



7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic program

CODE OF CONDUCT



PRATHYUSHA ENGINEERING COLLEGE

Approved by AICTE & Affiliated to Anna University

ESTD. 2001

Accredited "A" Grade, National Board of Accreditation Institution

CODE OF CONDUCT HANDBOOK

CODE OF CONDUCT FOR THE STUDENTS

At Prathyusha Engineering College, we impart experiential learning on par with global standards with a team of dedicated and experienced faculty led by a visionary Principal. We probe into various possibilities, plan meticulously, change phenomenally and adapt to the new technology based learning process that forge a golden path for the students in India and abroad.

The students are urged to identify, learn and embrace new technologies through self learning and to encompass an obligation towards their career.

Every member of the teaching faculty and all the employees will put in their right effort to give a positive direction towards synthesizing and imparting cost-effective quality technical education of an exceptionally high standard, for grooming the personalities of future engineers.

All the students, as members of Prathyusha Engineering College are required to observe all the rules that are proposed under the Code of Conduct of the College.

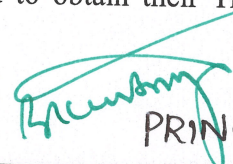
GENERAL RULES:

- a) Students should be disciplined, dignified, obedient and polite in their behaviour, both within and outside the premises of the institution.
- b) Indiscipline, disobedience or irregularity in any other respect will be considered as misconduct, rendering a student liable for suspension or immediate dismissal from the institution.
- c) The faculty members are authorized to monitor and check any misconduct of the students within and outside the campus and report immediately to the Head of the Department (HOD)/Principal.
- d) While attending meetings and functions within or outside the campus, the students should maintain perfect order and discipline. The student of any mis behaviour will be placed under suspension.
- e) A student will be dismissed without any enquiry, if he/she is suspended thrice for misconduct.
- f) Visitors will not be allowed to meet a student during the class hours. However, under unavoidable circumstances, they will be permitted to meet the student with prior permission from the Head of the Department (HOD)/Principal.
- g) The student who desires to discontinue their studies should remit the entire fees for the remaining period of their study only then they will be entitled to obtain their Transfer Certificate.

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- h) Ragging is strictly prohibited in the college. The offenders will be suspended or dismissed from the college and legal proceedings will be initiated as per Government of India rules. The Anti ragging rules and regulations are attached at the end of the Handbook.
- i) The students who misbehave with the staff and who involve in eve teasing will be dismissed from the college.
- j) Students can meet the Principal/HOD/Staff during break time only. Students should not come out of classes during lecture or laboratory hours.
- k) Students should attend all functions/ meetings and participate in extracurricular activities conducted in the college.
- l) Periodical reports of attendance, academic progress and conduct of the student's will be sent to Parents/Guardian/Wardens. Parents/ Guardians will be summoned for personal discussion, if the student's academic performance is poor.
- m) All the hostel students who have four or more subjects as arrears or who have failed in two or more subjects in unit tests and model examinations of the current semester, will not be permitted to go home during study holidays before university examinations under any circumstances as they will be given special coaching during study holidays.

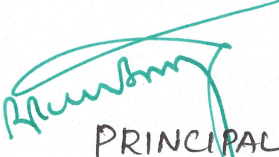
DRESS CODE:

- All students should wear clean and presentable dress. They should wear over-coats while attending their laboratory classes.
- Boys should wear formal pants with shirts tucked in. They should wear leather shoes and display Identity cards prominently. Wearing jeans, T-shirts, jeans type cotton pant is strictly prohibited inside the campus and the violators will not be permitted to enter the college.
- Girls should wear Chudidhars with dupatta. They should wear cut shoes any display Identity cards prominently. Wearing half sarees is strictly prohibited inside the campus and the violators will not be allowed to enter the college.
- If the Identity card is lost, the student should contact the staff in-charge and get a new Identity card within a week, by paying Rs.200/-
- Students who violate the dress code will not be allowed to attend the college.

CLASSROOM DISCIPLINE

- The students are expected to be in their classrooms at least 5 minutes before the commencement of the class and should not loiter in veranda or corridors.
- Students who come late or absent themselves for any period in the forenoon/afternoon will be treated as absent for the whole day and can attend the classes only with the permission from Head of the Department (HOD)/Principal.
- Day scholars, who are late to the class on more than three occasions in a semester, will not be permitted to attend the class and will be asked to bring their parents. Hostellers who are late to the class on more than the three occasions in a semester will not be allowed to stay in the hostel.

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- Students are advised to take care of their valuables and not to leave them in the class room while leaving the classroom.
- Students should bring calculators, drawing instruments, textbooks, notebooks etc as instructed by the faculty members or else they will not be permitted to the class and will be, marked absent.
- Students should submit their week-end assignments, record books and other academic exercises assigned by the faculty members in time without fail or else they will not be permitted to attend the class till they complete the work and get permission from Head of the Department (HOD)/Principal.
- Cellular phones, video games, iPod's , cameras and others electronic entertainment gadgets are strictly prohibited inside the campus. Any gadgets found to be used inside the campus, will be confiscated. However the students are permitted to carry their cell phones while travelling to the college. The student and parent should sign an undertaking during admission.

LABORATORIES

- Students should wear neat over- coats and bring record note books to the laboratory classes regularly.
- Record of experiments done in a particular class should be submitted in the next lab class.
- If a student has not completed an experiment due to some reasons, he/she shall be instructed to do the experiments during holidays or evening hours.
- A student should come fully prepared to do the prescribed experiments. a viva-voce will be held for 10 minutes before the commencement of the experiments and marks will be awarded based on the performance of the students in the viva-voce and the experiments which will be counted for internal assessment.

ATTENDANCE

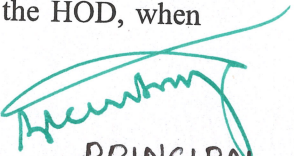
- Attendance is mandatory for good academic performance of the students, hence, students should avoid taking leave for attending functions, marriages or visiting religious places etc. during working days. Every student is expected to attend all classes and secure 100% attendance. However, for certain unavoidable circumstances, a student is permitted to take a leave of maximum three working days in a semester.
- Students can avail of leave only after getting prior permission from the HOD recommended by their mentor, except for sudden sickness or unforeseen circumstances. In such cases, the parents must inform the respective mentors of their ward's absence on medical grounds. If the student is sick, their Parent/ Warden/ Guardian should accompany the student and meet the HOD on the day of reporting
- For one or two days of sick leave, a leave letter signed by the Parent/ the Guardian/ the Warden along with a genuine medical certificate should be submitted to the HOD, when the student reports to the college.

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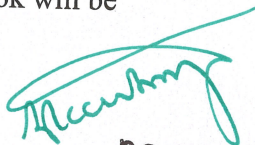
- When the sick leave exceeds two days, leave letter supported by the medical certificate must be submitted in advance by parent/ warden should accompany the student and meet the HOD on the day of reporting. The student will not be allowed to attend the college, if the Parents/ Warden doesn't accompany the student on the day of reporting, under any circumstances.
- If a student is absent for two days consecutively without a leave letter, the student will not be allowed to attend the class unless the parent comes and justifies the cause of absence. If such absenteeism continues for more than 15 days, he/she will be dismissed from the college.
- Every student who fails to report on the re-opening day after the mid-semester and vacation holidays, should pay a fine of Rs.500/- and they should accompany the student on the reporting day.
- Hall tickets will not be generated for students securing less than 75% attendance prohibiting them to write the University Examination at the end of the semester and will not be permitted to do the next semester. They will be also required to repeat the concerned semester in the next academic year. This is as per the norms prescribed by Anna University. Any Medical leave will be considered with an overall attendance of 65% to attend the Anna University Examinations.
- All the days of absence, including days of sanctioned leave /permission will be treated as absence only, for computation of percentage of attendance.

LIBRARY RULES:

- The library will be kept open from 8.00 am to 6.00 pm on all working days and from 9.00 a.m. to 5.00 p.m. on Saturdays and Sundays. However, the library will remain closed on national and important festival holidays.
- Library cards will be issued only against production of ID card. Library cards are not transferable. The top 10 students will be provided with the prescribed text books from the library and will be permitted to use the books till the end of the semester.
- Loss of library card should be intimated immediately to the librarian and a duplicate card can be obtained on payment of Rs100/-
- Non conformation of library rules or mis behaviors the library will lead to withdrawal of all cards and entry to the library will be prohibited.
- The borrower of a book should replace the book if any loss or damage (mutilation, scribbling) is caused to any book and failures to do so will result in collection of twice the cost of the book.
- Suggestions may be made by the teaching faculty or the students for purchase of books or journals to the Librarian in writing with full details. Based on their requests, books and journals will be purchased for the library. For this purpose a suggestion book will be maintained in the library.

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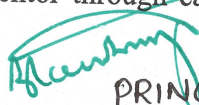

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- Overdue charges will attract a fine of Rs 1/- per day for a period of 15 days from the due date. Beyond this, Rs 2/- will be levied per day including intervening holidays and study holidays till the return of the book.
- No reference books will be lent. Back volumes of magazines will be lent for one day only. In the event of loss or damage to journal, the borrower will be asked to replace the same.
- Students should return all the library books on the last day of university examination in each semester without fail.
- Strict silence is to be maintained in the library.

HOSTEL RULES AND REGULATIONS

- Students should report to the warden regarding their day-to-day needs. They should take care of their valuables themselves and the Management will not be responsible for loss of such valuables.
- Parents are requested to give a list of authorized visitors/ local guardian who alone will be permitted to visit the students in the hostel. Students can entertain the visitors only on holidays from 10.00am- 6.00pm. Day scholars are not allowed to visit the hostels on any account.
- Guests/visitors/local guardians are not permitted to stay in the hostel.
- Students should follow the prescribed rules and regulations failing which they will not be permitted to stay in the hostel.
- Students are responsible for the cleanliness of their rooms; for any breakage the cost of the broken item will be recovered from the intimates. Unauthorized electrical fittings and other gadget should not be used in the hostel rooms. Anyone violating this rule will be expelled from the hostel.
- Smoking and consumption of alcohol, chewing tobacco, gambling, etc are strictly prohibited within the campus. Students involving in these activities will be expelled from the hostel.
- The hostel students may go for outing once in 15 days from 9.00 a.m. to 6.00 p.m. (on Sundays) except during Internal Assessment Tests. The students shall submit application to get prior permission for outing. Late comers from outing will not be permitted into the hostel.
- Students are not permitted to remain in the hostel during college working hours, without permission from the warden. Violation of this rule will lead to suspension from the hostel.
- Students will not be allowed to leave the hostel based on mere phone call from outsiders. Students will be permitted to go home only if the college is closed continuously for five days or more.
- Any student desirous of attending functions such as marriages or going to temple or any other ceremony in their houses either during working day or week end holidays may be permitted only if the request is made directly by the parents to the Mentor through call

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letter through WhatsApp or personal phone call or letter by courier one week in advance. Such leave can be permitted only two times; a total leave of four days per semester only is allowed.

- Students who suffer from mild illness should report to the visiting doctor and take medicine and should attend the class work. However, students suffering from severe sickness should report to the warden / deputy warden and medical treatment will be given immediately or will be sent to their homes.
- The hostellers, particularly girls, are advised not to keep any jewellery. Similarly boys are advised not to wear gold rings, chains etc during their stay in the hostel
- Students should maintain absolute silence during the study hours and keep their room doors open.
- Hostel students who fail in more than one subject in the unit test or fail to submit the unit test or fail to submit week end assignments or laboratory records will have to study in the common study hall during study hours.
- Any misbehaviors and misconduct in the mess or in the hostel will be dealt with severely and the students are liable for expulsion from the hostel.
- The above guidelines and code of the conduct are given for strict compliance of all inmates in both hostels and to promote community living/dormitory life in the campus.

ANTI-RAGGING REGULATION

Ragging in all its forms is totally banned in this institution including in its departments, constituent units, all its premises (academic, residential, sports, cafeteria, etc) whether located within the campus or outside and in all means of transportation of students whether public or private. The institution shall take strict action including but not limited to criminal proceeding and? Or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim. An offence of Ragging may be charged either on a written complaint by the affected or on independent finding of the Anti Ragging squad. The college is committed to follow all Regulations and Guidelines promulgated by the AICTE, New Delhi, notification- dated 01-07-2009, Sub: Prevention and prohibition of Ragging in technical Institution, Universities including Deemed to be Universities imparting technical EDUCATION: - F.No.37- 3/Legal/AICTE/2009- In exercise of the powers conferred under section 23 read with section 10 (b), (g), (p) and (q) of AICTE Act, 1987.

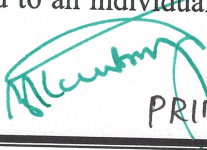
Various Types of Ragging

- Ragging has several aspects with, among others, psychological, social political, economic, cultural and academic dimensions.
- Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging, similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or

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a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the professional institutions in medicine.

- Any act of financial extortion or forceful expenditure burden put on a junior student by senior student should be considered an aspect of ragging for ragging economic dimensions.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
- Any act or abuse by spoken words, emails, snail-mails, public insults should be considered within the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill for actively or passively participating in the discomfiture to others the absence of preparing fresher's in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging-coping skills in interaction with seniors or strangers can be impacted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspect of ragging.
- The political aspect of ragging is apparent from the fact that incidents of ragging are low in institutions which promote democratic participation of students in representation and provide an identity to students to participate in governance and decision making within the institute bodies.
- The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

What Constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student

Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students

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Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

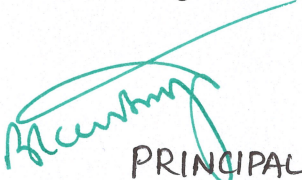
Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher.

Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education :-

- The punishment to be meted out to be persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institutional in India.
- Every single incident of ragging a First Information Report (FIR) must be filled without exception by the institutional authorities with the local police authorities.
- Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution the possible punishments for those found guilty of ragging at the institution level shall be any combination of the following:-
 - Cancellation of admission
 - Suspension from attending classes
 - Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - Debarring from appearing in any test/ examination or other evaluation process
 - Suspension/ expulsion from the hostel
 - Expulsion from the institutional and consequent debarring from admission to any other institution
 - Fine of Rupees 25,000.
 - Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.
- The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
- Courts should make an effort to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

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CODE OF CONDUCT FOR THE TEACHING STAFF

INTEGRITY AND DEVOTION TO DUTY

Every employee shall at all times

- maintain absolute integrity
- ensure devotion to duty,
- conform to and abide by the rules and regulations
- comply with and obey all lawful orders and directions during the course of his / her official duties assigned by any persons to whom the employee may be subordinate in the service of the college,
- Refrain from any activity which is anti-secular and unconstitutional or which results in creating in the communal disharmony.

Note: Failure to perform his / her academic duties such as preparation, lectures, demonstrations, assessment, guidance and invigilation will constitute improper conduct in respect of a member of teaching faculty. Failure to obey the instructions given by the superior officers or to execute promptly in the administrative responsibilities will constitute improper conduct.

INTEREST OF THE COLLEGE

Every employee shall serve the college honestly and faithfully and shall endeavour his / her duties and responsibilities to his/her utmost satisfaction in order to promote the vision and mission of the college. She / He shall show courtesy and attention in all transactions and not do anything which is un-becoming of a member of the faculty / staff of the college.

EMPLOYMENT IN FIRMS ENJOYING COLLEGE PATRONAGE

No employee shall use his / her position or influence directly or indirectly to secure employment for any member of his / her family in any private business or firm where he has official dealings.

TAKING PART IN ELECTIONS

No employee shall canvas or otherwise interfere with or use his / her influence in connection with or take part in an election campaign, etc.. to any legislature or local authority provided that,

- i) an employee qualified to vote to such an election may exercise his / her right to vote;
- ii) an employee shall not be deemed to have contravened the provision in this rule by reason only that he assists in the conduct of an election in due performance of a duty imposed on him / her by or under any law for the time being in force.

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PARTICIPATION IN UNION ACTIVITIES

No employee shall join or continue to be a member of any union against the college administration, whose object or activities of which are prejudicial to the interests of the sovereignty and integrity of the Country or to the interest of the college or to public order or morality.

DEMONSTRATIONS AND STRIKES

- a) No employee shall directly / indirectly, knowingly / unknowingly engage himself or participate in any demonstrations which is prejudicial to the interest and the sovereignty and integrity and security of the State as well as the Country. And the interests of the college, public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence including inciting students or employees against other students or employees, college or administration; or
- b) No employee shall directly / indirectly, knowingly / unknowingly resort to or in any way abet any form of strike, or coercion or physical duress in connection with any matter pertaining to his / her service or the service of any other employee or employee of the college.

LINK WITH MEDIA OF MOTION AND PRINT

- (a) No employee shall except with the prior sanction of the college, on his/her own wholly or in part, or conduct or participate in providing information regarding the college and its function to the media print and motion.
- (b) No employee shall except with the prior sanction of the college.
- i) publish a book himself/herself or through a publisher or contribute an article to a book or a compilation of articles, or
- ii) participate in a radio or television broadcast or contribute an article or write a letter to the news- paper or periodical either in his / her own name or anonymously or pseudonymously or in the name of any other person except when such publication or radio or television broadcast or contribution or publication or public utterances shall not have the effect of an adverse criticism of any current or recent policy or action of the college or which is capable of embarrassing the relationship between the college and government or other agencies.
- (c) An employee of the college except in accordance with any general or special order of the college or in the performance in good faith of the duties assigned to him, shall

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not communicate directly or indirectly any official document or information to any employee or to any other person to whom he is not authorized to communicate such document or information.

(d) An employee of the college shall not except with the sanction of the college give evidence in connection with any enquiry conducted by any person, committee or authority other than the Courts and Police.

COLLECTION OF FUNDS

No employee shall except with the prior sanction of the college shall ask for and accept contributions or otherwise associate himself with the raising of any funds or other collection in cash or kind.

PRIVATE TRADE OR EMPLOYMENT

(a) No employee shall except with the prior sanction of the college engage directly or indirectly in any form of trade or business or undertake any other employment;

(b) A person employed in the college shall not apply for private employment or signify his / her willingness to accept such employment without first obtaining the permission in writing of the college authorities.

CANVASSING OF OUTSIDE INFLUENCE

No employee shall bring or attempt to bring any political personal or other influences to bear upon any authority of the college to further his / her interests or the interest of any other person in respect of matters pertaining to his / her service or in respect of any other matter involving a pecuniary or other benefit to him.

PARTIALITY IN OFFICIAL DUTIES

An employee shall not be partial in his / her performance of his / her official duties and he should be objective in his / her approach.

RAISING OF PRIVILEGES

An employee shall not try to use the considerations of Caste, Creed, Religion, Race or Sex in his / her relationship with his / her colleagues for purposes of improving his / her prospects.

INTOXICATING DRINKS AND DRUGS

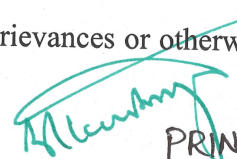
An employee shall strictly abide by any law relating to intoxicating drinks or drugs in force.

An employee shall not have in his / her possession any intoxicating drinks or drugs or be in a state of intoxication in the college premises.

SENDING REPRESENTATIONS

An employee shall not make representations for redressal of grievances or otherwise directly

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to the Chairman or Chief Executive Officer or Government or to any outside authorities and all representations shall be made through the proper channel.

REFUSAL TO RECEIVE PAY

Concerted or organized refusal on the part of the employees to receive their pay shall constitute improper conduct.

CODE OF CONDUCT FOR NON-TEACHING STAFF

- Staff working in the College office or in the departments should remain on Duty during College working hours.
- Staff will carry out their duties as instructed by the authorities to whom they are attached.
- Staff working in Department Labs / Computer Labs / Instrumentation Labs should keep the Labs clean.
- Any loss or damage to any article in the Lab should be informed to the Head / In-charge immediately. A register should be maintained with regard to the damage caused.
- As per the direction of the HOD, the amount shall be collected through college office for articles damaged by the students by the respective lab in-charge.
- Only disclose confidential information within the parameters allowed by legislation
- All the staff should actively participate in the programmes and functions organized by the College
- The staff should dress in a manner that is appropriate for an academic environment.
- The staff should wear their identity cards on the campus.
- Non-Teaching staff, especially who work in Labs are obliged to follow the Code of conduct as mentioned below:
 - Preparing for the practical requirements well in advance
 - Behaving politely while dealing with the students when they approach for any assistance
 - Maintaining decorum during the Lab sessions
 - In case any disciplinary problems with any student in the Lab Session, it should be brought to the notice of the staff immediately. Direct dealing of any issues, without the knowledge of the Staff in Charge/HOD is to be avoided
 - Inappropriate relationship with the students must be avoided.

DEPUTYWARDENS

The Deputy Warden shall give the wakeup call by 5.00 a.m. and maintain the prescribed study hours during morning and evening.

The Deputy Warden shall ensure that no student stays in the hostel during college working hours unless he/she is under sickleave.

The Deputy Warden shall never allow the students with mild sickness to stay back in the hostel during working days. They should be given proper medical support and sent to attend the college.

The Deputy Warden shall either admit the students in the hospital or send the students to home if the students suffer from severe sickness like malaria, typhoid, viral fever, jaundice, diarrhea etc with the approval of Management Representative / Principal / Trustee. The

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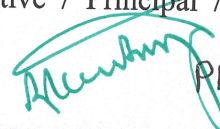
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 **PRINCIPAL**

Deputy Warden shall submit all those students who fail in one or more subjects in the unit test or who do not write the laboratory records or do not complete the week end assignments to the common study hall during study hours and make them to complete their academic exercises. This practice should be continued until they pass in all subjects in the next Internal Assessment test.

The Deputy Warden shall sign the leave letters only if the Principal receives phone call and a leave letter through Fax or through courier from the parents. The Deputy Warden shall sign the leave letters of hostellers for a maximum of two times subject to a maximum of 4 working days during the entire period of a semester.

The Deputy Warden shall check whether the students promptly write the lab records, work out the week end assignments during their week end holidays. He/she shall insist all the students to do the above work. If anyone does not comply, the warden shall inform to Principal for necessary action.

The Deputy Warden shall ensure that hostel rules are followed scrupulously by hostellers and if any hosteller violates the rules, he/she shall recommend to Principal for severe punishments.

Warden ensures the hostel rooms / toilets / bathrooms are kept clean.

PHYSICAL DIRECTOR

He shall be the convener of the disciplinary committee and the committee shall be constituted by him in consultation with the Principal. He shall daily monitor the general discipline of students during the working hours and report to the Principal if any breach has been noticed.

The disciplinary aspects to be monitored include adherence to dress code, maintenance of silence, promptness in attending classes, engagement of classes by faculty members preventing the students from loitering in the corridors, damaging the property, defacing walls or teasing of girl students in the Verandah.

He shall take adequate measures to prevent any misbehavior, misconduct, especially during extracurricular activities and other college functions.

He shall convene disciplinary committee meetings whenever a need arises in consultation with the Principal to discuss the general disciplinary status of students and precautionary steps that should be taken to maintain the discipline of students.

He shall be the secretary of the Sports Board. All the H.O.D's shall be the members of the board and Chairman / Chief Executive Officer shall be the patron of the board and the Principal shall be Chairman of the board.

He shall convene the Sports Board meeting at the beginning of every semester to discuss and finalize the sports & games activities for the semester concerned.

He shall prepare the annual budget for the sports and games accessories such as nets, balls,

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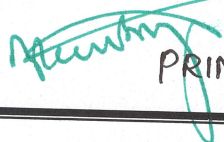
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PRINCIPAL

etc and submit them to the Principal. He shall train students for participating in various tournaments and also organize University Tournaments in our college.

He shall arrange intramural sports and games for our college students.

He shall employ the security personnel for periodical inspection of the verandas and class rooms in the main building and get reports on disciplinary aspects.

LIBRARIAN

A Librarian is responsible for maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section. He/ She should inspect all the sections every day personally and ensure that the books are periodically have been kept in the shelves as per classification.

In the Circulation section the Librarian will take up the duties such as lending of books to students and staff, overnight issues, charging fine for the non-return of books within the due dates, reservation of books, sending reminders to students and staff for the return of books and periodicals, issue of Library card, correspondence related to missing of books, missing of Library cards, renewal of books to the students and staff etc.

In the Reference section, the Librarian should maintain the reference books according to classification and also help the staff and students for general reading. He / She should also display the latest arrival of the books in a prominent place to attract thereaders.

In the Periodical section, the Librarian is responsible for ordering the journals and back volumes, display the latest journal setc.

In the Acquisition section, the Librarian is responsible for selecting the books, ordering the books, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills.

In the Technical section, the Librarian is responsible for routine classification of books, cataloging of books. In the Maintenance section, the Library staff is responsible for shelving the books, maintaining the stack area and self rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of Author's Index and Subject wise Index, reprographics services, internet and Online Public Access Catalogue(OPAC).

The Librarian is in-charge of fine collection from the students and renders accounts to the Principal every day. A separate register should be maintained showing the date wise receipt of fine. Proper receipt must be issued to the student, while collecting such fines.

PRINCIPAL

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