduct in a responsible and dignified manner at all times.
- Disruptive conduct is termed as conduct that is intentionally disruptive, substantially obstructs or disrupts the teaching in the institution: restricts the freedom of movement or other lawful activities on Institution premises; or in connection with any institution-sponsored event or activity.

- Discrimination engaging in verbal or physical behavior directed at an individual or a group based on origin, race, creed, gender, religious belief, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them.
- Discrimination as a form of disruptive conduct includes remarks made by a student that are derogatory, racist, discriminatory, patently offensive, profane, sexually explicit or communicated as graphic messages, either in words or pictures, and which

demonstrate a bias or discrimination against any individual or group within the Institution.

- Falsification means wilfully providing institution offices or officials with false, misleading or incomplete information; forging or altering official institution records or documents; either further conspiring with or inducing others to forge alter institution records and documents.
- The illegal or unauthorized possession or use of weapons by a student is serious offence liable to prosecution under law.
- Illegal or unauthorized possession or the use of drugs, alcohol and smoking. HVBS strongly believes in a 'Drug Free Campus'. It is policy of the institute that no student will distribute, possess or use illegal drugs or a controlled substance on its premises.
- Smoking as a policy is prohibited inside the premises of all the campuses including residence / hostels of the institution. This is considered a serious offense and is likely to be prosecuted under disciplinary action.
- Act of violence and threatening, harassing or assaultive conduct by a student means engaging in conduct that causes injury to other students or residents of the educational campus, endangering the health and safety of another person, and includes but is not limited to threatening, harassing or assaultive conduct.
- Theft, property damage and vandalism by a student is a wrongful act. A student who engages in such mentioned conducts is liable for disciplinary action under the institution code of conduct.
- Public display of affection through explicit physical contact by students in public places is banned and is construed as a punishable offence.

### **GRIEVANCE REDRESSAL COMMITTEE**

<b>Sl. No</b>	<b>Name</b>	<b>Official designation</b>	<b>Designation in the Grievance Redressal Committee</b>

1.	Dr.T.Bina	Principal	Charmain
2.	Dr.R.Vishal Kumar	HoD – Finance	Member
3.	Prof.K.Sampathkumar	HoD – Marketing	Member
4.	Prof. A Manoj Kumar	HoD – HR	Member
5.	Prof. Lors Porseena	HoD – Operations	Member

### **Library Rules and Regulations**

- All library users are required to enter their names and sign the register provided at the entrance.
- Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the Librarian.
- Students can borrow eight books at a time.
- Library books are required to be returned by the student on or before the due date.
- Borrowers shall replace lost or damaged library materials with new versions of the same.
- Renewals of library book and of the educational materials are generally allowed if no reservation has been made for the same.
- Case studies and project reports will not be issued to students and are for library reference purpose only.
- Library users are expected to maintain silence at all times in the library. Cell phones and their use is prohibited.
- Library users should present their identity card for the borrowing or renewal of library material. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.
- Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one.
- The membership of the library is nontransferable.
- Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.
- All library users are expected to read the notice board for library timings and other services.
- The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
- Students are requested to maintain the dress code of the Institution while they are in the library.

## **Responsible Use of Social Media**

Social media sites, as with most other web sites, are public and easily searchable. In addition to students and other key constituents of the Institution, sites may also be searched by future employers, aspirants to the Institution as well as personal acquaintances of the student & faculty members. The use of social media brings with it a greater need for personal responsibility, particularly when engaging in online discussions or web chats as well as when exchanging or posting information using web based platforms. While the institution has clear guidelines and policies regarding certain aspects of its operation, for example academic policies by students, IT and library, among others, these do not explicitly cover all the aspects of the usage of social media. HVBS hereby releases the Social Media policy and guidelines to be followed by all students of the institution.

The primary purpose of this policy is:

1. To encourage good and responsible practice in the use of social media.
2. To protect the interest of the institution and its stakeholders including faculty & staff members, students, alumni and other secondary stakeholders.
3. To promote an effective and innovative use of social media by the student community.

### **A. Social Media Regulation**

- Students will post meaningful and respectful comments: no spam and remarks that are off-topic or offensive will be passed on social media.
- Students should always pause and think before posting any comment or remark, reply responsibly to comments when a response is appropriate.
- Respect and honor proprietary information, content and confidentiality.
- When disagreeing with another's opinion, keep it appropriate, polite and respectful.

### **B. Judiciousness in posting content**

- Students will ensure that their efforts to be conversational do not violate Happy Valley Business School's privacy, confidentiality and proprietary guidelines.
- Student will never comment on anything related to academic or administrative matters without the appropriate approval of institution. Protecting yourself, your privacy and HVBS's confidential information. What is published is widely accessible and will be around for a long time, hence considering the content carefully.
- The lines between public and private as well as that between personal and professional content are often blurred on social media. By identifying yourself as a student of HVBS, you may influence perceptions about the Institution, particularly for those who have access to

your social network profile or weblog.

- All content associated with the student will be consistent with your position at the institution and with the institution's values and professional standards.
- Students will help monitor their peers by alerting them to any unprofessional or potentially offensive comments made online or on social media platform. Please help to protect the good name of your Institution as well as that of yourself, your peers and friends.
- Students are required to follow this document, both in letter and in spirit. Students must remember that digital footprints are not easy to erase. They will have an impact both in their life and career that they themselves wish to build for as well as the legacy that they want to create for their almatmater.

### **Academic Conduct**

- **Punctuality:** Students are required to be punctual to their classes as well as for seminars, presentations and assessment tests.

### **Academic misdemeanor**

The following are considered as serious offences at HVBS

- Plagiarism occurs when a student submits work (that is, research, essays, and assignments) that steals and attempts to pass off another's ideas or words, or that uses another's work product without properly crediting the source.
- In such cases, the parties involved will:
  - a. Forfeit marks available for a given assignment and/or
  - b. Fail the course.
- Academic misconduct: Students engaging in any form of activities construed as cheating, copying, assisting others or receiving any form of assistance during the examinations will be subject to disciplinary action. Any breach of requirements relating to examinations and assessments, whether committed intentionally or unintentionally, will be regarded as a 'gross misconduct' and a flagrant violation of the Code of Academic Integrity.
- Attendance Requirements
  - Every student is expected to have a minimum attendance as prescribed in the academic instructions for different courses during each semester. A shortfall in this requirement will mean that the student will not be eligible to appear for the end semester examination.
  - An exemption of attendance may be given to students involved in work assigned to them

by the institution. This will be entirely at the discretion of the Principal.

- Attendance at special seminars and guest lecturers is compulsory for students.

### **Ragging**

- Students will refrain from ragging of any kind and those who violate this rule will be instantly suspended from the institution and the hostel for a period of one week.
- The matter will be placed before the Anti-Ragging Committee, which will review the incident of ragging and take action according to the due process of law.
- Students must take note that ragging results in dismissal from the Institution.
- The attention of the students is also drawn to the judgment of the Honorable Supreme Court of India wherein it is mandatory for the institution to file a complaint with the police.

### **Anti-Ragging Measures**

- Government/Institution Grants Commission (UGC), guidelines notified vide no.F.1- 16/2009 (CPP-II) dated 21-10-2009 on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the Institution Grants Commission Act, 1956) are strictly implemented at Happy Valley Business School, Coimbatore.
- In addition to the above, those students who indulge in the acts of ragging shall attract the punishments as applicable, which include any one or combination thereof:
  - a. Expulsion from the Institution/hostel
  - b. Suspension from the classes
  - c. Fine with a public apology
  - d. Withholding of scholarship or other benefits extended to those involved in ragging
  - e. Debarring from representation in events such as cultural or sports, or any other representation in events for which the student(s) may have been selected
  - f. Withholding examination results
- Entering the ragging incident on the Transfer Certificate/Migration Certificate of the students, and this may adversely affect their career and no placement assistance.
- Filing of a complaint by the affected student with the Police Authority (as per the Supreme Court's Directive).
- The affected student is required to submit an anti-ragging affidavit as per the UGC notification.
- Continuous watch and vigil over ragging by HVBS and the Institution will promptly deal with the incidents of ragging brought to its notice.
- The Institution will summarily punish or reprimand the guilty student, either by itself or by

following procedures, administrative or otherwise, by constituting a special.

Enquiry Committee and put forth its findings or recommendations before the competent authority to take a decision.

- Students are encouraged to report any ragging act witnessed or experienced by them to the Institution's administrators, faculty, Grievances Redressal Cell or other any staff member with whom the student may feel comfortable. The Institution ensures the confidentiality of such a disclosure by the student.

### ANTI RAGGING COMMITTEE

Sl.No	Name	Position held in the committee	Professional designation	Contact Number
1	Dr.T. Bina	Chairperson	Principal	9894142404
2	Mr.B.Ravikumar	Member	Inspector of Police	0422-2656349
3	Mrs.Savitha	Member	Civil Officer	9442104103
4	Mr.M.SureshKumar	Member	Trustee Karangal Foundation	9750372227
5	Mrs. Beena Pillai	Parent representative	Teacher – Alappuzha	8086017653
6	Mrs.K.S.Nimmy	Non-Teaching Representative	Librarian	99943 49374

### ANTI RAGGING SQUAD

S.No	Name	Designation	Contact Number	Email -ID
1.	Dr.T.Bina	Principal	9894142404	<a href="mailto:bina.hvbs@gmail.com">bina.hvbs@gmail.com</a>
2.	Dr.G.Thiruvassagam	Associate Professor	9842399334	<a href="mailto:gthiru.hvbs@gmail.com">gthiru.hvbs@gmail.com</a>



3.	Mrs.A.Indira	Associate Professor	9994612359	<a href="mailto:indira.hvbs@gmail.com">indira.hvbs@gmail.com</a>
4.	Mr. Manoj Kumar A	Assistant Professor	6379605986	<a href="mailto:manoj.hvbs@gmail.com">manoj.hvbs@gmail.com</a>
5.	Mrs.K.S.Nimmy	Librarian	9994349374	<a href="mailto:nimmysivaraj@gmail.com">nimmysivaraj@gmail.com</a>

### **Disciplinary action**

- The Disciplinary Committee will deal with all disciplinary matters.
- The Committee shall constantly monitor the behavior of the students. All disciplinary matters will be placed before the Committee, which will hear the matter and take action according to the due process of law.
- The Student Affairs and Grievances Committee hearing any matter will pass a resolution of termination, suspension, retention, penalties or any other action as deemed fit and necessary.
- The decision of the committee shall be final and binding.

### **Payment of Fees**

- All fee payments to the Institution will be made on or before the date specified by the Institution.

### **Sexual Harassment**

- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  - a submission to such conduct is made a term or condition for participating in educational courses;
  - b submission to or rejection of such conduct is used as a basis for academic decisions affecting the student;
  - c Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance thereby creating an intimidating, hostile or offensive working or learning environment.
- Some examples of sexual harassment may include, but are not limited to the following.
  - a Creating an offensive learning environment by repeated written, verbal, physical and/or visual contacts with sexual overtones

- i. Written forms include suggestive or obscene letters, notes and invitations.
  - ii. Verbal forms include derogatory comments, slurs, jokes and epithets.
  - iii. Physical forms include assault, unwelcome touching, impeding or blocking movements.
  - iv. Visual forms include leering, gestures, and display of sexually offensive objects, pictures, cartoons or posters.
- b. Establishing a pattern of conduct that causes discomfort and/or humiliates a student at whom the conduct is directed and includes:
- i. Unnecessary touching, patting, hugging or brushing against a student.
  - ii. Remarks of a sexual nature about a student's clothing or body, remarks about sexual activity or speculations about previous sexual experiences.
  - iii. Continued expressions of sexual interest after being informed that the interest is unwelcome.
  - iv. Making reprisals, threats of reprisal or implied threats of reprisal following a rebuff of harassing behaviour.
  - v. Retaliating against a student for reporting or threatening to report sexual harassment.

Any student indulging any such activity/behaviors will be liable for disciplinary actions.

### **SEXUAL HARRASMENT COMMITTEE**

<b>Sl. No.</b>	<b>Name</b>	<b>Official Designation</b>	<b>Designation in the internal complaints committee</b>
1.	Dr.T.Bina	Principal	Presiding Officer
2.	Mr.A Manoj Kumar	HoD- HR	Member
3.	Prof.A.Indira	Associate Professor	Member
4.	Dr.Danish Samuel	Managing Director – Homeozone	Member
5.	Mrs.Jyothi	Founder – Balajoythi Charitable Trust, Coimbatore	Member

## SEXUAL HARRASMENT PROTECTION CELL (SHPC)

S. No.	Name	Official Designation	Designation in SHPC	Contact Number	Email ID
1.	Dr.T.Bina	HoD	Presiding Officer	98941 42404	<a href="mailto:bina.hvbs@gmail.com">bina.hvbs@gmail.com</a>
2.	Mr.A Manoj Kumar	HoD- HR	Member	6379605986	<a href="mailto:manoj.hvbs@gmail.com">manoj.hvbs@gmail.com</a>
3.	Mrs.A.Indira	Associate Professor	Member	99946 12359	<a href="mailto:indira.hvbs@gmail.com">indira.hvbs@gmail.com</a>

### Dress Code

All students are expected to be appropriately attired-formally dressed while in the campus at all times, Monday thru Saturday.

- Men will wear formal trousers, formal shirts and leather shoes and women will wear formal suits.
- All students are required to wear suits/blazers on formal occasions, during special seminars and presentations and other functions organized by the institution.
- Distinguished guests and visitors frequently visit the institution and therefore, students must bear in mind that they are projecting the image of the institution.

### Vehicle Parking

- Students are advised to follow all precautions for safe driving.
- Parking is at the owner's risk and the Institution shall not be responsible for any loss or damages to their vehicles.
- The concerned student will be held responsible for any violation of rules even if the vehicle is not driven by student.

### Hostel Rules and Regulations

All students residing in the Hostels provided by the Institution will follow the rules and

regulations mentioned below including those that may be framed from time to time. Failure to follow these rules by students will invoke disciplinary action from the institution

- No students should indulge in any undesirable activity thereby causing problems to the smooth functioning of the hostel
- Students residing in the hostel are not permitted to change their hostel rooms allotted in hostels without prior permission from the hostel management.
- Six months' hostel charges are to be paid in advance to the Institution at the time of joining by the student. Hostel charges for the subsequent period(s) must be paid on or before the date notified. The Hostel charges may be revised as per the decision of the management.
- Daily attendance will be taken by the warden or deputy warden at 8.15pm.
- No students is allowed to get into\go out of the hostel after 8:30pm
- Prior permission should be obtained from the warden for entertaining visitors/guests in the hostel
- Students who wish to stay out of the Hostels in the night occasionally for genuine reasons, upon having secured the permission from their respective parent/ guardian may do so by submitting appropriate Leave letter to the hostel warden.
- Students are advised to register their leave in the register provided to go home on a working day
- The utensils provided in the dining hall should not be taken outside the dining hall / to hostel rooms
- Hostel inmates are also instructed not to entertain day scholar students inside the hostel for any reason without prior permission from warden. If day scholars are found inside the hostel room, concerned roommates are accountable and will be liable for disciplinary action.
- Whenever students leave hostels for industrial visit, tour or any academic oriented programs, concerned students should submit the permission letter through proper channel
- At the time of vacating the hostels, the student must submit the 'No Dues Certificate' from the hostel management along with the room keys & hostel identity card.
- All valuables (cash, jewellery, clothes, laptops, cameras, mobile phones, etc.) must be kept under lock and key. The hostel management will not be responsible for the loss or theft of such items.
- Cooking and cooking equipment are not allowed in the hostels. No electrical appliances such as electric irons, heaters, electrical coils, etc., are to be used in the room.
- Student residents are expected to be considerate to others and should refrain from noisy activities at all times.
- The student residents are collectively responsible for keeping the premises clean and organized.

Scribbling, spitting or hanging posters/art on walls is strictly prohibited. Similarly, drilling, nailing and fixing other fixtures are not allowed.

- The Institution reserves the right to periodically check allotted rooms in the hostel rooms. The hostel management will take appropriate action if rooms are not maintained well.
- Water and electricity are scarce resources. Residents are advised to ensure that all electrical switches are turned off and that water taps faucets are closed while not in use.
- Damage or loss caused to institution properties (both movable and Immovable) by student residents such as furniture, fittings, etc., will be repaired or replaced by the Institution at the expense of the defaulting hostel residents.
- Parents or guardians may visit the hostels only with prior permission obtained from the hostel management. Parents and guardians are not allowed to stay in the hostels.
- The hostel management along with student representatives are responsible for taking care of health-related issues of student resident until the preliminary treatment is completed. In case of a medical emergency, the student resident is advised to use the campus medical transport facility to reach the nearest hospital or doctor for further treatment and the local guardian or parent will be informed. The local guardian or parent will have to take or hospitalization charge thereafter and the entire responsibility for treatment and related expenses will have to be borne by the parents or local guardian. In case of contagious health problems, the student resident must vacate the hostel and will reside either in the parents' home or at that of the local guardian.
- Men are not allowed in the women's hostels and vice versa. The violation of this rule will result in an immediate eviction from the hostel, of the student resident and liable for action. These student residents can also be expelled from the institution immediately.
- It is imperative that student residents do not indulge in any activities that are considered inappropriate, unethical or illegal. Such activities include, but are not limited to the following: use of narcotics, smoking, drinking (consumption of liquor), and use of gutka, use of abusive language, quarrels and arguments, driving without a license and proper documents, and rash driving, among others. Students residents found indulging in any of these activities and other such behavior considered detrimental to the image of the Institution will be liable for disciplinary action by the Institution, which includes the filing of a First Information Report (FIR) with the local police for appropriate and necessary legal action, as well as expulsion from the hostels and from the Institution. The Institution reserves the right to instruct any student resident to move from one room to another, from one hostel to another hostel, if need be, without explanation. Student residents are bound to carry out such instructions.
- The Institution reserves the right to change and introduce any new rules from time to time, in the

larger interest of the Institution and the student residents. Rules and regulations formulated and those added from time to time are to be followed strictly. Violation of any rules and regulations will result in an immediate eviction of the student residents from the hostel and as well as a suspension from the Institution. A student resident facing such charges will be asked to appear before the disciplinary Committee. This committee will hear the matter and take action according to the due process of law and pass resolutions for termination, suspension, penalty or any other action as deemed fit and necessary. The decision of the Discipline Committee shall be final and binding.

- HVBS promotes a healthy interaction between genders provided that the same is restricted to academic and professional spheres. Public display of affection through explicit physical contact in public places by student residents is banned and construed as a punishable offence.

### **Disciplinary Proceedings**

An incident of indiscipline/breach of the Code of Conduct by a student of HVBS will be reported to the Director, Principal and the Disciplinary Committee. The defaulting student will be issued a Show Cause notice where necessary. Such students will appear before Disciplinary Committee which will hear and take appropriate action(s). The Disciplinary Committee will communicate the decision to the defaulting student(s) in writing, a copy of which will be sent to respective parents and relevant departments/sections of the Institution for appropriate action(s).

**CODE OF CONDUCT FOR TEACHING  
STAFFS**

### **Responsibilities of Head of the Department**

The HOD performs the following functions:

1. Oversees curricular development of the courses
2. Coordinates semester by semester development of schedule of course offerings
3. Facilitates:
  - a. Identification of Gaps in the curriculum
  - b. Identifying the guest faculty for delivering guest lecture(s) to meet the identified gaps in the curriculum and ensuring the guest lectures are delivered
  - c. Ensures the implementation of assessment processes and measurement of the attainment of outcomes
  - d. Mapping of course outcomes and program outcomes of the courses (theory and lab) pertaining to the division
  - e. Value added teaching - learning process through development of curriculum that promotes creativity and innovation in the students and faculty
4. On a regular basis, discusses with faculty members the following academic aspects:
  - a. Checks tutorial problems conducted, and if the standard is felt low, suggests suitable improvements
  - b. Checks quality of assignments given to students, mid-term examination question papers and if the standard is felt low, suggests suitable improvements
  - c. Facilitates in the preparation of lesson plan and checks the same.
  - d. Facilitates and oversees faculty in mentoring of students on a regular basis and oversees the same, reports to Principal.
5. Encourages faculty member to
  - a. Present seminar(s) in the department in the emerging areas of their specialization and ensures the same
  - b. Organize and also attend Faculty Development Programs, at least once a semester / an academic year and ensures the same



- c. Associate themselves with all departmental / college's academic, cultural, and other activities and ensures the same
6. Ensures course syllabi and faculty profiles are updated and submitted to the office of the Principal in a timely manner.
7. Coordinates and ensures the accuracy of course descriptions, course files etc., of the courses taught.

### **Responsibilities of Functional Head**

The functional head performs the following functions in his / her group / division:

1. Oversees curricular development of the courses
2. Coordinates semester by semester development of schedule of course offerings
3. Facilitates:
  - Mentee faculty in the identification of Gaps in the curriculum
  - Mentee faculty in identifying the guest faculty for delivering guest lecture(s) to meet the identified gaps in the curriculum and ensuring the guest lectures are delivered
    - Mentee faculty in the development of student learning outcomes and ensures the implementation
    - Mentee faculty with mapping of course outcomes and program outcomes of the courses (theory and lab) pertaining to the division
    - Mentee faculty in Value added teaching - learning process through development of curriculum that promotes creativity and innovation in the students and faculty
4. On a regular basis, along with lead faculty, meets mentee faculty, at least twice a month and discusses with the following academic aspects:
  - a. Checks tutorial problems conducted, and if the standard is felt low, suggests suitable improvements
  - b. Checks quality of assignments given to students, mid-term examination question papers and if the standard is felt low, suggests suitable improvements
  - c. Facilitates in the preparation of lesson plan and checks the same on a fortnightly basis
  - d. Clarifies doubts on any topic in the courses being taught by them

- e. Facilitates healthy discussion on the research work being carried out by them.
  - f. Facilitates and oversees faculty in mentoring of students on a regular basis and oversees the same, reports to principal.
5. Encourages mentee faculty to
- a. Present seminar(s) in the department in the emerging areas of their specialization and ensures the same
  - b. Organize and also attend Faculty Development Programs in their specialization, at least once a semester / an academic year and ensures the same
  - c. Associate themselves with all departmental / college's academic, cultural, and other activities and ensures the same

#### **Functions and Responsibilities of Controller of Examinations**

1. Coordinates with respective Principal and ensures receipt of question paper sets and schemes of evaluation for all Internal Examinations.
2. Receives the filled in Examination Application forms from the students.
3. Arranges to circulate the schedule of internal and semester examinations for all courses and display the same on Notice Boards with the approval of the Principal.
4. Arranges to prepare the list of candidates and the courses for which they are appearing for.
5. Arranges for the issue of Hall tickets.
6. Receives the Internal marks (finalized) and the attendance of each section of students from respective faculty members and arranges to forward the same to COE, Anna University, Chennai
7. Arranges to inform examiners for the spot valuation of answer scripts in Anna University, Chennai .
8. Arranges to forward the applications of students for the recounting and revaluation of answer scripts as the case may be.
9. Informs the Chief Superintendent with regard to the malpractice cases, if any, and forwards the same to the COE, Anna University, Chennai to take decisions.
10. Arranges to get the Provisional Certificates and Degree Certificates of the

graduated students from the University.

11. Conducts result analysis and provides the same to the Principal
12. All examination concerned records to be kept in safe custody and be made available as and when required
13. Any other task, which may be assigned by the Principal from time-to-time.

### **Responsibilities of Faculty**

1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
2. Develop caselets to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom
3. Development of course handout material
4. Development of audio visual/multimedia materials for the topic presented
5. Prepares and executes Lesson Plan.
6. Completing syllabus within the stipulated time.
7. Reports to the class on time and maintain attendance record of the students
8. Utilizes classroom assessment techniques
9. Develops test questions as per the curriculum
10. Ensure that course content allows students to meet outcomes associated with that course
11. Be available for student consultation on a regular basis
12. Keeps a secure record of each student's results, both electronically and in hard copy,
13. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator
14. Attends meetings convened by the principal to discuss issues affecting learning and other classroom issues
15. Attends meetings of the class-committee and the class representatives for the course to obtain feedback
16. A faculty shall help the concerned Principal to enforce and maintain discipline amongst the students.

17. A faculty shall perform any other co-curricular work related to the College as may be assigned to him from time to time by the concerned Principal.
18. Provides information about job opportunities in their respective field to placement cell.
19. Guides students on career opportunities.
20. Ensures quality, maintenance and cleanliness of the campus.
21. Carries out research/innovative programs in the department.
22. Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the Principal
23. Invites guest speakers for interaction and guidance with students.

### **Responsibilities of Class Tutor**

1. Maintain database of all students, collects and maintains academic certificates arranging class group photos.
2. Responsible for creating datasheet for submission to DTE and University.
3. Discusses all potentially significant issues given below and establishes good communication with the students.
  - a. Attendance
  - b. Continuous reading as there is continuous evaluation in management
  - c. Importance of NOT missing even one lecture as continuity is important in Management education (understanding of current day's lecture is dependent upon understanding of previous lecture)
  - d. Importance of getting a first class with distinction and how it helps in the development of their career
4. Makes students fully aware of their responsibility to meet performance standards (Putting in 75% attendance and passing of subjects with good marks) and that failure to do so may result in detention.
5. Assists HOD to nominate class representatives for class committee who have bright scholastic record and an ability to interact with a vast majority of students in their class amicably.
6. Coordinates with the student class representatives regarding establishment of study (peer) groups.
7. Ensures all students shall be encouraged to participate in study groups on a

continuing basis. Mentors shall monitor inclusiveness to insure participation by all students in the class.

8. Acts as mentor, counsellor, and role model in resolving student related difficulties.
9. Conducts reviews with class representatives and leaders of study groups, documents the same and submits to the Principal.
10. Conducts reviews with Mentors to monitor student progress and such reviews shall be documented to establish a record of trends in overall class performance and submission of the same to Principal
11. Encourages class cohesiveness and camaraderie through inclusive, appropriate events, i.e. social activities, community service, etc.
12. Collects information regarding weaker students from the subject teachers and arranges remedial classes, counselling sessions in consultation with the Principal.
13. Identifies good students and motivate them to excel.
14. Informs Principal about necessity of making alternate arrangement for lectures and practical when a faculty is absent.
15. Assists the Functional HoD with computation of fortnightly attendance of the corresponding class and ensure circulation of the same among students for their signatures and submission of the same to Principal's office.
16. Calls the parents of the students whose attendance is < 75% and arranges to ensure parents meet the Principal particularly in the case where student's attendance is < 65%
17. Computation of Internal Marks of the corresponding class and ensures circulation of the same among students for their signatures and the same is dispatched with attendance to Principal's office.
18. Dispatch of monthly attendance of the corresponding class to parents, with the approval of the Principal.
19. Computation of semester attendance of the corresponding class at the end of semester and ensures submission of the same to Principal's office.
20. Issuing permission slips for students leaving college earlier than the scheduled time
21. Any other responsibility that may be assigned by corresponding Principal from time to time.
22. Preparation of Newsletter / Annual Report at the end of the semester.
23. Preparation of Result Analysis after each semester results get published by the University.

### **Responsibilities of Mentor**

1. Be familiar with the personal history of assigned student including Educational and Family background.
2. Attempts should be made to determine the reason for the student's problem, counsel, and provide guidance to the student to correct the problem and recommend a remedial program, if necessary.
3. Assists student in periodic evaluation of his/her academic progress.
4. Assists student in initial exploration of long range occupational and professional plans, referring him/her to sources for specialized assistance.
5. Explains to the student the program in general and basic education as it relates to the branch of the student, and to preparation for life pursuits generally.
6. Helps student understand and examine the graduation requirements
7. Explains student importance of attendance and its implication to do well in examinations
8. Explains importance of participation in the class activities
9. Explains importance of Mid Examination (s) and its consequence in the end semester examinations
10. Explains importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well
11. Helps the student by providing information about Higher education and job opportunities.
12. Serves as a "**Teacher Friend**" to the student by demonstrating a personal interest in him / her and in his / her adjustment to college; by serving as a central contact person in obtaining information that can be used to help the student; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision.
13. Assembles, organizes, channels, and centralizes all information, observations, and reports from every source related to his student's progress, needs, abilities, and plans
14. Assists the student at regular intervals to make adequate self-evaluation

15. Explains importance of self-motivation to do well in career and subsequently in life.
16. Counsels students whose progress is unsatisfactory and reports the same to Program Coordinator .
17. Monitors the interim and final performance of students assigned and liaise with parents, whenever required.
18. Handholding the students towards secured future

### **Functions and Responsibilities of Training and Placement Officer**

1. Liaisons with industry
2. Identifies and provides for training needs of students
3. Arranges campus interviews
4. Proposes annual T & P budget
5. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.
6. Assists students develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions.
7. Assists students develop and implement successful job search strategies.
8. Works with faculty members and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
9. Prepares an audio-video presentation or a colourful hand-out on the college to be presented to potential employers.
10. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.
11. Prepares a placement e-brochure having all the student profiles.
12. Undertakes a rigorous placement campaign.
13. Assists employers achieve their hiring goals.
14. Empowers students with life-long career decision-making skills.
15. Provides resources and activities to facilitate the career planning process.
16. Acts as a link between students, alumni and the employment community
17. Up gradation of the students' skill sets commensurate with the

expectations of the industry.

18. Generation of awareness in the students regarding future career options available to them.
19. Assists different companies in recruiting candidates as per their requirements.
20. Assists students in obtaining final placement in reputed companies.
21. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
22. Communicates the resume of suitable candidates to the potential employers.
23. Provides right placement to the right candidate so that students excel in their future life.
24. Organizes placement training for the students and make them ready for interview and group discussion.
25. Shall be a live wire connecting the students and the industrial houses.
26. Places request for resources required well in advance and coordinates with the concerned and ensures availability of the same
27. Maintain files like students employed



**CODE OF CONDUCT FOR  
NON TEACHING STAFFS**

### **Purpose, Scope and Status**

- Staff working in the College office or in the departments should remain on Duty during College working hours. (08.30 a.m. to 05.00 p.m).
- Staff will carry out their duties as instructed by the administrative officer.
  - Only disclose confidential information within the parameter allowed by legislation.
- The staff should dress in a manner that is appropriate for an academic environment. The staff should wear their identity cards on the campus.
- Behaving politely while dealing with the students when they approach for any assistance
- In case any disciplinary problems with any student, it should be brought to the notice of the staff immediately. Direct dealing of any issues, without the knowledge of the Staff in Charge/HOD is to be avoided.
- Inappropriate relationships with the students must be avoided.

### **Functions and Responsibilities of Librarian**

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage library as well as digital library of the college.
3. Arranges to prepare the library budget and policies relating to the library/Digital library.
4. To encourage widespread usage of available information access facilities.
5. To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines/CDs etc. and apprise the , Academics about the same for procurement

6. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
7. Provides URL links/resources for information on various study material
8. Weeding out obsolete study material as per the college norms
9. Disposal of weeded out material
10. Ensures availability of reprographic facilities
11. Maintaining the books in good condition.
12. Seeks reviews on books recommended
13. Seeks suggestions / feedback on databases used.
14. Establishes specialized search facilities for faculty's teaching and research needs.
15. Provides content page service.
16. Facilitates conduct of reading sessions.
17. Organizes various functions and activities such as library week or to install clubs such as reading club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
18. Develops a system for posting new additions online.
19. Any other work related to library that may be assigned from time to time.
20. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports
21. Provides all statistical information pertaining to the library.

## **CODE OF CONDUCT FOR OTHERS**

**Roles & Responsibilities**  
**Functions and Responsibilities of the Governing Council**

**Responsibilities:**

The council members are responsible for the supervision of general administration of the institution:

1. They help in planning the financial budgets for every year.
2. They monitor the academic performance of the students and provide suggestions for its improvement accordingly.
3. They assist the placement team of the institution for the students' placements every year, through their network and referrals.
4. They help in identifying suitable candidates as faculty members to enhance the teaching learning process.
5. They ensure the strategic alignment of the functioning of the institution with that of the vision and mission formulated.
6. They take responsibility in delegating power and authority to the academic head to make decisions according to the requirements.
7. They provide overall suggestions for the well-being of the institution and its stakeholders.

## **Functions and Responsibilities of the CEO**

### **Responsibilities:**

Represents the top management in the smooth functioning of the institution. The following are some of the important responsibilities:

1. Developing strategic plan with inputs from the Principal and advice of the Governing Council.
2. Collaborate with Corporate bodies for signing MoU's and closer industry institute interactions.
3. Developing a strong industry support and induct industrialists and businessmen on the governing council when required.
4. Partnering with institutes of eminence in the field of management for the accelerated growth of the institution and adding new vistas of knowledge through new value-added programmes.
5. Liaison with government agencies.
6. Exploring the possibility of having global partners in the lines of Vision and Mission of the institute.
7. Motivate and encourage the principal and staff members to contribute towards the betterment of the institution.
8. Arrange for the infrastructural requirements by own or articulated by the Principal and faculty team.
9. Guide the Principal and faculty team for changes in the academic environment like New Education Policy (NEP) and better equip everyone for new practices.
10. Develop innovative programmes for Creating Knowledge Community as in the lines of Vision and Mission of the Institute.
11. Ensure financial stability of the institution by distributing funds based on their priority and importance.
12. Coaching the team with the help of the principal to promote intellectual capital of the institution by formulating suitable HR policy.

## **Responsibilities of Principal**

### **Responsibilities include:**

Reporting to the top Management (Chairman and Secretary) of the institute through the CEO and assisting them in the following functions of the institute.

1. Regulation / Monitoring
2. Development
3. Leadership
4. Visionary

### **Regulation / Monitoring**

One of the important responsibilities of a Principal is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and Anna University; along with the expectations of the top management; students and their parents. The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as prescribed in the University curriculum.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
6. Monitoring the liaisoning activities with governmental, corporate and other academic bodies / institutions.
7. Monitoring the liaison of activities within the college and most importantly with the

CEO and top management.

8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, coordinators and the Governing Council.
9. Monitoring the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures, with the approval of the CEO.
10. Monitoring the auditing and inspections of the institution conducted by the regulatory bodies such as AICTE, government, and university apart from the ones conducted by the top management.
11. Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
12. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

### **Developmental Functions**

Principal also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

1. The Principal needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
4. Focusing on building an image for the institution.
5. Developing the working and learning culture in the institution.
6. Developing the necessary infrastructure most importantly the library, laboratory with international ambience.

### **Leadership Functions**

These are in fact the most critical functions of a Principal of an academic institution. With the fulfilment of these functions, the Principal will exhibit the true qualities of a leader by



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being a role model to all his / her colleagues. The following are some of the leadership functions.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. To set high standards of discipline, commitment and involvement in work pattern.
3. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
4. Exhibiting sacrificial attitude and set model for all the staff.
5. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

### **Visionary Functions**

These functions are the ultimate functions of a Principal. The following are some of the visionary functions.

2. Assisting in developing a long-term model for the institution and working for realizing this vision in close association with the CEO and top management.
3. Taking steps at regular intervals which facilitate towards realizing the vision.
4. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
5. Under each of the heads mentioned above, the Principal could take up many more functions suiting to the requirement and needs to the institution from time to time.

### **Planning:**

The Principal requires to prepare long term as well as short term plans (concreted documents) and present to the top management through the CEO.

### **Execution and Reporting:**

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The Principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to the top management (Chairman, GC) through the CEO.

### **Code of Conduct during Covid-19 Pandemic**

- Wearing of face cover/ mask by all students and staff is compulsory. Proper cleanliness should be maintained inside the entire campus.
- Physical distancing should be maintained at all places and crowding is not allowed at any place under any circumstances.
- Spitting in the campus must be a punishable offence
- All the Faculty, Staff and students should try to get vaccinated as early as possible.
- Staff and students should undertake the work related to safety and health to prevent an outbreak of the pandemic in campus.
- Nonresident students will be allowed in campuses only after thermal scanning, sanitization of their hands, wearing of face masks and gloves. Symptomatic persons will not be permitted to enter the campus and have to contact the nearest hospital for clinical

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assessment.

- Outside experts are restricted on campuses.
- Keeping in mind the COVID-19 situation all extracurricular activities are avoided where physical distancing is not possible.
- The details of COVID-19 cell established by the institution is displayed containing the emergency number, helpline number, email id and contact details of persons to be contacted in case of any emergency in the institution.
- Ensure the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, Sports, Gymnasium, Canteen, and Parking area, etc.
- The faculty, student, staff should be screened regularly to protect and avoid infecting one another.
- All preventive measures, preparedness and necessary support system to deal with the COVID-19 positive cases should be monitored and reported to local authorities on a day to day basis.
- Six-day schedule will be followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the

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requirements of physical distancing