CODE OF ETHICAL CONDUCT

FOR

EMPLOYEES AND STUDENTS

United Institute Of Technology Allahabad

(College Code: 284)

D-3, UPSIDC Industrial Area, Naini, Prayagraj

Approved by, All India Council for Technical Education, New Delhi

Affiliating University: Dr. A. P. J. Abdul Kalam Technical University Uttar Pradesh, Lucknow

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United Group of Institutions

CODE OF ETHICAL CONDUCT FOR EMPLOYEES

.INTRODUCTION

Education is the fundament of personal and societal development and United Group of Institutions (UGI) is committed to provide best of it for its students to meet the global standards. This policy of Ethical Conduct for Employees and students is to achieve the Vision of UGI.

1. APPLICATION

The provisions contained in this schedule shall apply, without exception to all employees of the UGI whether ad-hoc, probationary, part-time, contractual, permanent or visiting and shall be liable to strict disciplinary action including suspension and or termination for the breach of any provision(s) of the code of ethical conduct.

Definitions

Employee of UGI:

Any person, who has been appointed by UGI and directly or indirectly receives compensation regularly from UGI for services rendered, shall be considered the employee of UGI.

Every employee of UGI is a whole time employee, unless otherwise specifically mentioned in the appointment may be called upon to perform duties assigned by Competent Authorities, beyond Institute Hours and holidays.

"**The internal group of stakeholders of UGI" consists of Governing Council Members, Administrators, Academic Staff, Technical staff, Administrative staff, support staff and students. The employees are** categorized as follows:

- **Academic**: This shall include Director/Principal, Professor Emeritus, Senior Professor, Professor, Dean, Training & Placement Officer, Associate Professor, Assistant Professor, Controller of Examination, Visiting Faculty, Workshop Superintendent, Assistant Lecturer, System Manager, Scientific Officer, Librarian and such other academic post as may be decided by the "**Governing Council**".

- **Technical**: This shall include Supervisor, Foreman; Instructor (Workshop), Laboratory Technician, Junior Technician, Junior Engineer, Mechanic, Laboratory Assistants, Computer Operator, Stores Assistant, Medical Staff, Maintenance Staff and such other technical staff as may be decided by the "**Governing Council**".

- **Administrative and Others**: This shall include Registrar, Administrative Officer, Assistant Registrar, Accounts Officer, Audit Officer, Stores Officer, Estate Officer, Medical Officer, Programmer, Sports Officer, Store Keeper, Transport Officer, Office Superintendent, Personal Assistant, Steno Typist, and such other administrative and other staff as may be decided by the "**Governing Council**".

- **Housekeeping and other staff**: This shall include Security Guards, Gardeners, Safai Karamchari, Skilled and Unskilled attendants, Peons and such other staff as may be decided by the "**Governing Council**".

"**Members of the family**" in relation to an employee includes-

- Wife, children or step-children of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with and dependent on her.

- Any other person related, whether by blood or by marriage to the employee or to such employee"s wife or husband and wholly dependent on such institute"s employee, but does not include a wife or husband legally separated from the employee or child or step child who is no longer in any way dependent upon him or her, or whose custody, the employee has been deprived of by law.

Students

- **Students**: This shall include the individuals who have taken admission in any course run by the UGI, enrolled at all time till the completion of the course to which admission has been granted OR are associated with UGI in any other form.

CODE OF ETHICAL CONDUCT

UGI is unconditionally committed to maintain a conduct showing excellence and scholarly responsiveness and expects its members to uphold these in their acts.

2. General Rules for Employees

All Employees of **United Group of Institutions (UGI) shall:**

- Abide by **laws of state of Uttar Pradesh and that of India**.
- Be well verse with **Institute's various policies** and abide by it.
- At all times be devoted towards his/her duty
- Adhere to, moral and ethical principles. **(Integrity)**
- Tell the „Truth", and not lie, in all their communications within or outside the UGI system, so as to become trustworthy. (**Truth)**
- Avoid any form of fraud, theft, gambling, cheating, lying, plagiarism, violation of copyright, misuse of social sites, extortion or other dishonest behaviours within or outside the UGI system. (**Honesty)**
- Depending upon the type of information, be transparent within UGI system. (**Transparency)**
- Protect and honor the confidential, private, proprietary, non-disclosure agreements, copyrighted materials, patented ideas generated / acquired by the UGI during the course of his employment**. (Privacy)**
- Be responsible for executing, their powers properly. (**Accountability)**
- Be courteous and impartial while treating others (Staff, Students and members of public) and free from dishonesty or discriminating practices in relation to age, disability, gender and gender identity, race, ethnicity, religion & belief, place of origin, social & cultural background and sexual orientation. (**Fairness and Respect for Others)**
- Provide their **unconditional commitment** in achieving educational provision of highest quality.
- Inform the Management / Head of the Institution, if he/she is working for / in any other organization, in any form.
- Not apply for **any other employment** to any other organization without **prior approval/ forwarding** of the competent authority of UGI.

- Not under any circumstances whatsoever, participate or support or instigate, directly or indirectly, any other employee / student / other in relation to age, disability, gender and gender identity, race, ethnicity, religion & belief, place of origin, social & cultural background and sexual orientation either in UGI premises or outside.

- **Not refuse** under any circumstances, to receive any communication from his/her supervisor or any authority of the Institute.

- Not do anything to abstain from work/ work under protest OR incite other employees to abstain from work/ work under protest OR obstruct other employees from going on duty OR obstruct any work of the Institute.

- Be punctual in attendance in respect of his/her scheduled hours of work and any other work assigned to him / her by the Head of the Institution / immediate supervisor and abide by the rules and regulations of the Institution.

- Attend the meetings of all the committees of UGI to which, he has been appointed as a member

- Attend the meetings of all the committees of Dr. A P J Abdul Kalam Technical University, Uttar Pradesh to which he/she has been appointed / nominated being an employee of UGI. If, he/she is not able to attend the meeting, for any reason whatsoever, he must inform the Chairman or the Convener of the committee with a copy to Head of the Institution, he/she is employed.

- Participate in co-curricular, extracurricular, extension activities and community services to strengthen and encourage teamwork.

- If working on a supervisory post

    - Take all possible steps to ensure the integrity and devotion to duty of all employees under his/her control and authority
    - Act with his/her best judgments in the performance of his official duties or in the exercise of powers conferred on him

- Not remain absent from the Institution without sanctioned leave or overstay the sanctioned leave without informing the concerned authority or through email and phone

- Refrain from coming late / frequent absence / lingering of work

- Not knowingly or willfully neglect his duties

- Not do defiance of orders / directions, insubordination or disobedience of his supervisor or any other competent authority of the Institute.

- Maintain confidentiality and privacy of information and records of UGI to which he/she had access during their employment.

- Refrain from, attending duty under the influence of drugs / alcohol or any other similar intoxicating substances.

- Not indulge in acts of sexual harassment which includes (Illustrative only and not exhaustive) unwelcome sexually determined behavior (whether directly or by implication) such as:

    - Physical contact and advances
    - A demand or request for sexual favours
    - Sexually coloured remarks
    - Showing pornography
    - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

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- **Not misbehave** with any parent, guardian, student and other employee of UGI

- **Not encourage** or incite any students, faculty or other employee to behave in a rowdy or disorderly manner in the premises of the Institution or outside

- **Not indulge** in any violence, or conduct involving moral turpitude

- **Not**

    - Show disorderly or disruptive behaviour in Institute premises
    - Use indecent language, high tenor or threatening voice with any one in Institute premises
    - Involve in fraud, theft, misappropriation of funds, selling of equipment, devices etc, in the name of the institute, damaging or tampering of any property of the Institute
    - Borrow / lend money from / to any person with whom he / she is likely to have dealing for works of UGI
    - Connect himself / herself for any activities with press, radio or TV etc without permission of the Director / Principal, except for activities which contribute in purely scientific, artistic or literary character.

- **Not communicate** any document or information of the institute with any one unless otherwise has been asked to do so by competent authority.

- **Not try to influence** by any means the UGI authorities for the purpose of furthering his/her own interest

- **Not criticize or act against** the UGI policies

- **Not furnish false information** pertinent to employment at the time of employment or during the service

- Obtain permission in writing from the competent authority, if he / she had been detained in police custody for more than 48 hours on criminal or any other charges, before joining his duties.

- **Not** propagate or submit any false information to UGI / any employee of UGI / any authority **OR** about UGI / any employee of UGI / any authority within campus or outside.

- **Not** access and/or use without authorization to Institute"s services, facilities and properties

- **Not** use UGI‟s or personal data / telecommunication networks in violation of rules, regulations of UGI or law of the land for improper or illegal purposes

- **Not** use social media / platforms in violation of rules, regulations of UGI or law of the land for improper or illegal purposes

- **Not** engage in or inciting others to engage in misuse of social sites and recording of images/video using electronic or other device without knowledge of a person or group of persons for illegal purposes

- **Not** submit / provide incomplete, false or misleading information to UGI authorities or offices

- **Not** forge or alter Institute‟s official records or documents or conspire with or induce others to forge or alter Institute‟s official records or documents

- **Not** interact, on behalf of the Institute, with media representatives or invite media persons on to the campus or provide audio and video clippings /recordings of any activity on the campus to media or any other without the permission of the UGI authorities.

- **Not** steal or abuse of the electronic resources or its part thereof such as computer and electronic communications facilities, systems, and services including unauthorized entry , use, tampering, damaging, hacking etc. of UGI property or facilities, offices, classrooms, computers networks, and other restricted facilities and interference with the work of others

- Maintain objectivity and devotion to duty and shall not do anything which is unbecoming of an employee of UGI.

- Put up his case through proper channel only and should not approach higher authority unless the lower authority has either rejected the matter or delaying the matter for more than three months, **for seeking any claim or redressal of grievance**

- Disclose potential **conflicts of interests** in a recorded form (written, email, whatsapp) to appropriate authorities for promoting credibility

- If during the term of his/her employment, an employee shall make any inventions or innovations or improvements of products, all rights in respect of such inventions or innovations or improvement shall belong to the institute, and he/she will, if required, at the cost of the institute cause such inventions or innovations or improvements to be patented in such countries as the institute may desire & shall at like cost if any, when required to do & concur in all things necessary to cause or procure any patent or patents so obtained, to be vested in the institute or as may be added, and in the mean time hold such patents in trust for the institute.

CODE OF ETHICAL CONDUCT (Faculty)

"Better than a thousand days of diligent study is one day with a great teacher."

***Teachers are the backbone of any country, the pillar upon which all aspirations are converted into realities. The purpose of teaching is to create nation building capacities in students.* DR. A. P. J. Abdul Kalam**

General

Every faculty shall

- Be well verse with the Institute"s policies and abide by it to value and support an institute community which is diverse in gender, cast & creed, religion, social & family background, educational background, language and culture, skill, talent and learning diversity
- Model honesty, fairness and ethical conduct, good social skills, leadership and civic responsibility
- Model a caring attitude and promote positive inter-personal relationships
- Model correct use of language, oral and written
- Foster student self-control, self-discipline and responsibility to others
- Demonstrate skill when managing student behaviour, intervening and resolving discipline problems
- Be in time to the institute and punctual and regular in the class
- Act as a mentor to enhance the students" academic performance and also help students in their personal and behaviour problems.
- Pursue relevant opportunities to grow professionally and keep up-to-date about the state of art knowledge and research in the subject area
- Be well verse with New Education policy of the country and outcome based education
- Respect the right and dignity of students in expressing their opinion
- Be affectionate & impartial to students and should not hold any grudges towards any of them for any reason whatsoever
- Comply with requirements for the safety and supervision of students inside and outside the classroom
- Uphold a safe & secure and orderly environment favourable to learning
- Protect the UGI records, equipment, materials, and facilities
- Participate responsibly in faculty meetings, improvement initiatives and other collaborative assignments

- Demonstrate the ability to carry out other responsibilities, good work habits, reliability, and follow-through on commitments
- Serve as a launching pad for the students" academic success, personal endeavors, entrepreneurship and placement in the national & global arena.
- Provide and accept evaluative feedback in a professional manner
- Attend the parents of students cordially, respectfully and patiently, clear their doubts and answer queries.

"Educationists should build the capacities of the spirit of inquiry, creativity, entrepreneurial and moral leadership among students and become their role model" Dr. APJ Abdul Kalam

Every faculty shall

- Plan / define the COs (Course Outcomes), their attainment target, mapping with POs (Program Outcomes), PEOs (Program Educational Objectives), PSOs (Program Specific Outcomes) and their mapping.
- Plan and prepare the assigned courses and lectures ahead and appropriately
- Conduct assigned classes at the scheduled times
- Share with students about course specifications, learning expectations from them and COs, POs, PSOs and PEOs concerned with the subject.
- Demonstrate competence in classroom instruction and should teach in the most innovative and effective way keeping in view the learning diversity of students
- Use modern and state of art educational technology methods while delivering lectures / seminars etc.
- Implement effective classroom management practices and organize every class in well structured, interactive and involving student cohort
- Complete the designated curriculum in due time and as per academic calendar.
- Plan, design and implement effective strategies to develop self-responsible/independent learners and to work collaboratively with others
- Provide opportunities for students to access and use current technology, resources and information to solve problems and apply and practice what is learned
- Engage students in active, hands-on, creative problem-based learning and interdisciplinary learning experiences
- Encourage students' intrinsic motivation by giving them worthwhile and increasingly difficult learning opportunities, such as self-exploration, questioning, making decisions, setting goals, planning and organizing, implementing, self-evaluating, and showing initiative in tasks and projects.
- Encourage continuous intellectual development of the students
- Change instructional roles (such as teacher, coach, facilitator, co-learner, and audience) in accordance with the subject matter, learning objectives, and needs of the students.

Assessment

- Evaluate students" performances in an objective, fair and timely manner using appropriate multiple assessment tools and methods
- Assign reasonable assignments to students and discuss with them after evaluation
- Report timely the results of quizzes, assignments, mini-projects, projects, mid semester examinations as per institute schedule.
- Not show sustained neglect in assessment and evaluation of class-work or assignments done by students;
- Not indulge in or encourage, any form of mal-practice connected with internal or external examinations of any other institute activity;
- Use student assessment data to guide changes in instruction and practice for improving student learning
- Submit the course file as per the format decided along with the attainment of CO, PO, PSO and PEO in the beginning of immediate next semester.

CODE OF ETHICAL CONDUCT (Students)

"It is the supreme art of the teacher to awaken joy in creative expression and knowledge." Albert Einstein

"The only way to do great work is to love what you do." - *Steve Jobs*

The purpose of the code is to develop, implement and maintain a culture of conduct that a student must uphold and form a discipline procedure that shows integrity, fairness, respect, equity, diligence, efficiency and excellence and also offers a system that encourages student development through individual and group accountability.

UGI shall have the jurisdiction over the conduct of its students and to take cognizance of all acts of misconduct listed as follows, which are taking place on its campus and / or in connection with the Institute related activities and functions and / or occurring off campus considering it as if it has occurred on campus

- Any act of ragging which is banned by law
- Any act of violence / vandalism as defined in the law of the land, which endangers or threatens the life, health, safety, welfare or property of another person (campus residents, colleagues or any other person)
- Possession, use, manufacture, sale or distribution of weapons, explosives or any destructive devices / substances that can be used as weapon, alcohol, drugs or any other intoxicating substance
- Any other conduct or activity constituting a nuisance to society
- Any violation of Sexual Harassment of women at Workplace (Prevention, Prohibition and Redressal) Act
- Any violation of the law of land

This **CODE OF ETHICAL CONDUCT** shall apply to all kinds of students' conducts that occurs on the UGI premise in any activity organised / sponsored or any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's interests or reputation.

Every student of UGI shall

- **Be well verse with the Institute's policies, rules & regulations and abide by it to value and support and breaking or improper use of any of these may lead to disciplinary action(s)**

- Be courteous while treating others (Staff, Students and members of public) and free from dishonesty or discriminating practices and should not engage in verbal or physical behavior that is directed at an individual or group based on age, disability, gender and gender identity, race, cast & creed, ethnicity, religion & belief, place of origin, social & cultural background and sexual orientation

- Communicate to others in fair manner and voice differences of opinion (if any) in respectful tone

- Follow "**Better Environment, Better Tomorrow**" and as such no act should pollute the environment

- Adhere to good health and safety practices

- **Put in the best effort to make UGI a safe place to work and learn**

- Be dressed in dressed in respectable attire, follow the dress code and should not wear clothing with offensive, sexually explicit, profane, or graphic messages that demonstrate bias or discrimination against any individual or group

- Always carry the ID cards and show/produce it when asked for and should not refuse or misrepresent

- Participate in various Co-curricular, Extracurricular, Extension activities and community services within and outside UGI premise following the Code of Ethical Conduct

- Be punctual and regular in attending theory, tutorials & practical classes, internal and external examinations

- Not fail in obtaining the required attendance percentage, non-submission of assignments and absence from internal and external examinations without any genuine reason may be treated as misconduct

- Not impersonate during roll call or anywhere else

- Carefully follow the Notices put up on the Notice Board (both offline & online through email or through group messages on social media)

- Not access and/or use without authorization to Institute"s services, facilities and properties

- Not use UGI"s or personal data / telecommunication networks in violation of rules, regulations of UGI or law of the land for improper or illegal purposes
- Not use social media / platforms in violation of rules, regulations of UGI or law of the land for improper or illegal purposes

- Not engage in or inciting others to engage in misuse of social sites and recording of images/video using electronic or other device without knowledge of a person or group of persons for illegal purposes

- Not submit / provide incomplete, false or misleading information to UGI authorities or offices

- Not forge or alter Institute"s official records or documents or conspire with or induce others to forge or alter Institute"s official records or documents.

- Not interact, on behalf of the Institute, with media representatives or invite media persons on to the campus or provide audio and video clippings /recordings of any activity on the campus to media or any other without the permission of the UGI authorities.

- Not steal or abuse of the electronic resources or its part thereof such as computer and electronic communications facilities, systems, and services including unauthorized entry , use, tampering, damaging, hacking etc. of UGI property or facilities, offices, classrooms, computers networks, and other restricted facilities and interference with the work of others

- Not do any act, which violates "Uttar Pradesh Prohibition of Ragging in Education Institutions Act 2010" as **Ragging is banned and is a punishable offence and the following acts constitutes "Ragging"**

  - Any conduct by any individual student or group of students, whether by words spoken or written or by an act having the effect of teasing, treating or handling with rudeness to a student
  - Causing annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student due to rowdy or undisciplined activities by any individual student or group of students
  - 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 a student
  - Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student
  - Exploiting the services of a 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 student by other students;
  - Any act of physical abuse including all variants of it: sexual abuse, 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 any other student
  - Any act that affects the mental health and self-confidence of 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 other student.

Academic Integrity

UGI, a premier institution committed to foster an intellectual and ethical environment, values academic integrity and expects its students to abide by it in true spirit.

Academic integrity is essential for the success of the Institute‟s vision and mission and its‟ violations constitutes a serious offence leading to disciplinary actions, as its violation threatens both the reputation of the UGI and the value of the degrees awarded to its students. It is expected that every student treats all other students in an ethical manner, respecting their integrity and right to pursue their studies to achieve their goals peacefully and without any disturbance and interference and upholds the highest standards of academic integrity.

Academic Integrity means that a student should

- Ensure that all work submitted anywhere as his or her own has been produced without the aid of impermissible materials (ONLINE or OFFLINE)
- Properly acknowledge and cite other‟s use of the ideas, results, material or words
- Properly acknowledges all contributors to a given piece of work.
- Not cheat which includes Ignoring, permitting or facilitating copying by unauthorized material or otherwise
  - ✓ During Examination both internal and external
  - ✓ Assignments, projects, term paper etc.
- Impersonation
- Manipulating or altering data etc, and using / reporting them in project and thesis
- To alter evaluated marks / grade
- To plagiaries, which have been detailed as follows:

"Plagiarism is processing, practicing or copying another person‟s work (material, figures, code or data[Text, Audio, video]) or ideas from another source and pretending that it is your own, with or without consent of the original author or without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition, as is the use of material generated wholly or in part through use of artificial intelligence It also include re-using your own work without citation."

Plagiarism is of following types:

Direct Plagiarism: word-for-word transcription of a section of someone else‟s work, without attribution and without quotation marks

Self Plagiarism: Submitting his or her own previous work, or mixing parts of previous works

Mosaic Plagiarism: Borrowing phrases from a source without using quotation marks, or using synonyms or rephrasing or patching

Accidental Plagiarism: Neglecting to cite their sources, or misquoting their sources, or unintentionally paraphrasing a source by using similar words, groups of words, and/or sentence structure without attribution

Disciplinary Punishments and Penalties for Breach of Code of Conduct

Note: One or more of the following actions may be taken, if a student is found of guilty for violating the Ethical Code of Conduct:

WARNING: Indicating that the reported action of the said delinquent student was in violation of the Code and repetition of the same act or any further acts of misconduct shall result in severe disciplinary action.

MONETARY FINE: Reprimanding along with a monetary fine to be deposited in the Institute and /or suspension of Scholarship / fellowship for a specific period of time.

RESTRICTIONS of Privileges: Reprimanding and Restricting access to various campus facilities for a specific period of time. This may include campus placement

SUSPENSION: For a specified period of time, the delinquent student"s enrolment is cancelled and he/she shall not be allowed to participate in student related activities such as classes, programs, library, computing facilities, placement etc.

EXPULSION: Expulsion of a student from the Institute permanently indicating prohibition from entering the Institute premises, hostels and campus residences etc.

OTHER PENALTIES: Any other appropriate action may be taken by the competent authorities.

APPEAL*:* If the aggrieved student wants to represent against the imposition of any of the aforementioned penalties, he/she may appeal to the Institute Management through the Director / Principal for reconsideration.

CODE OF CONDUCT FOR ADMINISTRATIVE OFFICERS

Introduction

The administration of the UGI is mid-level leadership responsible for daily business and for implementation of the directives and suggestions from the "**Governing Council**" in the best interest of respective Institutions. All administrative officers are responsible for sustaining and integrating highest ethical standards in terms of integrity, honesty and fairness in teaching & learning, research and other services of this institution.

Purpose

This Code is the Institute"s commitment to uphold the ethical, professional and legal standards as basis for all short and long term decisions and actions. All administrative officers must be abreast and work in accordance with relevant Institute"s policies, standards, laws and regulations in dispensing their work

Each administrative officer is responsible for their own individual actions, and as administrative officer of the Institute are all jointly responsible for maintaining these standards of conduct and for adhering to all relevant laws and policies.

Following are the responsibilities of various administrative officers.

Director / Principal

Director / Principal of an Institute of UGI is to provide leadership, direction and coordination within the Institute being the overall administrative, academic and executive head of the Institute as authorized by **"Governing Council"** and shall

- Ensure that directives issued by the **"Governing Council"** are strictly complied and implemented
- Periodically review all the policies of the UGI including this Code of Practice of Ethical Conduct and may suggest any modification, inclusion or deletion to the **"Governing Council"**
- Interact with Institute management regularly and discuss the goals and objectives of the Institute, development plans and give feedback regarding utilization of the available resources, activities conducted and progress and requirements of the Institute.
- Carry out the necessary requirements as per the communications received from AICTE, UGC, Affiliating University and Government of Uttar Pradesh etc. **through various Deans, Head of Departments, Incharges and other committees / bodies of the Institute.**
- Oversee and monitor the administration of the academic programs, administration, accounts and other sections for the academic and overall growth of the Institute
- Administer all actions in the interest of Institute to ensure efficiency and good order
- Shall plan the budgetary provisions and take financial decisions as per powers granted to him by **"Governing Council"** and go through the financial audited statements of the Institute, if need be
- Ensure that the long-term and short-term development plans of the Institute are duly processed and implemented **through relevant authorities and staff**.
- Facilitate an effective academic environment and ensure that quality in education and academic services are maintained
- Form various institute-level committees and Officer in charges necessary for the day to day affairs and development of the Institute.

- Encourage faculty members and technical staff to update their knowledge by improving their qualifications, attending and organizing seminars/workshops/conferences, publishing research papers, patents, books etc.

- Be responsible and look into routine matters of Faculty, Staff, Students and Infrastructure (Class Rooms, Laboratories, Library & other facilities) of the institute **through relevant authorities and staff.**

- Be responsible for
    - All aspects of faculty, administrators and staff of the Institute
    - All aspects of students of the institute including the hostel.
    - Faculty and staff recruitment, development and promotion
    - Exchange Programs of both faculty and students
    - Research, consultancy and its development
    - Procurement of Research Grant
    - Establishment and all works of Centre of excellence, Incubation & Innovation, Collaboration, Entrepreneurship and community services
    - Adherence to Academic Calendar, Examination, participation in various activities under the aegis of Affiliating University
    - Admissions in the institute and Fee collection

- Ensure that no woman employee is subjected to sexual harassment including unparliamentary determined behaviour, physical contact, sexual advances, coloured remarks, showing pornography, sexual demand, request for sexual favours or any other unwelcome conduct of sexual nature whether verbal, textual, physical, graphic or electronic or by any other actions, which may include, –
    - Implied or overt promise of preferential treatment in employment; or
    - Implied or overt threat of detrimental treatment in employment; or
    - Implied or overt threat about the present or future employment status;
    - Conduct which interferes with work or creates an intimidating or offensive or hostile work environment; or
    - Humiliating conduct constituting health and safety problems

- Plan the preparation for all works related to Dr APJ Abdul Kalam Technical University, AICTE, and NBA for Affiliation, Extension, Accreditation and NIRF.

- Take all the necessary disciplinary action as and when required to maintain discipline in the Institute as per authority invested in him

- Convene regular meetings of any of the authorities, bodies or committees, as and when considers it necessary to do so.

- Issue orders for purchases under his powers and provisions.

- Interact with parents, faculty, students, staff and other stake holders for establishing healthy environment and trust amongst all stake holders.

Head of the Departments

Head of the Departments shall provide leadership to achieve goals and objectives of the vision of the department and Institute. He is academic and administrative head of the department and shall be responsible for maintaining discipline and decorum in the department and campus. He shall inform Director / Principal about any indiscipline inside the department / campus for requisite action.

Head of departments shall

- Plan the academic activities as per the Institute"s academic calendar well before the start of the semester
- Carry out the academic audit of the department after the end of every semester
- Plan the laboratory and class room requirements well before the start of academic session and send it to Dean (Academics), Director / Principal for further necessary actions
- Get the laboratories and class rooms updated well before the start of academic session
- Plan the requirements of faculty and laboratory staff, supported by teaching load, well before the start of academic session and send it to Director / Principal for further necessary actions
- Be well versed with the Outcome Based Education (OBE), Program Educational Objectives (PEOs), Program Specific Outcomes (PSOs), Program Outcomes (POs) and Course Outcomes of all the courses offered by the department
- Get subjects allotted to the faculty members of the department after discussing in the departmental meeting, well before the start of the semester.
- Get the time table prepared and distributed to faculty members, laboratory staff and students at least one week before the start of the semester
- Also publish the timetable on departmental website and send a copy to Dean (Academic Affairs) for necessary assessment arrangements etc.
- Distribute the teaching contact hours and work load **(minimum)** as follows:
  - Head of Department / Professor 04 to 06 hours / week
  - Associate Professor 10 to 12 hours / week
  - Assistant Professor 14 to 16 hours / week
  - Note: **Faculty work load should not be less than 40 hours / week**
- Ensure evenly distribution of teaching load to every faculty.
- Fix the targets to be achieved of course outcomes (COs) of every course before start of the semester in consultations with Dean (Academic Affairs) and Principal / Director and inform the faculty members.
- Get the attainment calculated of COs, POs, PSOs after the declaration of results of each semester and inform Dean (Academic Affairs) and Principal / Director

- Identify the weaker and bright students in each class as per the process fixed in the department and recommend the suitable remedial / appreciative actions in consultations with faculty members to the Deans and Principal / Director

- Find out the gaps left, if attainments are not attained in the meeting of all faculty members of the department and recommend the measures to be taken to Dean (Academic Affairs) and Principal / Director

- Plan and arrange for modern and state of art educational technology facilities to be used for delivering lectures / seminars etc.

- Convene the meeting of department at least every fortnight to discuss the progress of academic and administrative works of the department, record its minutes and send it to Dean (Academic Affairs) and Principal / Director

- Monitor the academic schedule / attendance / syllabus completion and internal examination etc as follows:

    - Registration of the students of all semesters before the start of the semester
    - Creation the attendance register of every class subject wise for theory and laboratory wise for practical at least one week before the start of the semester
    - Display of attendance every week on Saturday after authenticating it for data filled.
    - Display the list of debarred / detained students as per the criteria fixed well before the start of internal examinations.
    - Course coverage for each subject and each class
    - Punctuality, discipline and content delivery in the class

- Ensure that every student clears his / her dues timely and regularly.

- Ensure the mark Updation on ERP and display as and when required

- Ensure the Updation and storage of following records Semester and year wise of every batch:

    - Students, activity record of every year
    - Placement data including offer letters and joining letters
    - Industrial visits and Training data
    - Higher education within and outside the country
    - Entrepreneurship data
    - Startups data
    - Record of Professional Society activities
    - Mini project / Project data and records
    - Records of faculty publications, patents, conferences / seminars / workshops / FDPs organised / attended and other achievements

- Keep the record of leave of faculty and staff of the departments

- Ensure the quality of project work done by students to be skill based and product oriented

- Send and collect feedback responses of faculty from students before the end of every semester, analyze it and send the report to Director / Principal

- Send and collect feedback responses of parents, alumni and employers regarding quality of teaching learning process and suggestions to improve it

- Communicate with parents of students regularly and keep Dean (academics) and Principal / Director

- Recommend the leave of the faculty and staff to Director / Principal or Registrar as per leave rules of the Institute

- Get the Annual Confidential Report (ACR) filled by all faculty and staff of the department

- Encourage faculty members to

    - Prepare a question bank as per Blooms Taxonomy
    - Update their knowledge by attending and organizing workshops / seminars / conferences / lectures from eminent speakers etc
    - Publish research papers, books, patents etc as per research policy of UGI
    - Procure externally funded research / consultancy projects
    - Develop resource material for teaching and learning

    - Appoint, if needed, the following from the faculty of the department to manage the departmental works and assign them appropriate responsibilities to assist him

        - Program Coordinator
        - Class Coordinator
        - ERP In charge
        - Lecture plan and Course file In charge
        - Laboratory and infrastructure In charge
        - In charge Student Project
        - Departmental Examination Controller
        - In charge Student Dues
        - Departmental Training and Placement representative
        - In charge Workshop / seminar / conferences /FDP etc
        - In charge NBA related data and activities

- Carry out the responsibilities assigned time to time by Director / Principal / Management

Dean(s)

Few faculty members are appointed as Dean and given additional responsibilities for assisting Institute management, Director/Principal in different matters as detailed below. Deans may also be assigned any other work by the Director / Principal and Institute Management in the interest of the Institute.

5.31 Dean Academics

Dean Academics is responsible for establishing and encouraging Outcome Based Education (OBE) in the Institute for removing the disparity between various levels of pedagogy and for promoting academic excellence through a learner centric environment conducive for quality education. He / She shall also be responsible for the efficient and timely conduct of all academic activities pertaining to curriculum and faculty development. Dean Academics is responsible for strengthening the academics for holistic development of the Institute.

He / she shall discuss every decision, he is likely to take, with Director / Principal and concerned (or all) Head of Departments. He should also maintain all the records of all academic activities of the institute, both online as well as offline.

Dean Academics shall

- Ensure high standards of teaching & learning, methods of evaluation of teaching- learning process and grading practices
- Ensure the implementation of effective methods of
    - Instructional strategies and authentic assessment
    - Integration of educational initiatives and resources
    - Identification of curricular gaps and initiatives to fulfill those gaps
- Prepare the Academic Calendar of the Institute in line with that of the affiliating University and get it approved by Director / Principal and circulate it to all concerned
- Get the registration of students done before start of every semester.
- Complete the process of branch change well within time.
- Ensure that every student has cleared his dues (if any), preferably at the time of registration.
- Decide about the number of sections with number of students in each theory and practical classes of all the courses and all the years depending upon the students" strength in a class and manage the time table accordingly

- Generate student data required for Student Information System
- Monitor the following"
    - Adherence to the academic calendar by all
    - Regular, timely and effective conductance of the classes by faculty members
    - Attendance of students of all classes in the Institute in coordination of Head of Department
    - Student mentoring in consultation with Head of Departments
    - Student counseling sessions organized by departments
    - Internal examinations and its evaluation
    - Grievance redressal mechanism followed by departments
- Issue guidelines for setting up the internal examination papers, assignments, quizzes etc, ensuring the quality and standardization of question papers with coverage of minimum two units as per the curriculum
- Issue guidelines for evaluation system
- Prepare and issue timetable for internal examination
- Check the sessional marks, before being sent to the affiliating
- Inform the students and faculty about affiliating university"s norms and guidelines issued from time to time
- Analyze the final results of the classes before start of every semester and the attainment status of COs, POs, PSOs and PEOs and discuss with the departments the reasons for poor performance (if any), non-attainment (if any) and also for valuing the good performance. On the basis of poor performance and non attainment of outcomes, he / she shall also propose the remedial action for improving and achieving the target. The recorded analysis shall be discussed with Director / Principal, who will discuss the same with Institute management
- Ensure the collection and analysis of teaching - learning appraisal of faculty by students before the start of semester examination of University and send it to Director / Principal for further necessary actions
- Issue guidelines, measures for improving the quality of teaching.
- Disseminate information regarding various quality parameters as defined by national level agencies for assessment and accreditation
- Organize induction programs for newly admitted students and newly inducted faculty towards a commitment to high expectations from them

- Facilitate the organization of seminars/workshops/conferences on state of art quality themes
- Promote and coordinate research activities to continuously improve the research and teaching-learning
- Coordinate for collecting feedback responses from the faculty, non-teaching staff, students, parents and employers for quality related institutional processes.
- Meet the students and their parents / guardians regarding their academic performance or any other issue e.g. attendance etc along with the concerned Head of department
- Develop human resources both teaching and non-teaching (Technical)
- Ensure that the institute policies regarding academics are implemented in every department and sections.
- Decide and approve the CRT load.

5.311 Controller of Examination (COE)

The **Controller of Examinations** shall be the in charge for the conduct of all examinations of the Institute and it he / she shall make arrangements for its scheduling and conduct. He / she shall also take care of all other contingent matters connected with examinations. COE should make earnest efforts to see that all examinations are conducted as per the schedule mentioned in the academic calendar of the Institute / Affiliating University and are free from any malpractices.

COE should periodically report to Dean (Academics) and Director / Principal of the Institute.

Controller of Examinations shall

- Ensure ethics and confidentiality in all the matters related to all the examination
- Communicate with the affiliating university and follow-up the matters concerned
- Prepare and publish the examination schedule, room / hall allocation and seating arrangements for all examinations including internal sessional examinations
- Collect the list of eligible and debarred / detained students from the departments, year wise and subject wise
- Appoint Hall Invigilators, flying Squad etc and prepare and publish Hall Chart, Seating arrangements etc for smooth conduction of the examination
- Collect the Question Papers from the departments and ensure the proper distribution of CO and Bloom Taxonomy levels as per the norms decided for the internal sessional examinations
- Get the question papers printed and distributed at the time of examination as per schedule.
- Arrange for the collection of answer books and send it for evaluation
- Fix the evaluation schedule and deadline for showing it to students and returning it to office of COE
- Collect Practical examination schedule from the departments and monitor
- Ensure the appointment of External Examiners by Affiliating University for all practical examinations and conduction of the practical examinations as per schedule
- Ensure students attendance percentage during semester.
- Monitor students attendance and follow-up at the affiliating university portal as per schedule
- Prepare and publish the examination schedule, room / hall allocation and seating arrangements for special internal sessional examinations, if required and evaluation etc. done in time.
- Verify the sessional marks verified from the records before it is uploaded and sent to affiliating University.
- Prepare the MIS for all the years semester wise
- Publish the End Semester Examinations schedule as soon as it is notified by the affiliating University, to let all the students and faculty be aware with the same
- Ensure that students do not face any problems at the examination centers during examination days
- Collect the mark sheets from the affiliating university and distribute to students
- Assist students in any other matter related to examination as per the Institute /.affiliating University rules
- Entertain the matters of Branch Change as per rules and schedule of the affiliating University
- Maintain the records of all examinations year wise and semester wise including examination papers, answer books (Sessional Examinations), attendance record etc

Dean (Planning and Development)

Dean (Planning and Development) is responsible primarily for planning the continuous development and growth of the Institute to achieve the global standards through Institute vision and mission.

Dean (Planning and Development) shall

- Prepare the long term development plan and policy for continuous development and growth of the Institute
- Coordinate all the matters related to administration, establishment and budget of all the sections of the Institute
- Coordinate and follow up the activities related to AICTE approvals, Affiliation of Technical University, Accreditation, Ranking, Outreach etc and establish connect with the government agencies at both state and central governments.
- Ensure the implementation of all the policies and rules of the institute issued by the institute management / Governing Council
- Ensure the faculty recruitment, as per the requirement received from the departments, preferably before the start of every academic year or as and when required
- Ensure the faculty promotions and incentives as per the Institute policy
- Chair the student Grievance redressal Cell as per Institute policy
- Regularly monitor faculty conduct and ethics as per "Code of ethical conduct" for faculty and also the biometric attendance
- Ensure the proper working and Updation of ERP
- Ensure the Updation of laboratories, seminar halls, faculty rooms, computers and software as per the requirements of the departments well before every semester or as and when needed
- Regularly monitor the working of Centre of Excellences and Innovation and Incubation Centers.
- Organize and monitor students" training activities such as summer training (During Summer vacation), I-in-house technical training during 5th and 6th semester
- Organize the FDPs, STPs, workshops, seminars and conferences at least one per year

Dean (Student Affairs)

Dean (Student Affairs) is responsible for student discipline in Institute campus and shall encourage healthy living and cordial relationship among students and campus community. He/she is also responsible to make the campus ragging free.

Dean (Student Affairs) shall

- Shall in coordination with hostel wardens maintain peace and harmony in the hostels
- Be the chairperson of the committee to prevent ragging
- Be the Coordinator of all the matters of Scholarships of the students
- Shall be the Chairperson for student grievances committee
- Be the Faculty advisor for all co curricular, extracurricular and extension activities of students and plan and coordinate dates, timings, budget and provision of funds for these activities
- Shall facilitate student counseling
- Shall coordinate the student health care system
- Shall plan and facilitate student activities such as debate, essay writing, painting, role play, fresher‟s day, Institute day etc
- Shall Coordinate with Wardens of the Hostels regarding quality and appropriateness of facilities in the hostels and messes

Dean (Research and Consultancy)

Dean (Research and Consultancy) is expected to demonstrate his / her capabilities in creating an ecosystem of Research, consultancy and Industry Institute Interaction. He / She should make every effort in identifying research ability and potential of faculty and students having the aptitude for innovative research. He / She should implement the research policy of the UGI and propose amendments if required from time to time.

. **Dean (Research and Consultancy) shall**

- Make every effort to achieve national eminence in identified key research areas
- Stimulate, enhance and promote the research culture among the faculty, scholars and students by fostering new and multidisciplinary research initiatives and collaborations
- Work to facilitate and promote quality research in the Institute and strengthen the research laboratories, incubation centers and innovation centers to be always ready for state of art technologies
- Develop and maintain liaison with relevant international, national and regional agencies / organizations / groups / individuals / industries for financial support and promotion of quality research in UGI.
- Motivate, coordinate and facilitate submission of research project proposals by faculty members to various state and central government funding agencies and suggest incentives/other initiatives as per the research policy of UGI.
- Keep track of research / visiting schemes advertised by various funding agencies, both national and foreign, and shall sensitize the UGI faculty, research scholars and students to utilize the opportunity for promoting their talent and professional career
- Review and recommend the project proposals for submission inline with the terms and conditions of funding agency and also that of UGI, if any
- Encourage and facilitate interaction for multi-disciplinary research
- Identify the areas of expertise available in UGI and publicize the same for obtaining the consultancy services and also for community services.
- Organize the visits of and knowledge sharing with eminent researchers and industry experts.
- Promote and organize International / National conferences in emerging areas with sponsors such as IEEE, ACM, Springer and Taylor-Francis etc

- Invite the details of research initiatives taken by the faculty, staff and students nad recommend the initiatives as per Research Policy of UGI.
- Set a target for research publications per year by the faculty and students of each department in reputed journals and conferences.
- Maintain a database of research activities including but not limited to paper publication, paper presentation, writing and publication of books and award of patents etc.
- Make every effort to establish chapters of professional societies such as IEEE, IETE etc and encourage faculty to be member of at least one body.
- Take all necessary steps to check malpractices and plagiarism in research activities.
- Make every effort to start publication of at least one research journal of the UGI as soon as possible

Chief Proctor

Chief Proctor, who is the head of Proctorial system is responsible for maintaining the law and order and ensure **Zero tolerance** of indiscipline in the UGI campus for carrying out academic activities smoothly. The system is also for preventing the students from indulging in any antisocial activities in and off the UGI campus. The proctorial system shall foster moral as well as social values amongst students and if required reform and rehabilitate students through counseling and meditation.

Chief Proctor shall put in best efforts

- To maintain sustainable congenial atmosphere in the campus for teaching learning process
- To prevent RAGGING in the campus
- To maintain law and order and ensure **Zero tolerance** of indiscipline in the UGI campus
- To ensure that all academic, examinations, admissions, sports and cultural events / activities organized in UGI campus are hassle free
- To prevent the entry of unauthorized persons in the campus by security
- To ensure that no student is roaming in the campus during class timings
- Recommend the reward / punishment in the form of sessional marks or any other suitable action as per UGI rules
- To resolve dispute among students through counseling, mediation and conciliations
- If necessary, follow following procedure for Grievance Redressal of students:

    - On the receipt of complaint from the student (aggrieved), an inquiry Officer / committee is appointed to inquire into the matter mentioned in the complaint by
    - Provide full and fair opportunity to aggrieved to details of the incident and to bolster his / her complaint by giving facts and circumstances
    - Issuing a Show-Cause Notice to the student (s) / person (s) against whom the complaint has been made, to reply within a specified time
    - Based on the fact findings, the inquiry officer / committee shall prepare the detail report and submit it to Chief Proctor for further necessary action
    - If prima-facie case of serious misconduct is made out in the report, the matter is referred to the Proctorial Board, which after giving full chance to the student (s) / person (s) against whom the complaint has been made, to defend himself / herself finds the charges framed to be proved, the delinquent student (s) is (are) subjected to the appropriate penalty as per UGI rules

- If the complaint is found to be false, the student who has made it may also be subjected to the appropriate penalty as per UGI rules

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