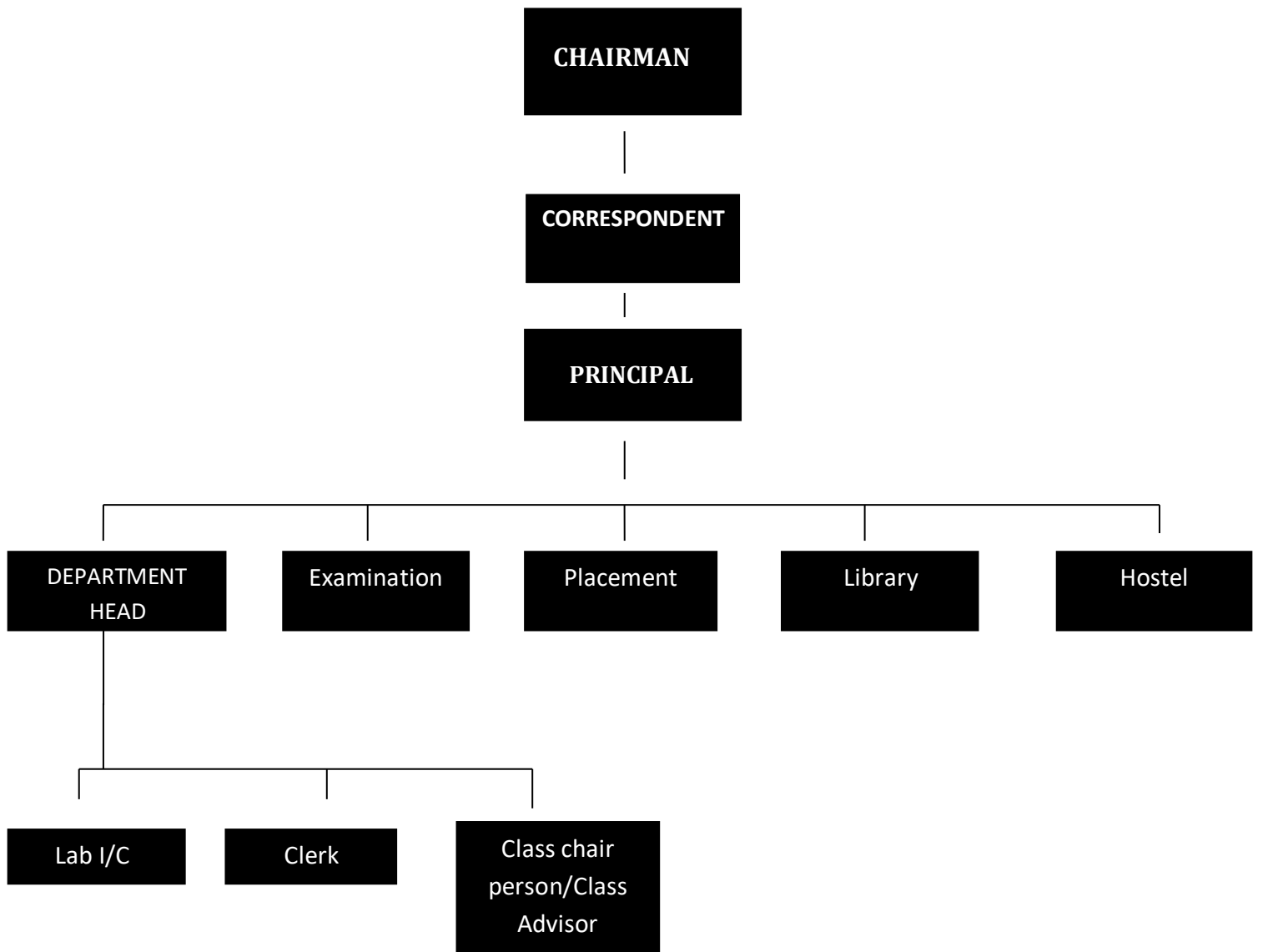


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Duties and Responsibilities of the Department Head

As a Head of the department faculty member is directly responsible to Principal and he has to do the following duties in addition to the regular teaching.

1. He is to monitor the regular conduct of academic activities.
2. He is to enforce discipline among the staff members and students under his control.
3. He is to allot the subjects by adapting choice based methods.
4. He is to allot additional duties and responsibilities to the subordinates.
5. He is to perform letter correspondence inside and outside the colleges.
6. He is to ensure fair conduct of examination and evaluation process in his department.
7. He is to instruct the Coordinators (Academic) to conduct the class committee meeting once a month.
8. He is to brief the points discussed in HOD's Meet to his subordinates.
9. He is to maintain strict discipline among the staff member as well as students.
10. He is to conduct an enquiry in case of any undisciplined staff members any award suitable punishment. He should inform the same to the higher authorities.
11. He is to monitor the daily attendance of students and staff members and to take necessary action in case of absence without leave.
12. He is to monitor the progress of the students regularly with the help of the coordinators (Academic).
13. He is to organize extra coaching class for the benefit of weak students and ensure that it is conducted regularly.
14. He is to act as a project coordinator for the final year students.
15. He is to monitor the regular functioning of Laboratory under his jurisdiction.
16. He is to organize symposium/seminar/Guest Lectures/Workshop with the help of other faculty members.
17. He is to approve/disapprove the leave applied by the students/staff members.
18. He is to call the parents of the weak students and inform the status of their wards.
19. He is to take all the necessary steps to improve the results.
20. He is to forward the applications received from students/staff members.
21. He is to make the alternate arrangements in case of critical situations as and when arises.
22. He is responsible for the smooth conduct of university practical examinations.
23. He is to forward the department's requirements to the higher authorities well in advance and tie up with them till the work is completed.
24. He is to monitor the NBA works and other related works such as ISO, AICTE etc.
25. He is to go through the course file and make necessary corrections.
26. He is to check the assessment weekly once and he should ask the staff for monthly returns regarding other allotted works.
27. He is to organize staff meeting at least once a week and to brief the necessary instructions to achieve the milestones.
28. He is to set the mission /vision for the departments and monitor the progress.

29. He is to ensure that the work load of the faculty members be 22 Hrs (10Hrs Theory+ 12 Hour Practical)
30. He should treat all the staff members equal.
31. He should arrange FDP for the junior staff members now and then with the help of senior faculty members and provide necessary tips.
32. He is to maintain a department library for the benefits of staff/students.
33. He should maintain a policy folder in which the instructions given by higher authorities should be filed and to be treated as policy.
34. He is to attend the Morning Prayer whenever possible (at
35. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
36. He/she is to identify the area of his work which can be easily automated.
37. He/she is to maintain files regarding the letter correspondences.
38. Further, he/she is to perform additional related work as and when instructed by superiors.

Duties and Responsibilities Of Faculty Members

The Faculty Member Must:-

1. **Attend the morning assembly** on time.
2. Address the students on moral principles, social and environment issues.(To do this faculty member must be a role model to the students)
3. **Follow the conduct rules.**
4. **Maintain the Assessment Register** regularly with the **Lesson plan.**
5. **Reach the class on time** for teaching.
6. The Faculty member must **evaluate the students from** time to time.
7. Faculty Members who are also class advisors will **conduct regular meetings** and discuss the methods to improve the performance of students in the subjects.3

In the class, The Faculty Member should...

1. Be prepared well each and every aspect of the lesson before the delivery of the lesson.
2. Motivate the students before the actual delivery of the lesson.
3. Link the topic with the previous knowledge of the students.
4. Develop and use the relevant teaching aid
5. Use a combination of different methods and techniques of teaching
6. Interact with the students to induce curiosity, motivate and provoke thinking, imagination and application of the concept taught.
7. Give activity/application-based work/assignment beyond the book, with guidance to use various resources and keep a record of the work given
8. Maintain cleanliness and discipline.
9. **Appoint representatives and explain his duties and responsibilities.**
10. **Mark the attendance** of the students in the class register.
11. **Create a learning environment** for the students by decorating the board with noble work of great personalities to inspire the students.
12. **Display** clearly the **time table** of the class
13. Make best use of the laboratory and use models, lab equipment, apparatus to show experiments to the students, on a regular basis.
14. Encourage students' to prepare and participate in technical forums.
15. Encourage students to develop reading habits by consulting various science journals, magazines etc.

Class Advisors, and subject Faculty Member must have regular meetings with parents to keep them informed and guide them about the progress of their ward/wards.

Subject Faculty Members must **discuss** among themselves, **prepare a schedule** and distribute the homework as per the schedule **to avoid over burdening of the students.**

The faculty Member should not...

1. Leave the assembly or the class unattended at any cost
2. Stand in groups and gossips at public place where the students are present.
3. Use only 'telling' method without any discussion or interaction
4. Use guides, help books, as they hamper the thinking process
5. Humiliate a student or resort to corporal punishment
6. Violate the rules or code of conduct in any situation.
7. Violate the formal communication channel
8. Receive any kind of articles as gift/token of love towards his/her service.
9. Discuss any personal opinions about the co-staff members with the student's community.
10. Disclose marks before the results are announced.
11. Make them absent without prior intimation.

Traits of a "Good Teacher"

1. He/she should create an environment that encourages student to teach themselves.
2. He/she should have complete involvement in teaching.
3. He/she should be punctual to class.
4. He/she should have faith in god or conscience.
5. He/she should treat all the students equal.
6. He/she should be well prepared and have enough confident to face the students.
7. He/she should have through plan to cover the syllabus effectively.
8. He/she should constantly motivate all the students to do well in their studies.
9. He/she should invent new teaching methodologies by virtue of his/her experience.
10. He/she should continuously monitor the students for their better performance.
11. He/she should encourage the students to express their views and opinions.
12. He/she should read constantly update his/her knowledge.
13. He/she should counsel the students as and when required
14. He/she should welcome the negative feedback
15. He/she should make alternate arrangements in his/her absence with prior permission.
16. He/she should maintain cordial relationship with others in his/her working place.
17. He/she should be available to students even during non-class hours (i.e. tea break/lunch break).
18. He/she should be humorous and easily approachable.
19. He/she should be empathetic.
20. He/she should be reasonable well dressed.

DUTIES AND RESPONSIBILITIES OF COORDINATOR (ACADEMIC)/CLASS ADVISORS*

As a coordinator (Academic), faculty member is directly responsible to the HOD and carry out the following duties in addition to the regular duties.

1. He/she should ensure that classes are conducted in an effective manner.
2. He/she should enforce the discipline among staff members and students.
3. He/she should is to assist faculty members in arranging alternate staff in case a staff member is not available.
4. He/she should is to inform the HOD in case any if any untoward incident occurs or likely to occur.
5. He/she should is to monitor the daily attendance and to take necessary disciplinary action against the defaulters by informing the faculty advisors.
6. He/she should is to conduct class committee meeting once a month and submit report to the HOD. In addition the feedback on the action taken against the points discussed in the previous meeting should be informed to the committee members.
7. He/she should monitor the syllabus coverage and ensure that syllabus is covered as per plan.
8. He/she should keep the master attendance properly with the help of faculty advisors.
9. He/she should calculate the attendance percentage with the help of faculty advisors.
10. He/she is to submit a monthly return to HOD on the work related to him/her.
11. He/she is to make necessary arrangements for preparing the internals marks.
12. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
13. He/she is to identify the area of his work which can be easily automated.
14. He/she is to maintain files regarding the letter correspondences.
15. Further, her/she is to perform additional related work as and when instructed by superiors.

*when there is no separate coordinator (Academic), class advisor is to perform the duties of faculty advisor also.

Duties & Responsibilities of Lab Assistants

The Lab assistant should...

- ✓ Take care of the apparatus and equipments of the lab and set the lab every day before the practical
- ✓ Maintain stock register of the lab.
- ✓ Keep first-aid equipment and provide first aid in case of any accident
- ✓ Keep list of experiments allotted to the students and provide necessary assistance
- ✓ Submit the service ability report on follow-up action to the respective HOD.
- ✓ Not leave the lab unattended for any reasons.

Duties and Responsibilities of system Administrator

System Administrator is responsible for the following:

1. Maintenance of Laboratory and Provision of Lab services.
 - a) He is to monitor the cleanliness of Laboratory at all time.
 - b) He is to monitor the students for their behavior inside the lab.
 - c) He is to provide necessary services to the various departments that are in need of it.
 - d) He is to maintain proper letter correspondence with various departments in the above context.
2. Maintenance of Lab Equipments and services Received from outside agency.
 - a) He is to monitor the service ability status of all the equipments under his control.
 - b) He is to submit the service ability report to the HOD every morning before 10'0 clock.
 - c) He is to upkeep the stock details in the stock registers.
 - d) He is to monitor the complaints registered in the complaint book.
 - e) In case of Major repairs he is to make letter correspondence with outside agency through proper channel.
 - f) He is to have regular contact with internet service provider and others related to the lab equipments.
 - g) He is to maintain files regarding the various letter correspondences.
 - h) He should maintain the database of address of all the vendors/persons related to the laboratory and their contact numbers.
 - i) He is to allot the work to his subordinates and monitor the completion of work.
 - j) He is to maintain the loan records for the equipments issued to various departments/sections.
 - k) He is to provide all the necessary services (like LCD arrangements) to the various departments' as and when required provided the request comes through proper channels.
 - l) He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
 - m) He/she is to identify the area of his work which can be easily automated.
 - n) He/she is to maintain files regarding the letter correspondences.

Further, he/she is to perform additional related work as and when instructed by superiors.

DUTIES AND RESPONSIBILITIES OF COORDINATOR (UNIVERSITY/AICTE/PRESS)

As a coordinator (university & AICTE), the faculty member is directly responsible to the HOD and to carry out the following duties in addition to their regular duties.

1. He/she has to check the university & AICTE website once a week and note down the important announcements/news.
2. He/she should bring this information to the staff member's knowledge.
3. He/she should record this activity in a file.
4. He/she should keep database of details related to the press/AICTE/University personnel.
5. He/she should inform the press personnel, about the department events.
6. He/she should look after all the printing works of department events.
7. He/she is to follow clear procedure to carry out day to day activity and keep it in writing.
8. He/she is to properly take over/handover the duties and responsibilities with necessary briefing and written procedure which explain how to do easily automated.
9. He/she is to identify the area of his work which can be easily automated.
10. He/she is to maintain files regarding the letter correspondence
11. Further He/she is to perform additional related work as and when instructed by superiors.

Duties and Responsibilities of Laboratory In-Charge (Main)

As a Laboratory In-charge (main), the faulty member is directly responsible to the coordinator (Academic) and to carry out the following duties.

1. Proper explanation of exercise that are to be conducted.
2. Giving proper instruction to the co-in-charges.
3. Allocation of students to all the in-charges.
4. Delegation of power to other in-charges working under them.
5. Proper monitoring of students in the laboratory.
6. Taking proper action against the absentees.
7. Proper monitoring of exercise completion and record work.
8. Conduct of model viva-voce practice and awarding the mark
9. Correction of observation and record work
10. Ensuring the availability of all lab-in-charges during lab session.
11. Preparation of lab manual.
12. Tie-up with the lab coordinator and system administrator.
13. He/she is to follow clear procedure to carry out day to day activity and keep it in writing.
14. He/she is to identify the area of his work which can be easily automated.

DUTIES AND RESPONSIBILITIES OF COORDINATOR (MEETING)

As a coordinator (Meeting), the faculty member is directly responsible to the HOD and to carry out the following duties in addition to their regular duties.

1. He/she has to circulate the necessary information regarding the meeting through the department clerk, as and when instructed.
2. He/she has to ensure the proper seating arrangements.
3. He/she has to record the agenda points and the minutes of the meeting in the concerned register and get it signed by all the staff members.
4. He/she is to follow clear procedure to carry out day to day activity and keep it in writing.
5. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
6. He/she is to identify the area of his work which can be easily automated.
7. He/she is to maintain files regarding the letter correspondences.
8. Further, he/she is to perform additional related work as and when instructed by superiors.

DUTIES AND RESPONSIBILITIES OF COORDINATOR (ALUMINI)

As a coordinator (Alumni), the faculty member is directly responsible to the HOD and to carry out the following duties in addition to the regular duties.

1. Maintenance of Alumni details which includes their contact address, contact numbers, email id, date of birth, mark details, employment details etc.
2. Maintenance of the records related to the students pursuing their higher studies.
3. Organizing Alumni meet as and when instructed.
4. Frequently contacting the alumni through e-mail.
5. He/she is to follow clear procedure to carry out day to day activity and keep it in writing.
6. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
7. He/she is to identify the area of his work which can be easily automated.
8. He/she is to maintain files regarding the letter correspondences.
9. Further, he/she is to perform additional related work as and when instructed by superiors.

Duties and responsibilities of co-coordinator(NBA/ISO)

As a co-ordinator (NBA/ISO), Faculty Member is to carry out the following duties.

1. He/she has to distribute the NBA works to different staff members without any bias.
2. He/she has to monitor all the allotted works at regular intervals.
3. He/she has to organize a staff meeting before the distribution of jobs.
4. He/she has to give necessary directions to the staff member in their works.
5. He/she has to be well versed with the current NBA/ISO procedures.
6. He/she has to record the details of the duty allotments.
7. He/she has to lead the team for successful completion of works.
8. He/she has to reallocate the works in case of faculty member's resignation.
9. He/she is to follow clear procedure to carry out day to day activity and keep it in writing.
10. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
11. He/she is to identify the area of his work which can be easily automated.
12. He/she is to maintain files regarding the letter correspondences.

Duties and Responsibilities of Co-ordinator (Workshop/Seminar/Conference)

As a co-coordinator (Workshop/Seminar/Conference), Faculty Member is to carry out the following duties.

1. He/she has to organize at least one event of each category in a year.
2. He/she should avail the necessary assistance from others to carry out all the activities related to the event.
3. He/she has to inform Co-coordinator (press) regarding the programme.
4. He/she is to settle the account of expenditure within 4 days from the event.
5. He/she has to inform all the students.
6. He/she has to liaise with chief guests.
7. He/she has to organize a meeting and distribute the jobs to other staff members.
8. He/she has to monitor all the activities regularly and provide necessary guidance.
9. He/she has to discuss the matters related to events with co-coordinator(Research/Fund)
10. He/she is to follow clear procedure to carry out day to day activity and keep it in writing.
11. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
12. He/she is to identify the area of his work which can be easily automated.
13. He/she is to maintain files regarding the letter correspondences.

Duties and Responsibilities of Co-ordinator (Examinations)

As a co-coordinator (Examinations), Faculty Member is to carry out the following duties.

1. He/she has to detail the staff members for invigilation during the weekly test.
2. He/she has to maintain a register and note down the duty details.
3. He/she has to provide a necessary detail regarding previous semester results.
4. He/she has to monitor the weekly test activities.
5. He/she has to handover the test papers to the concerned staff.
6. He/she has to in case of university examination/periodical examination; he/she has to ensure that the result analysis is carried out properly by coordinator (Academic).
7. He/she is to follow clear procedure to carry out day to day activity and keep it in writing.
8. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
9. He/she is to identify the area of his work which can be easily automated.
10. He/she is to maintain files regarding he letter correspondences.

Duties and Responsibilities of coordinator (Discipline)

As a co-coordinator (Discipline), Faculty Member is to carry out the following duties.

1. He/she has to maintain discipline among students.
2. He/she has to conduct enquiry in case of any mischief.
3. He/she has to take disciplinary action and send report to the concerned class advisors.
4. He/she has to monitor the dress code of all the students.
5. He/she has to He/she is to follow clear procedure to carry out day to day activity and keep it in writing.
6. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
7. He/she is to identify the area of his work which can be easily automated.
8. He/she is to maintain files regarding he letter correspondences.

Duties and Responsibilities of coordinator (Research Funding)

As a co-coordinator (Research & Funding), Faculty Member is to carry out the following duties.

1. He/she has to prepare proposals with the assistance of other faculty members and send it to different funding agencies.
2. He/she has to communicate regularly with the funding agency and monitor the applications.
3. He/she has to create awareness among the staff members about research and funding.
4. He/she has to maintain the database of research funding agency and the research and funding.
5. He/she has to follow clear procedure to carry out day to day activity and keep it in writing.
6. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
7. He/she is to identify the area of his work which can be easily automated.
8. He/she is to maintain files regarding he letter correspondences.

Duties and Responsibilities of coordinator (Automation)

As a co-coordinator (Automation), Faculty Member is to carry out the following duties.

1. He/she is to build a team by identifying the suitable staff members and students.
2. He/she is to identify the areas where automation is imminent and make a note of it.
3. He/she is to identify the suitable persons for system study, design, implementation and testing.
4. He/she is to set the mile stones for all the activities.
5. He/she is to identify the most important areas of automation and give priorities.
6. He/she is to monitor the developments regularly and log the activities.
7. He/she is too responsible for proper documentation.
8. He/she should be well versed with DBMS and front end tools.
9. He/she has to follow clear procedure to carry out day to day activity and keep it in writing.
10. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
11. He/she is to identify the area of his work which can be easily automated.
12. He/she is to maintain files regarding he letter correspondences.

Duties of project Guide

As a Project Guide, Faculty Member is to carry out the following duties.

1. He has to either defined the problem or has to approve the problem definition.
2. He has to monitor the progress at regular intervals and need to maintain records related to the progress.
3. He has to provide necessary assistance so that the solution is reached properly
4. He has to prepare the student for reviews and viva-voce.
5. He has to encourage the students to participate in the national/international conferences.
6. He has to defend the students at their critical position at the time of reviews.
7. Further he has to follow the instruction as and when issued by higher authorities.
8. He/she has to follow clear procedure to carry out day to day activity and keep it in writing.
9. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
10. He/she is to identify the area of his work which can be easily automated.
11. He/she is to maintain files regarding he letter correspondences.

Duties of project Co-coordinator

As a Faculty Advisor, Faculty Member is to carry out the following duties.

1. He has to allocate the suitable project guide based on the problem area without any bias.
2. He has to schedule the project reviews well in advance and make the necessary arrangements.
3. He has to interact with project guide and monitor the steady progress of the projects.
4. He has to provide necessary and possible assistance to project guide as well as project scholar.
5. He has to prepare consolidated report maintain it in a file.
6. He has to form necessary standard to award the mark.
7. He has to make himself well versed with the Anna University Norms and update as and when required.
8. He along with guide has to award the internal assessment.
9. Further he has to follow the instruction as and when issued by higher authorities.
10. He/she has to follow clear procedure to carry out day to day activity and keep it in writing.

11. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
12. He/she is to identify the area of his work which can be easily automated.
13. He/she is to maintain files regarding he letter correspondences.

Duties of Coordinator (Schedule/ Subject Alloc)

As a coordinator (Schedule/ Subject Alloc) the faculty member is directly responsible to the coordinator (Academic) and to carry out the following duties.

1. He/she should receive subject option from all the staff members.
2. He/she should find out all the possibilities to allot the subjects.
3. He/she should ensure that all staff members get 22 hour of working (2 Theory and 2 Practical subjects).
4. He/she should identify the staff members from other departments also.
5. He/she should prepare the time table by giving more priority to the staff members of other departments.
6. He/she should maintain necessary records regarding time table.
7. He/she should display the time table in the notice board and supply a copy of the time table to all the staff members.
8. He/she has to follow clear procedure to carry out day to day activity and keep it in writing.
9. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
10. He/she is to identify the area of his work which can be easily automated.
11. He/she is to maintain files regarding the letter correspondences.

Duties of Coordinator (Students)

As a coordinator (students), faculty member is responsible to the concerned HOD and carry out following duties.

1. He/she should maintain the records related the student's participation in the events organized in other colleges.
2. He/she should record the information related the student's who appear in GATE/MAT/CAT/TOEL/GRE/TANCET etc by getting Photostat copy of their hall tickets.
3. He/she should display the advertisement related to the above examination well in time
4. He/she should interact with the students and get the feedback at regular intervals.
5. He/she should interact with the students and find the the serious problems if any.
6. He/she should convince the students if they show rebellious attitude in any situation.
7. He/she has to follow clear procedure to carry out day to day activity and keep it in writing.

8. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
9. He/she is to identify the area of his work which can be easily automated.
10. He/she is to maintain files regarding he letter correspondences.

Duties of Coordinator (Staff)

As a coordinator (students), faculty member is responsible to the concerned HOD and carry out following duties.

1. He/she should maintain records for the staff member's participation in the events organized in other colleges.
2. He/she should maintain records for the research work published in conferences.
3. He/she should collect information recording the achievements of the staff members at regular intervals.
4. He/she should identify the caliber of staff members and find out the field in which they are expert.
5. He/she should record the details regarding the staff member's pursuing their higher studies.
6. He/she has to follow clear procedure to carry out day to day activity and keep it in writing.
7. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
8. He/she is to identify the area of his work which can be easily automated.
9. He/she is to maintain files regarding he letter correspondences.

Duties and Responsibilities of Association Coordinator

As an association coordinator, faculty member is responsible to his hod for the following duties.

1. He /she is to collect association subscription with the prior approval from principal.
2. He /she is to make necessary action for inauguration of association at the starting of the academic year.
3. He /she is to organize events like seminar/workshop/symposium at least once in a semester.
4. He /she is to organize staff meeting to discuss the association activities regularly.
5. He /she is to share the works related to the events with other staff members with necessary briefing in writing.
6. He /she is to settle the account of expenditure within 4 days from the event.
7. He /she is to get proper written permission for the conduct of event from principal well in advance.

8. He /she is to proper written permission from principal before granting OD to the students.
9. He /she is to arrange resource person for seminar/workshop.
10. He /she is to record the activities of association.
11. He /she is to ensure that the proper hospitality is provided to the guests.
12. He /she is to ensure that the strict discipline is maintained during the association events.
13. He/she has to follow clear procedure to carry out day to day activity and keep it in writing.
14. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
15. He/she is to identify the area of his work which can be easily automated.
16. He/she is to maintain files regarding he letter correspondences.

Duties and Responsibilities of coordinator (Professional Body)

As an association coordinator (Professional Body), faculty member is responsible to his hod for the following duties.

1. He/she is liaise with the professional body for getting the membership in that body to our staff members.
2. He/she is to collect necessary amount and send it to the professional body with permission from principal.
3. He/she is to convey the activities carried out under the professional body banner to the concerned organization and press.
4. He/she is to carry out necessary action to open students chapter under the professional body.
5. He/she is to maintain details regarding the membership and activities in written format.
6. He/she has to follow clear procedure to carry out day to day activity and keep it in writing.
7. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
8. He/she is to identify the area of his work which can be easily automated.
9. He/she is to maintain files regarding he letter correspondences.

Duties and Responsibilities of Security Personnel

Security personnel working at main gate are responsible to principal for the following works.

1. He should not allow any students, who enter the gate after 08.55 AM. Students can be allowed to enter at 08.40 AM.
2. He should ensure that all the students are in possession of identity card and note down the names of the defaulters.
3. Students wearing Jeans, tea shirts, any other casual dress and not wearing shoes should not be allowed to enter.
4. He should not allow any student to go out during working hour and in case of emergency students possessing gate-pass alone should be allowed to go out.
5. He should not allow students to enter the college in two wheelers.
6. He should monitor the hostel students for proper book-in and book-out while going outside.
7. He should not allow students to form crowd near the main gate.
8. He should observe the students standing in the bus stop for eve-teasing and forward the names of the students to the office.
9. He should ensure the road clearance near the main gate and should not allow anyone to park their vehicle near gate.

Duties and Responsibilities of college Exam Coordinator

As a college Examination coordinator faculty member is directly responsible to the principal for the following duties.

1. He /she is to be well versed in the current practice of the existing examination system.
2. He /she is to liaise with the university /university Representative for Examination Related Matters.
3. He /she is to issue clear instruction related to the examination to the concerned HODs well in advance.
4. He /she is to forward the letters related to examination duties to the concerned HODs.
5. He /she is to clarify the doubts raised by the HODs.
6. He /she is to ensure that there is no clash in the laboratory exam schedule.
7. He /she is to issue the duplicate hall ticket to the candidates who appear in arrear lab examination.
8. He /she is to prepare the schedule for internal examination.
9. He /she is to make necessary hall arrangement and seating plan is to be made based on gender.

10. He /she is to ensure that the individual seating arrangements are displayed in front of the exam hall. The overall hall seating arrangement is to be displayed in the notice board.
11. He /she is to ensure the collection of questions from all the departments and the preparation of required number of copies.
12. He /she is to ensure the issuance of the answer sheet and collection after the Examination.
13. He /she is to ensure that examinations are conducted in fair manner and as per university norms.
14. He /she is to ensure that the TA claims of the examiners are processed immediately.
15. He /she is to ensure that the alternate staff arrangements are carried out well in advance and take necessary action if it is not done.
16. He /she is to inform the transport coordinator for arrangement of transport during the examination days.
17. He /she is to ensure that necessary records related to internal marks are maintained and the same to be forwarded to university.
18. He /she is to ensure that a copy of university results is to be maintained properly.
19. He /she is to ensure that the database of candidates failed in university examination is received from all the departments and the same is to be recorded.
20. He /she is to ensure the remittance of exam fee by all the students or not.
21. He/she has to follow clear procedure to carry out day to day activity and keep it in writing.
22. He/she is to properly take over/hand over the duties and responsibilities with necessary briefing and written procedure which explains how to do the activities.
23. He/she is to identify the area of his work which can be easily automated.
24. He/she is to maintain files regarding he letter correspondences.

Instructions on Course File

All the staff members are to prepare the course file and get it approved by coordinator (Academic).

Course file must contain the following:

1. Syllabus
2. Lesson plan
3. Session plan – 45
4. Lecture notes(Hand written) in A-4 sheets
5. University question papers.
6. Key to University questions
7. Model question sets.
8. Weekly test marks*
9. Periodical marks*
10. Result analysis
11. Action taken report*
12. Assignment topics
13. Seminar topics
14. Sample assignment*

Coordinator (Academic) should check for correctness and approve it.

*should be updated in the due course.

CODE OF CONDUCT FOR STUDENTS

1. Students are to strictly follow the dress code of the college.
2. Wearing of Jeans pant-shirt and printed shirt is a punishable offence.
3. Students are to put all the buttons on except the neck button inside the campus.
4. Student should comb their hair properly.
5. Students should fold the Hand cuff of the full sleeve shirt.
6. Boys should not wear any visible ornaments.
7. Students should always wear shoes inside the campus.
8. Students should wear overcoat during the practical sessions.
9. Students should always wear the identity card visible inside the campus. The loss of identity card should be immediately reported to the HOD in writing. An amount of Rs.100/- will be charged for the duplicate identity card.
10. Students should respect all the staff members irrespective of their departments.
11. Girls are not allowed to wear sari/half sari, however they can wear sari on special occasions with the permission from the department head
12. Wearing of precious ornaments is highly discouraged
13. Girls are to wear decent dress which can make them respectful
14. Girls are allowed to move/talk with boys without the permission of the staff members.
15. Students are to apply for leave in advance, however, in case of emergency students must apply for leave immediately after arrival.
16. Students who cause willful damage to the college properties will be expelled from the college. if the miscreant is not identified the whole lot will be fined.
17. Students must inform the change of address and change of phone numbers to their respective faculty advisors/class advisors.
18. Students are not permitted to use their motorized vehicles inside the campus
19. Whistling /howling is strictly prohibited inside the campus.
20. Chewing tobacco or using drugs are not allowed inside the campus
21. The parents of the defaulters will be called and spot fine worth Rs.200 will be charged against the defaulters who disobey the above orders.
22. Usage of cell phone is prohibited inside the campus. In case if the student is found using cell phone, the cell phone will be seized and it will be kept in the college lockers till the course completion.
23. The students whose attendance percentage is less than 75% will not be permitted to appear in the examination. The absentees of the first hour will not be permitted to appear in the examination. The absentees of the first hour will be treated as absentees for half day.

- i. Students should keep them restraint on ragging and teasing. Ragging and Teasing is punishable and the defaulters can get two years imprisonment for these offences. Management have the right dismiss any student without prior notice for the following reasons .i) Ragging ii) eve-teasing, iii) Damaging the college properties and iv) Malpractices of any kind.

Code of conduct for staff members

1. Staff members should be loyal to the organization and they should understand that their contribution is essential in the growth of the organization .therefore, they must contribute their part well and thereby they should grow hand –in –hand with organization.
2. Staff members should convert their individual goal into organizations goal.
3. Staff members should from a good working environment and they should not involve themselves in any activities that will create enmity or affect the harmony.
4. Staff members should always follow the prescribed dress code.
5. Staff members must have faith in GOD and they should understand the proverb’s they so they reap ‘.
6. They must apply for leave in advance. This practice will be helpful in proper planning of work activities. However, in case of emergency variation is allowed.
7. They must follow the formal communication channel in order to make the organization stabilized. Informal channel always destabilize the organization structure.
8. Forming any sort of informal groups is highly discouraged as they hamper the moral of the organization.
9. Individual grievances are to be addressed in writing through formal communication channel only. Individual grievances alone will be taken into consideration.
10. If grievances are not redressed amicably within three working days from the date of application, same may be brought to the knowledge of next superior.
11. Staff members must be error tolerant and they should not magnify others fault.
12. Staff members should not involve themselves communal clash, since we all are part of the POPE family.
13. Staff members should show their complete involvement towards their work and they should achieve their goal along with their team.
14. All Staff members must be the team players .they should always consider their team mates and help them in improving their moral and zeal.
15. Staff members should monitor their self progress along with organization progress. They should work well irrespective of the work place and thereby they should earn name to the organization.
16. In case of hardship staff members are to consult with the immediate superior to bring out a solution.
17. Staff members must prepare well and work hard in the slag period, as it will help to perform well in the class rooms. Keep in mind ‘more sweat in peace, less we bleed in war’.

18. Staff members must enforce discipline among all the students irrespective of the work place.

All Staff members are to follow the above code of conduct in order to form error free working environment and make the organization to lead the world

Duties and Responsibilities of class Representative

As a class Representative, student member is responsible to his/her class teacher,FA,CA and HOD.

1. He/she should bridge the gap between students and staff members.
2. He/she should bring information about any untoward incidents likely to happen, to the staff member's knowledge.
3. He/she should represent the valid points projected by the students to the FA/CA.
4. He/she should note the absentees for each hour in the given format and handover to department clerk at the last hour of the day.
5. He/she should attend class committee meeting and project the students' common problems.
6. He/she should be a role model for the other students.

Duties and Responsibilities of librarian

As a librarian, staff member is responsible to the principal to perform the following duties.

1. He/she is to ensure the cleanliness of library and surrounding.
2. He/she is to maintain a conducive environment for reading.
3. He/she is to plan the schedule for the issuance of books/clearance etc.
4. He/she is to prepare the policy regarding the issue of books get it approved by principal
5. He/she is to abide by the policy at all time.
6. He/she is to be well versed with software's related to the library management.
7. He/she is to maintain stock register properly.
8. He/she is to collect the fine for late return of books.
9. He/she is to assist the researchers in all the aspects in getting the related materials.
10. He/she is to maintain proper communication with the journals distributors/book distributors.
11. He/she is to renew the subscription in time
12. He/she is to display the statistics regarding the library resources.