

HANDBOOK OF POLICIES, RULES & DUTIES
(INCLUDING CODE OF CONDUCT)



College of Engineering Roorkee (COER)

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This document presents comprehensive rules and regulation for the employees of COER and slitted in five different parts as following.

- **PART A:** This part presents a general set of rules for all COER employees
- **PART B:** This part presents code of conduct for the Governing body of COER
- **PART C:** This part presents code of conduct for the administration of the COER
- **PART D:** This part presents code of conduct for the faculty of the COER
- **PART E:** This part presents code of conduct for the all supporting staff of the COER

PART-A

CODE OF CONDUCT FOR COER EMPLOYEE

1 GENERAL CODE OF CONDUCT

A term employee includes Director General, Director, Deans, Heads of Departments, Registrar, technical staff, non-teaching staff and other staff. The following code of conduct applies to the employees mentioned above:

1. These rules and regulation are applicable to all employees of the COER
 - (a) Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging. No employee shall behave in a manner unbecoming of an employee of an educational Institution.
 - (b) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
 - (c) An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behaviour should be commendable
 - (d) Unless otherwise stated especially in terms of appointment, every employee is a full-time employee of the college and may be called upon to perform such duties, as may be assigned to him by a competent authority, beyond scheduled working hours and on closed holidays and Sundays.
 - (e) An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
 - (f) The employee shall not abstain himself/herself from his/her duties without prior permission from the head of the Institution/competent authority. The prior permission of the competent authority is necessary for availing casual leave or special casual leave. Competent authority, however, reserves the right to refuse leave for valid reasons to be recorded in writing. In case of sudden and unexpected sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week. If an employee wishes to avail of leave other than the casual/special casual leave, he/she has to apply for the same to the competent authority before actually proceeding on the leave.

- (g) No employee shall leave the station except with the prior permission from the competent authority, even during leave or vacation. Wilful absence from duty will be treated as dies non for increment, leave etc.,
- (h) Whenever leaving the station, an employee should inform the Head of the Department to which he/she is attached, providing the address where he/she will be while on leave.
- (i) No employee shall, in the performance of his official duties or the exercise of powers conferred on him, act otherwise than his/her best judgment except when he/she was acting under the direction of his/her superior, in writing wherever practicable and where it is not practicable to obtain the direction in writing, he/she shall obtain written confirmation of the direction as soon as possible thereafter.
- (j) Conducting or participating or supporting or instigating any faculty staff/students/others directly or indirectly on any religion/caste/racial/tribe/sex/untouchability based activities, is strictly prohibited on the part of any employee either in the college campus or elsewhere. Faculty/staff found guilty can be terminated from the services of the institution.
- (k) Criticizing or acting against or not implementing the approved college policy shall be treated as gross misconduct and faculty/staff found guilty can be terminated from services.
- (l) An employee cannot refuse to receive any communication of any type from his/her controlling officer or the competent authority.
- (m) No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his/her interest. The penalty for a contravention of this rule shall be the withholding of promotion for him/her either permanently or for such period as the competent authority may determine.
- (n) No employee shall engage himself in a strike or incitements thereto or in any activity resulting in abstaining from duties, slowing down the work, instigating other employees directly or indirectly, to abstain from work or to go slow on work. Obstructing other employees from attending duties, or creating obstructions for work is strictly prohibited and amounts to gross misconduct.
- (o) A temporary employee who remains absent from duty after applying for leave or extension of leave to which he/she is not entitled shall be deemed to have been

discharged from duty with effect from the date from which he/she is not entitled to any leave unless the leave applied for is granted by the competent authority.

- (p) No employee shall send any application for employment under any other agency except through the authorities of the institution concerned. Ordinarily, every employee shall be permitted to apply for an outside post twice in a year even though he/she may be holding a permanent post.

2. Taking part in politics and election:

- (a) No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.
- (b) No employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in any election to a legislative body or local authority.
 - (i) Provided that an employee of the college qualified to vote at such election may exercise his/her right to vote, but where he/she does so, he shall give no indication of the manner in which he/she proposes to vote or has voted.

3. Connection with Press or Radio or News Papers or any mass communication media:

- (a) No employee shall, except with the prior sanction of the competent authority, own wholly or in part or conduct, or participate in the editing or managing of any newspaper or other periodical publications.
- (b) No employee shall, except with the prior sanction of the competent authority or any other authority empowered by duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his name or in the name of any other person to any newspaper or periodical.

4. Evidence before Committee or any other authority:

- (a) Save as provided in sub-rule (3) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.
- (b) Where any sanction has been accorded under sub-rule (1) no employee while giving such evidence shall criticize the policy or actions of the authorities.
- (c) Nothing in this rule shall apply to
 - (i) Evidence given in any inquiry before an authority appointed by the Institute or

- (ii) Evidence given in any judicial proceeding or
- (iii) Evidence given at any departmental inquiry ordered by the Institute authorities.

5. **Unauthorized communication of information:** No employee shall, except under any general or special order of the competent authority, or in the performance in good faith of the duties assigned to him communicate, directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

6. **Gifts:** No employee shall, except with the prior sanction of the competent authority, accept or permit his/her spouse or any other member of his/her family to accept, from any person any gift of more than trifling value.

- (a) Providing that gifts of the value, reasonable in all circumstances of the case, may be accepted from relations and personal friends, or presented to such persons on occasion such as a wedding, anniversaries, funerals and religious functions, when the making or receiving of such gifts conforms with the prevailing religious or social customs; but acceptance of such gifts other than those of trifling value should be reported to the Institute authorities.

7. **Private employment or Trade and Investment:**

- (a) No employee shall, except with the previous sanction of the management, negotiate or undertake any other employment or work or engage directly or indirectly in any trade or business.
- (b) If an employee wishes to contest for an elective office, he/she shall resign from the services of the college before filing the nomination.
- (c) Canvassing by the employee in support of the business or insurance agency or commission agency and the like owned or managed by his/her spouse or any other members of his/her family shall be deemed to be a breach of this rule.
- (d) Every employee shall report to the management if any member of his/her family is engaged in any trade or business or in an Insurance agency/ commission agency.
- (e) No employee shall, without the previous sanction of the management, except in the discharge of his duties, take part in the promotion, registration or management of any banking or other company or any other law for the time being in force or any co-operative society or commercial undertaking.

- (f) No employee shall accept any fee for any work done by him/her for any public body or any private persons without the general or special sanction of the management.
- (g) No employee shall speculate in any stock, share or other investment.
- (h) No employee shall make or permit any member of his family or any person acting on his behalf to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
- (i) The decision of the management shall be final in respect of any question arising under these rules.

8. Lending and Borrowing:

- (a) No employee shall lend money at interest to any person nor shall borrow money from any person with whom he/she is likely to have official dealings.
- (b) Insolvency, habitual indebtedness and Criminal Proceedings:
 - (i) An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debts or has recourse to insolvency or when it is found that a part of his/her salary is continuously being attached, he/she may be liable for dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the college.
 - (ii) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not.
 - (iii) An employee who is detained in police custody whether on a criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties in the college campus unless he/she has obtained written permission to that effect from the competent authority.

9. Legal affairs:

- (a) No employee shall, except with the prior intimation of the competent authority, have recourse to any Court of Law or to the press or mass media for the Vindication of any official act which has been the subject matter of adverse criticism.

- (b) Provided nothing in this rule shall be deemed to prohibit an employee from Vindicating his/her private character or any act done by him/her in his/her private capacity.
- (c) **Marriages:** No employee who has a spouse living shall contract another marriage notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him/her.

10. Attendance at Meeting:

- (a) The employee who is appointed as a member of any duly constituted committee of the University must attend all meetings of such committees.
- (b) If for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to the Chairman of the Committee or the Registrar stating the reason for his/her absence.

11. Representations:

- (a) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he/she must forward his/her case through proper channel, and shall not forward, advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than two months.
- (b) No employee shall be a signatory to any joint representation addressed to the authorities for redressal of any grievance or any other matter.

12. Misconduct: Without prejudice to the generality of the term misconduct, the following acts of omission in addition to those laid down as above and the commission shall be treated as misconduct:

- (a) Furnishing false information regarding name, age, fathers name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during employment.
- (b) Acting in a manner prejudicial to the interests of the Institution.
- (c) Wilful insubordination or disobedience, whether or not in combination with others, of his/her superior

- (d) Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
- (e) Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds or proper or satisfactory explanation.
- (f) Habitual late or irregular attendance and habitual absenteeism.
- (g) Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- (h) Damage to any property of the Institution or interference or tampering with any safety devices installed in or about the premises of the . Disregard to the safety measures and instructions in regard to property, equipment and work
- (i) Involvement in theft, fraud, breach of trust, dishonesty, misappropriation of funds, damage to the property or work of any nature of the university or another employee.
- (j) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Institution or outside such premises where such behaviour is related to or connected with the employment.
- (k) Gambling or smoking within the premises of the institution.
- (l) Collection without the permission of the competent authority of any money within the premises of the Institution.
- (m) Sleeping while on duty.
- (n) Commission of any act, which amounts to a criminal offense involving moral turpitude.
- (o) Absence from the employees appointed place of work without permission or sufficient cause.
- (p) Taking up any service or setting up of any institution etc., by any employee on leave.
- (q) Purchasing or selling properties, machinery, stores, etc. in the name of the college or institutions maintained by it, without express permission in writing from the competent authority.
- (r) Use of high tenor, indecent language or undue arguing with superiors
- (s) Submission of application for employment to any other agency outside the institution without permission from the competent authority.
- (t) Submission of a false representation to any outside institution/agency/office against the officers of the Autonomous college or the college Management.

- (u) Submission or propagating any false information about university /any authority/employee either inside the college campus or outside.
- (v) Submission of any representation/claim to any higher authority without routing through proper channel for seeking any redressal or any grievance.
- (w) Commission of any act subversive of discipline or good behavior.
- (x) Abetment of or attempt of any act which amounts to misconduct.
- (y) Prohibition of sexual harassment of working women:
 - (i) No employee shall indulge in any act of sexual harassment at the workplace.
 - (ii) Every employee who is in charge of a workplace shall take appropriate steps to prevent sexual harassment at such workplace.

Explanation: For this rule "Sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise as:

- (i) Physical contact and advances;
- (ii) Demand or request for sexual favors;
- (iii) Sexually colored remarks;
- (iv) Showing any pornography; or
- (v) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Note:The above instances of misconduct are illustrative, and not exhaustive.

13. Consumption of intoxicating drinks and drugs:

- (a) An employee of the college shall not consume any intoxicating drinks and drugs in the college campus premises.
- (b) An employee shall not attend to duties after consuming any intoxicating drinks and drugs.
- (c) An employee shall not be under the influence of any intoxicating drink or drug during his/her duty and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence of such a drink or drug.

14. Confidentiality: Staff members who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such

information to protect any individual concerned. Members of the college should also undertake to maintain the privacy of oral communications where that has been requested.

- 15. Fraud and Corruption:** The college policy clarifies the responsibilities of all college staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and the conducting of investigations.

Disciplinary Action Policy

An employer must set and maintain satisfactory standards of conduct and performance at work. Employees are clear about the standards that are expected of them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

- (a) The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
- (b) Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or behavior, and these shortcomings have been discussed between the employee and the Head of the Department.
- (c) It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
- (d) The Head of the Department will outline the cause of concern and the employee will be allowed to state his/her case. Head of the Department is required to provide appropriate prior notification of any allegations and any evidence, following natural justice. A written record of all disciplinary hearings and appeals are kept.
- (e) If the conduct or performance of an employee is not satisfactory, he/ she is required to attend a formal disciplinary hearing held by the Head of the Department, the Director. If the explanation is unsatisfactory. An appeal against a verbal / written warning notice issued by the superior may be made in writing, within seven days of receipt of the warning.
- (f) **Security & Vigilance on campus:** Campus has equipped with the security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd on the campus. The college has also installed cameras in the classroom and important locations as outdoor security monitoring.

- (g) **Counseling Facility:** College has appointed a visiting counselor for students and staff members. Students and mentors are requested to take the benefit of this facility. The counselor is available on-campus twice a week.
- (h) **Biometric Attendance facility:** Every employee of this college is required to register the fingerprint in the biometric system and must record attendance through this system. Three late marks will be treated as one full day leave. Registration is available with the office staff.
- (i) **Uniform for employees:** The employees must wear a uniform every day. If any particular employee is found not wearing the uniform, disciplinary action is taken against him/her. Initially, a verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.
- (j) **I-Card Policy:** The employees must wear I-Card every day. If anyone is found without I-card, disciplinary action is taken against him/her. Initially, a verbal warning is given to the staff member.
- (k) **Exam duties:** All teaching staff is allotted Supervision duties for university and departmental examination.
- (l) **Private Coaching / Outside Employment Policy:** No staff should be involved in private coaching without prior permission. Also, staff must not take up any other employment such as the part-time or full time at any other place. Disciplinary action will be taken, such staff members.
- (m) **Internet Facility policy:** Staff of COER must use the internet facility only for office and academic purposes. Staff must not be involved in sending unsolicited emails through the COER internet facility. Staff must not download material from the internet without proper acknowledgement of source. Staff must not watch unsolicited videos or must not waste the internet resources.
- (n) **Non-smoking, non-alcohol and no-tobacco chewing policy:** At COER, no tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as a serious issue and strict action is initiated against the staff members and students found indulged in smoking, drinking and tobacco chewing.
- (o) **Vehicle parking policy:** It is expected from the staff members they shall park their vehicle at the designated place
 - For staff members: All the staff members are required to park preferably at the designated parking lots for proper management.

- Students are required to park vehicle properly so that it should not create parking problems.

(p) Disciplinary procedure: Appropriate actions will be taken against staff and students who are not following the guidelines, rules and regulations of this college. All the grievances will be handled by concerned committees.

PART-B

2 CODE OF CONDUCT FOR ADMINISTRATIVE OFFICERS

The administration of the college is mid-level leadership responsible for daily business of the Institution. It is responsible to implement the suggestions from the governing body in the best interest of the Institution. The following is the description the administration functionaries and their responsibility

1. **Director General:** Director General is the overall administrative head of the Institute responsible for the academic growth of the Institute. Director General shall be the member secretary of the Board of Governors of the Institute. He is authorized by the management to take administrative actions in the interest of the Institute. He will take all major financial decisions in consultation with the management.

The major responsibilities shall be:

- (a) All aspects of Faculty, Staff & Students of COER
- (b) Admissions in COER
- (c) Academics Transaction
- (d) Centre of Excellence (CoE)
- (e) Faculty Recruitment, Development & Employment
- (f) **Research :**
 - (i) The impetus to Research.
 - (ii) Procurement of Research Grant.
 - (iii) Establishment of Incubator.
- (g) **Collaboration:**
 - (i) National.
 - (ii) Global.
 - (iii) Exchange Programme: Students as well as Faculty.
- (h) Fee Collection (through Dean (Academics)).
- (i) Preparation for accreditation by NAAC, NBA and NIRF. Students Affairs including Activities & Hostel.

- (j) Director-General shall remain responsible for routine affairs wrt Faculty, Staff, Students and Infrastructure (Class Rooms, Lab, Library & other facilities) of the respective institutions.
- (k) To facilitate an effective academic environment (viz. Scheduling, Examination, Affiliation, participation in various activities under the aegis of UTU & SDSUU) in campus, all such decisions shall arrive through the following committee;
 - (i) Director-General
 - (ii) Director
 - (iii) Dean (Academics)
 - (iv) Dean (SW) and HsOD shall be co-opted on a need basis.

2. **Director:** The major responsibilities shall be:

- (a) The Director should oversee and monitor the administration of the academic programs and general administration of the Institute to ensure efficiency and good order of the Institute.
- (b) The Director should plan the budgetary provisions and go through the financial audited statements of the Institute.
- (c) The Director has the authority to take all the necessary disciplinary action as and when required to maintain discipline in the Institute.
- (d) The Director should form various college-level committees necessary for the development of the Institute.
- (e) The Director should encourage Faculty Members to update their knowledge by attending seminars/workshops/conferences.
- (f) The Director should encourage Faculty Members to publish textbooks, research papers in reputed International / Indian Journals / Conferences.
- (g) The Director should provide leadership, direction and coordination within the Institute.
- (h) The Director should periodically review this Code of Conduct.
 - (i) As it deems necessary to ensure that this Code of Conduct conforms to applicable laws.
 - (ii) Meets or exceeds Institute standards and any weaknesses
 - (iii) Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.

- (i) The Director is responsible for the development of the academic programs of the Institute.
- (j) The Director should convene meetings of any of the authorities, bodies or committees, as and when considers it necessary to do so.
- (k) The Director should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- (l) The Director should ensure that quality in education and academic services is maintained by the Institute.
- (m) The Director should ensure that the long-term and short-term development plans of the Institute in their academic programs are duly processed and implemented through relevant authorities, bodies, committees and its members.
- (n) The Director should ensure liaisoning with affiliating University and AICTE.

3. **Dean Student Welfare (DSW):** The major responsibilities shall be

- (a) The Dean shall have the power to visit/inspect the academic premises and hostels at any point in time.
- (b) On receiving the report of any undesirable activity from the heads of the departments/ teachers/ wardens of the hostel, the Dean shall bring it to the notice of the Director and may also recommend action against the student found guilty.
- (c) He is responsible for maintaining the students' discipline within college premises with respect to attendance, college uniform, smoke and alcohol-free environment with the help of Head of Departments.
- (d) To assist students for effective organization of extracurricular & co-curricular activities in and outside the campus.
- (e) To keep watch on hostel and campus for ragging free environment.
- (f) To counsel students for any issue that may arise.
- (g) To assist the senior authorities in all students related issues.
- (h) He/She should obey all rules and regulations of COER

4. **Dean Academics:** The major responsibilities shall be

- (a) Management of all academic transactions
- (b) To keep watch of commencement of classes and laboratories

- (c) He/She should obey all rules and regulations of COER
- (d) Infrastructural development

5. Dean Basic Science & Humanities (BS & H): The major responsibilities shall be

- (a) Dean (BS & H) shall be responsible for the smooth functioning of courses of the Department of Basic Sciences.
- (b) He shall be responsible for the smooth induction of newly admitted students.
- (c) He shall oversee the interaction of teachers and parents of students.

6. Heads of Department(H.O.D): The Head of the departments shall be responsible for maintaining discipline and decorum in the campus and hostels. As the persons in charge of the Departments/Hostels, they may initiate appropriate action against any indiscipline inside the campus and hostels. For the harmonious functioning, the Heads of the Departments can depute teachers to inform about any act of indiscipline that shall be further reported to the Director, for requisite action. The major responsibilities shall be

- (a) Monitoring the academic schedule/attendance/syllabus completion/Internal examinations.
- (b) Monitoring the requirements in laboratories and preparing proposals for purchase.
- (c) Execution of discipline among the students.
- (d) Recommending leaves of faculty and support staff.
- (e) Conducting regular faculty meetings and forwarding the minutes of the meeting to the Director.
- (f) Carrying out the responsibilities assigned time to time.
- (g) The workload (teaching and departmental) of all the staff should be fixed by the Head of the department.
- (h) The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Director.
- (i) The teaching load should be allotted by the HOD after taking into account of the Faculty Members interests/choices.
- (j) The Head of the Department should arrange the weekly meetings of the department staff to overview the progress of academic and administrative work.

- (k) The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conferences.
- (l) The Head of the Department should encourage Faculty Members to publish textbooks, research papers in reputed International / Indian Journals / Conferences/MoUs.
- (m) The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
- (n) The Head of the Department should write a confidential report for all staff members of his/her department and submit to the Director.

7. **Registrar:** The Registrar shall be responsible for the undermentioned academic and administrative duties:

- (a) Human Resource Management.
- (b) Housekeeping
- (c) Maintenance
- (d) Estate management
- (e) Students Centre (messes & institutes at students center)
- (f) Events, conferences & COER level functions
- (g) Discipline (staff) & order in campus
- (h) Examination: Coordination & Staff work (in conjunction with Controller of Examiner)
- (i) Govt. of Uttarakhand, UGC, AICTE, UTU & SDSUVV: Affiliation, Interaction and Follow up
- (j) Sports
- (k) Library
- (l) Central stores
- (m) Hospitality
- (n) Media Publicity & Advertising
- (o) Statistical Data & Data Centre
- (p) Any other duties assigned by Management/Director-General

PART-C

CODE OF CONDUCT FOR FACULTY MEMBERS

MAINTAINING DISCIPLINE

1. We are moral, bound, and responsible for maintaining discipline, uniformity, punctuality, behavior and attendance performance, and the moral behavior of our students.
2. Taking classes as per time table and always vigilance during class is the primary and utmost responsibility of every faculty.
3. An Idle mind is devils home, accordingly always engage students for complete class accompanied by assignment for home.
4. Examination duties are of utmost importance and they must be performed, meticulously without any fail. All advice and suggestion of examination in-charge must have adhered to seriously.
5. Education tours, seminars, industrial visits, medical checkups, etc. for different courses are arranged from time to time where attendance is compulsory. The following pre and post preparation for the event is to be taken care of are noted below:
 - Press invitation before any event.
 - Arrangements of the camera for the proper photogenic record are a must.
 - Press note of least 500 words in Hindi must be sent to the media.
 - A presentation about the event must be conducted by the students.
6. All teaching staff must attend a meeting every last working day of every month. Each faculty must do their homework before coming for the meeting as per the agenda.
7. Any change in timetable classroom or shifting/shuffling of any kind is not allowed without permission from Director or other concerned.

PART-C

3 CODE OF CONDUCT FOR SUPPORT STAFF

Following are some general rules applicable to all supporting staff of the COER.

- (a) Staff must maintain high standards of punctuality, honesty and professional ethics.
- (b) They should work within the institutional policies and practices, to satisfy the vision and mission of the institute.
- (c) Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- (d) Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- (e) Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- (f) All staff of the college should maintain harmonious relations with other staff and students.
- (g) Staff should maintain confidentiality in the conduct of examination and any other Information unless asked to reveal by the institutional authority.
- (h) All staff should follow the instructions and directions of the authority.
- (i) All staff should constructively contribute toward the development of the college and university.
- (j) All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of the academic environment.
- (k) All staff shall extend their services for the welfare of the community & society at large.
- (l) All staff should properly maintain the records of the respective portfolio.
- (m) All staff should make an effort for continuous development through training programs, workshops and research and development activities.

1. Non-teaching staff/support staff:

- (a) All non-teaching staff should remain present in college, at least 30 min before the start of college.
- (b) The staff should follow the instructions from the higher authorities.
- (c) They should carry out the assigned work with complete zeal.
- (d) They should be regular and punctual.
- (e) They should maintain professional ethics in the campus and should maintain proper behavior in the authorities and students.
- (f) The staff working in laboratories should keep proper maintenance and cleanliness.
- (g) They should carry out additional work assigned to them
- (h) Carrying out the responsibilities assigned time to time.

2. Administrative staff:

- (a) Confidential reports of the document should be part of the personal file of that employee and should be kept confidential by staff members working with this Department.
- (b) Staff should take additional responsibilities if required as assigned by Senior.

3. Accountant:

- (a) The accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- (b) The accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- (c) The accountant should establish tables of accounts, and assign entries to proper accounts.
- (d) The accountant should report to the concerned senior authorities regarding the finances of establishment.
- (e) The accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- (f) Account should provide all the necessary account statement and documents for various committees of the institute.

(g) The account should provide all the necessary account statements for the yearly account audits.

4. **Lab Attendant:** The lab attendant shall assist the lab technician to carry out the lab related responsibilities.

5. **Peon:**

(a) Peon should report the college half an hour before the college time.

(b) Peon should maintain the cleanliness of laboratories, class and staff rooms.

(c) Peon should do all the work assign by the Head of the department and other staff members.

(d) Peon should not leave the office until and unless the higher authority permits.