CODE OF CONDUCT OF SENIOR FUNCTIONARIES

SREE VIDYANIKETHAN
Engineering College

SREE VIDYANIKETHAN ENGINEERING COLLEGE

(AUTONOMOUS)

(Approved by AICTE, Accredited by NBA, New Delhi and NAAC, Bengaluru
Affiliated to JNTUA, Anantapuramu)
Sree Sainath Nagar, A. Rangampet, Chandragiri Mandal,
Chittoor Dist., Andhra Pradesh – 517 102

www.vidyanikethan.edu

Head of the Institution

Code

> - Make Ethical Decisions
> - Honor Commitments
> - Abide By Laws
> - Maintains Professional Boundaries
> - Objective Leadership
> - Honesty
> - Compliance to Norms and Standards

Professional commitment

1. Leadership:

> - Development, alignment and execution of strategic plan
> - Monitoring the curriculum implementation
> - Instructional and evaluation strategies
> - Motivation

2. Culture:

Development and nurturing a balanced, rigorous, positive and safe culture among the stakeholders

3. Human resource management:

Quality faculty and staff

> - Recruitment,
> - Orientation,
> - Development,
> - Evaluation, and
> - Retention

4. **Organizational Management:**

   ➤ Support, manage, and oversee the operations

   ➤ Optimal use of resources of the Institution

5. **Communication and Relations**

Communication, collaboration and engagement with stakeholders

6. **Professionalism**

   ➤ Demonstrate behavior consistent with legal, ethical, and professional standards

   ➤ Engage in continuous professional development

   ➤ Contribution to the profession.

7. **Student Progress**

Foster student 360 degree development in line with vision and mission of the Institution.

8. **Regulatory compliance:**

Ensure that information is provided to all regulatory agencies pertaining to the institution timely.

Dean (Academics)

Code

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Professional responsibilities

Dean (Academics) shall be responsible for the following duties:

> To introduce and implement innovative methods in teaching, learning and evaluation and shall act as Vision Head.

> To coordinate curriculum design and updating the syllabus.

> To prepare Academic Calendar containing all details (including holidays)

> To prepare year-plan for organizing Seminars/Guest Lectures/Expert lectures/ Add-on courses/ Student Paper contests/ Exhibitions/ Workshops/ FDPs in consultation with HODs and to monitor proper execution of the programs.

> To oversee the conduct of diagnostic tests to identify slow learners.

> To analyze the results and arrange to organize reinforcement classes and report to the Principal/Management.

> To verify the course files and to counsel the faculty.

> To verify the students' attendance registers vis-à-vis lesson plans.

> To monitor monthly progress reports of the students.

- To assist the Principal in organizing the meetings of Governing Body, Academic Council and Boards of Studies.

- To plan, monitor and apprise the Principal regarding the execution of the Academic practices of all the departments.

- To advise and assist HODs in day-to-day discharge of their duties whenever required.

- To monitor all academic activities to fulfill the objectives of Autonomous Status.

Any other academic work assigned by the Management/ Principal from time to time.

Controller of Examinations

Code

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Professional Responsibility:

Responsibilities:

The Controller of Examinations (COE) is responsible for conducting examinations, implementation of evaluation methodologies, processing of results, issue of grade sheets and he reports to the Principal, who is the Chief Controller of Examinations. COE is assisted by Additional Controllers of Examinations (ACE) for UG, PG, External and Technical support. Also technical and secretarial staff assists the COE in the examination section. The COE is responsible for the maintenance of confidentiality in the functioning of the examination section.

Duties:

> Year/Semester End Question Paper Correspondence.

> Question Bank Preparation.

> Payments to the Question Paper Setters.

> Issue of Examination Notifications and Timetables

> Conduction of Examinations

> Generation and Distribution of Question Paper on the day of Examination.

> Collecting comments on question papers from the departments.

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- Safe Custody of Encoded Answer Scripts.

- Handing over and Collection of Answer Scripts at Spot Valuation Center.

- Making payments at Spot Center.

- Estimation and Procurement of Stationery for Internal and External Year/Semester End examinations.

- Preparation of Annual Budget for Examination Section.

- Submitting the requirements for the upgradation of Examination Section.

- Procurement (Design and Printing) of Grade Sheets, Provisional Certificates, Consolidated Grade Sheets.

- Organizing the Results Committee meetings and Publishing of Results.

- Organizing the Malpractice Redressal Committee meetings to resolve the malpractice issues.

- Issue of Notification for Revaluation/Recounting/Personal Verification.

- Getting scripts Re-Valued.

- Printing and Issue of Grade Sheets, Consolidated Grade Sheets and Provisional Certificates.

- Publishing Final Results of Examinations

- Organizing Graduation Day

- Making correspondence to JNTUA in all the aspects.

- Making correspondence to SBTET, AP in all the aspects.

- Issue of Duplicate Grade Sheets, Consolidated Grade Sheets, Provisional Certificates and Transcripts.

- Addressing the Students grievances and ensuring of discipline in conduct of examinations.

- Conducting of Examinations of other institutions (GATE, AIEEE, GAT, SRMEE, APPSC, TTD, SBI, IBPS etc).

- Providing service to the organizations in setting question papers and conducting spot valuation.

- Maintenance and Repairs of Electronics and Reprographic Equipment

- Maintenance and Repairs of Examination Section Vehicle

- Maintenance of Accounts related to Examination Section, Stock of Equipments and Stationery through ledger and daybook.

- Maintenance and Adherence of Examination Section Staff Establishment rules.

- Execution of duties assigned by the Chief Controller of Examinations time to time.

Head of the Department (HOD)

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Professional Responsibilities

HODs shall report to the Principal regarding various activities and take his guidance and advice in all academic matters. He is solely responsible in all aspects to run the department democratically, giving leadership and direction and monitor and control progress of his department. He is responsible for:

- ❖ Planning for department operational, maintenance and development budgets and submit reports to GB for approval in consultation with Deans and Principal

- ❖ Conducting DDC meetings for academic/laboratory development once a year

- ❖ Conducting DAC meetings once in a semester to discuss matters of academic interest

- ❖ Submit performance appraisals of faculty and staff

- ❖ Preparing and submitting the departmental annual report to Principal

- ❖ Assigning teaching schedules and work loads to all faculty and staff

- ❖ Distributing departmental work by forming appropriate committees with faculty members and assigning duties and responsibilities to run the department effectively, efficiently and democratically regarding

  - ◆ Administration

  - ◆ Academic planning & development

- ♦ Maintenance and up-keeping
- ♦ Examinations
- ♦ Association activities
- ♦ Organizing industrial tours / visits
- ♦ Counseling students
- ♦ Training & Placement activities
- ♦ Co and extracurricular works
- ♦ Research and project works
- ♦ Entrepreneur awareness
- ♦ Alumni contacts and others
- ♦ Library books, Journals, relevant to department
- ♦ Organizing expert lectures, add-on courses
- ❖ Monitoring faculty in discharging their academic and other duties such as:
  - ♦ Preparing of lesson plans & course work schedules
  - ♦ Encouraging to enhance new skills and techniques
  - ♦ Displaying students attendance, internal marks, lab, performance, results
  - ♦ Intimating Parents in critical cases
  - ♦ Obtaining faculty feedback and offering necessary counseling
  - ♦ Appraising the faculty, students and parents about SVEC's mission and goals
  - ♦ Maintaining constant rapport with faculty and students
  - ♦ Identifying thrust areas of R & D and interdisciplinary areas useful for employability of students
  - ♦ Improving qualifications
  - ♦ Overseeing the general maintenance of classrooms, Labs, Library etc.

Senior Administrative Officer (SAO):

He is responsible for Non-Teaching staff and day to day work in College Office; He coordinates the work as instructed by the Management and the Principal.

All Inward Tappal / letters shall be opened, seen and sent to Principal. All letters coming from departments, complaints & representations of students, staff, faculty & parents shall be seen and sent to Principal.

All letters, certificates, memos, notices, circulars, correspondence with organizations prepared by the office shall be initialed and sent to the Principal.

SAO is not responsible under any circumstances for any academic issues

Duties include:

Logistics:

He shall be responsible for the following activities:

a) Arranging Transport to visitors and officials of SVET Institutions.

b) Providing accommodation to the officials visiting SVET Institutions.

c) Providing facilities for organizing academic activities in Auditoria.

d) Monitoring stationery requirements for SVEC

e) Issuing bus passes and arranging buses for students of SVEC and staff

Accounts:

a) Collection of Tuition fee, Infrastructure fee, Caution Deposit and other fees from the B.Tech /M.Tech /MCA Students.

b) Collection of registration fee etc., related to Placement and Training

c) Collection of fines paid into Poor Students Welfare Fund.

d) Maintenance of Cash Books relating to the above

e) Preparation of Daily Cash Balance Statement

f) Transfer of Tuition fee to the Trust.

g) Payment of infrastructure fee to the J.N.T.U Collected from the students admitted under NRI / Management quota and received from the Social Welfare Department in respect of SC/ST Students.

h) Passing of Electricity and Telephone bills.

i) Maintaining Imprest Account.

Student Affairs

a) Maintenance of personal files of students.

    i. File of Student shall contain Original Certificates, EAMCET rank Card, admission letter, any fee concessions by Trust, any punishments, detentions etc.

b) Admission Register.

    ii. Details of student shall be recorded, Transfer Certificate (TC) when issued shall be noted.

c) Preparation of Certificates i/e viz., Bonafide, Study, Expenditure Estimate, T.C., etc., to the students

d) Preparation of Identity cards to the staff/students/APSRTC Bus passes/ letters to students involved in ragging, Railway Concession forms.

e) Furnishing of Statistical information with regard to admissions to the various organizations with details of No. of students under various categories, vacancies, spot admissions, NRI admissions, % of passes.

f) Preparation of Circulars and notices with regard to collection of Tuition and other fees from B. Tech., / M. Tech., /MCA Students.

Scholarships

a) All student social welfare Scholarships

b) National/State Merit Scholarships

c) Scholarships sanctioned by other organizations

d) Sending of proposals fresh and renewal to the concerned for the sanction of scholarship, reimbursement of Tuition fee etc. preparation of Treasury bills, disbursement and sending of acquittance registers to the concerned.

e) Furnishing of statistical information with regard to scholarships.

f) Maintenance of registers Viz., Cash Books, Ledgers Treasury bill register individual scholarship account register.

m) Integrated Scheme of Book Bank to SC/ST students.

Dispatch / Records:

a) Receiving of Tapal, numbering and distribution

b) Dispatch of letters of the College

c) Maintenance of Postal Stamp A/C.

d) Maintaining Stationery A/c and issue to the office and Departments. Maintenance of Stock registers, Indent for Stationery.

Network Manager

The Network Administrator is in-charge of all matters relating to acquisition, installation, maintenance, upgrading and overall supervision of computer network systems in SVET institutions. He should liaise with all Principals of SVET institutions regularly.

Duties:

1. To manage DHCP, DNS, WINS, Proxy, IIS, E-mail service, replication service and print service.

2. To configure the equipment and software to meet the classroom need, train the instructor on the solution and document the solution for ongoing support.

3. To assist, oversee and advise instructors on classroom environments

4. To design, implement and maintain LAN environment for labs and classrooms

5. To plan and then prepare classroom PCs and for a multiple user and multiple OS environment.

6. To provide technical support for instructors and students.

7. To support and maintain the PCs and peripherals for students and instructional staff use.

8. To provide technical liaison with the Company Network support staff

9. To investigate new technology and opportunities that enhance our students learning experience

10. To install new and replace equipment.

11. To maintain professional competence in current IT technologies

12. To maintain inventories on all PC products

Responsibilities:

1. To maximize the availability and utility of the systems.

2. To mange time and expertise to understand the technical implications of the systems, maintain current on vulnerabilities, software patches and new releases and attend on related issues immediately.

3. To report to the management on violations of usage of computer network

4. To protect individual passwords

5. Not to monitor or collect information on individuals information usage patterns.

6. To configure software systems so as to maximize the confidentiality of user communication.

7. To configure systems to enforce appropriate password policies

8. To stay abreast of any vulnerabilities of their systems and manage security in accord with appropriate recommendations

9. To configure systems to minimize the chance for abuse and act promptly to end abuses upon notification

10. To publicize backup and restore policy.

11. To evaluate server configurations

12. To manage desktop support

13. To deal with wireless devices and optical fiber network

14. To use time saving tools for better management of the network.

15. To formulate the methodology for troubleshooting network issues

In addition to the above duties and responsibilities, the Network Administrator shall undertake any work assigned by the Trust from time to time

PRINCIPAL
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