

CARE COLLEGE OF ENGINEERING

CARE 
GROUP OF INSTITUTIONS

CARE 

No. 27, THAYANUR,
TRICHY-620009.

www.care.ac.in

CODE OF CONDUCT FOR FACULTY

J. Dharti

PRINCIPAL
CARE COLLEGE OF ENGINEERING
No. 27, Thayanur, Trichy-620009.

FACULTY RELATED RULES & REGULATIONS

1. CODE OF ETHICS FOR TEACHERS

In fulfillment of their obligations to the teaching profession, teachers will strive to:

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their qualifications and competencies.
- Contribute to the development and promotion of sound educational policy.
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Respect confidential information on colleagues unless speak out if the behaviour of a colleague is seriously in breach of code.

2. RESPONSIBILITY AND ACCOUNTABILITY

- Teachers should handle the subjects assigned by the Head of the Department.
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- CIA Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CIA Tests, Seminars if attended are to be entered in the counseling report.
- Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

3. **DRESS CODE: FACULTY**

Following is the dress code for the faculty of Institute:

For Gentlemen:

- Formals on all working days – Full Sleeve shirt; Shoes – Black or Brown; Tie – Optional.
- Funky hair coloring and hair cut not permitted.
- Clean Shaven and Clean cut looks only permitted. If bearded, it should be neatly trimmed or neatly trimmed French beard acceptable.

For Ladies:

- Saree / Salwar's - Neatly washed, starched, pressed and Pinned appropriately.
- Funky hair coloring and hair cut not permitted.
- Low neck lines not permitted.

4. **ID CARD**

- It is Mandatory for all students and staff to wear the ID card at all times when they are in campus.

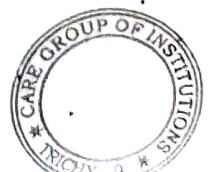
5. **RULES & REGULATIONS**

- Work under the supervision and guidance of your Reporting Head.
- The Institution's Dress Code must be followed in College Premises.
- Ensure student's high percentage of pass in the examinations.
- English is the language for communication for the Teaching Staff.
- Maintain warm relationship, good communication with the students, colleagues, subordinates and superiors.
- Be a Great Team Player to ensure excellent working atmosphere.
- All applicable statutory rules and regulations will be in force. May be modified from time to time by CARE Group of Institutions.

6. **BASIC DISCIPLINE**

- We need to "Stand as Role Models".
- CARE is an equal employment opportunity employer.
- No discrimination, gender bias and sexual harassment.

S. Shankar
PRINCIPAL
CARE COLLEGE OF ENGINEERING
No. 27, Thayar Street, Trichy-620 009



- All Employees have the right to be treated with dignity.
- **Sexual harassment at the work place or other than work place is a serious offence and punishable.**

7. IT POLICY

- No personal devices of any form to be connected to the network or the CARE systems.
- Use of personal Instant messenger and chat is prohibited.
- No personal usage of CARE network such as downloading software, games, movies, music etc.,
- No Freeware / shareware / unlicensed software or tools without prior consent from authorized Personnel.
- Users shall not upload
 - ✓ Any software licensed, Data owned or licensed by CARE.
 - ✓ Documents classified as CARE Proprietary, CARE Confidential or C.A.R.E Internal Use, without clear authorization.
- Users shall not carry out any objectionable, illegal activity on the internet that shall damage the Institution or its image.
- Users shall not attempt to avoid or weaken security measures on either the organization network resources or any other system connected to or accessible through internet.
- Users shall not post to public discussion groups, chat rooms or other public forums representing the organization on the Internet unless preauthorized.

8. WORK PLACE ETHICS

- Maintain Good Relationships at Work and a good attitude.
- Be Friendly, Guide your co-worker if they truly in need of help.
- Come to work on time and Have good Time Management.
- Be willing to learn, be a team player and be a contributing member.
- Ensure your Leadership abilities and accept compromise.
- Dress Appropriately and have good Personal hygiene.
- Maintain good manners and have eye contact.

- Accept responsibility and concentrate on your work.

9. DUTIES & RESOPNSIBILITIES OF HEAD OF THE DEPARTMENT

- HOD is responsible for conducting all academic programmes of the Department as per the norms of affiliating University. In pursuance of above objective, he/she is required.
- To formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.
- To train and update the faculty to deliver good instruction to the students.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students.

10. SPECIFIC DUTIES OF HOD

- Should ensure that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day. Should recommend for disciplinary action against those availing leave without prior arrangement for class work.
- Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. He should forward all the registers on the last working day of every month to the Director's perusal.
- Should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- Should convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.
- Should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people whocould be invited to deliver guest lectures.

- Should monitor students' development and problems through feedback and counseling.

- Should appoint faculty counselors so as to meet the needs of students suffering from

the effects of stress and peer pressure.

11. DISCIPLINE IN COLLEGE BUSES

- All staff members traveling in college Buses should sit in the middle and last row to curb ragging in the Buses.
- Transport in-charge is requested to report the compliance of above instruction to the undersigned immediately.
- Senior faculty members are once again requested to keep a strict vigil on the students indulging in ragging.

12. DUTIES OF LAB-TECHNICIAN

- Any unexpected breakdowns of Lab Machines / Equipments must be reported immediately to the teaching staff in-charge of the particular Lab.
- Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
- The responsibility of Lab Assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab -In-charge.
- All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
- Issue register for tools issued to the students must be maintained for each and every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- To ensure the availability & proper maintenance of "first aid facilities & firefighting equipments".
- Avoid other activities during Lab hours unless assigned by the senior Management.
- Adjust Lab work to a technician, who is familiar with that Lab, in case of your absence.
- Ensure that the Machine is in proper working condition & then allow the students to do the job.

S. Phani
PRINCIPAL
CARE COLLEGE OF ENGINEERING
No. 27, Thayanur, Trichy-620 008.



13. DUTIES OF LAB-IN CHARGES

- Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by Technician in proper manner.
- Lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD.

S. Manoj

PRINCIPAL
CARE COLLEGE OF ENGINEERING
No. 27, Thayanur, Trichy-620 009.



CARE GROUP OF INSTITUTIONS

CODE OF CONDUCT FOR STUDENTS

I. PREAMBLE

The student code of conduct [*Code*] is established to foster and protect the core missions of the GNET – CARE Group of Institutions, Trichy. It aims at the scholarly and civic development of the institution's students in a safe and secure learning environment, to protect the people, properties and processes that support the institution and its missions. Rules and regulations are necessary to mark the boundaries of this needed order.

II. APPLICABILITY

The *Code* is applicable to all students, which includes all persons taking programme at various constituent institutes of the CARE GROUP, either fulltime or part-time, pursuing undergraduate, Post graduate, professional studies. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the Institute, or who have been notified of their acceptance for admission are considered as "students". The Code applies to all locations of the Institute.

III. JURISDICTION

The *Code* applies to the on-campus conduct of all students at all the location / campus of the Institute. The code also applies to the off-campus conduct of students in direct connection with:

- Academic course requirements or any credit-bearing experiences, such as internships, field trips, industrial visits etc. ;
- Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
- Any activity sponsored, conducted, or authorized by the institute or by registered student organizations;
- Any activity that causes substantial destruction of property belonging to the institute or members of the institute fraternity or causes serious harm to the health or safety of members of the institute fraternity
- Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission.
- The code is applicable to all violations of rules, prescribed by the Government or University or Institution, like ragging the fellow students.

Students continue to be subjected to the laws of the land while at the institute, and violations of those laws may also constitute violations of the code. In such instances, the institute may proceed with its own disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

IV. RESPONSIBILITIES OF STUDENTS

1. Students are members of the institute and citizens of the state. As citizens, students are responsible to the society of which they are a part, and, as students, they are responsible to the academic fraternity of the institute.

2. Admission to the institute carries with it the presumption that students will conduct themselves as responsible members of the academic fraternity. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic fraternity.

S. Thang
PRINCIPAL
CARE COLLEGE OF ENGINEERING
No. 27, Thayanur, Trichy-620 009.

3. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic fraternity and the society.
4. They should refrain from any conduct that would interfere with institute functions or endanger the health, welfare, or safety of other persons.
5. As a citizen of State, a student should not discriminate on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status.
6. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

V. DISCIPLINARY MISCONDUCT

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the Institute reserves the right to take disciplinary action in appropriate circumstances not set out in this handbook.

The illustrative list of misconduct is as follows (Not exhaustive):

1. **Academic Misconduct:** Academic Misconduct means plagiarizing, copying, cheating on assignments or examinations.
 - a. *Cheating:* The act of obtaining or attempting to obtain credit for work by use of dishonest, copying or fraudulent means.
 - b. *Plagiarism:* The act of taking ideas, words, or specific substances of another and offering them as one's own.
2. **Disruptive Conduct** - Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on institute premises or in connection with any institute-sponsored event or activity;
3. **Discrimination/Disturbance** - Engaging in verbal or physical behavior directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the institute.
4. **Falsification** - Falsification means willfully providing institute offices or officials with false, misleading, or incomplete information; forging or altering official institute records or documents or conspiring with or inducing others to forge or alter institute records or documents.
5. **Refusal to Identify** - Refusal to identify or falsely identifying one's self when requested by an authorized institute official.
6. **Illegal or Unauthorized Possession or Use of Weapons** - Illegal or unauthorized possession or use of weapons means possessing or using weapons or materials or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.
7. **Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking** - CARE strongly supports the goals of "Drug Free Campuses". It is the policy of CARE that no student shall distribute, possess, or use illegal drugs, controlled substances on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the policy of the institute that smoking is strictly prohibited in the entire campus of CARE.
8. **Unauthorized Access and Use** - Unauthorized access means accessing without authorization institute property, facilities, services, or information systems, or obtaining or

5-Shant

PRINCIPAL
CARE COLLEGE OF ENGINEERING
No. 27, Thyagarajapuram, Chennai-600 098

providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

9. **Act of Violence, Threatening, Harassing, or Assaultive Conduct** - Act of violence, threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

10. **Theft, Property Damage, and Vandalism** - Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

11. **Recording of Images without Knowledge** - Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

12. **Causing Disrepute to other students** - Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which brings disrepute to other students / faculty of the Institute.

13. **Failure to comply with institute or any other authority** - Failure to comply with legitimate directives of authorized institute officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.

14. **Ragging** - Any act which amounts to ragging in any form as defined under the **UGC Prohibition of Ragging Regulations, 2009.**

15. **Contracts** - Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for Institute. The Institute will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

16. **Abuse of Electronic Communication** - Using Institute or personal telecommunications, data communication networks for illegal or improper purposes or in violation of Institute regulations and policies, or related laws.

17. **Media Contact** - Students are expressly prohibited from speaking on behalf of, or for, Institute with any media organization or publication, or from inviting the same to any Institute-owned or operated property, facility, or event without the express written permission from the competent authority (CEO/Director) of the Institute.

18. **Organization and Event Registration** - A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission from the competent authority (CEO/Director) of the Institute.

19. **Presenting False Testimony** - Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

20. **Laptop/ Mobile Phone** - Use of Mobile Phones and Laptops are not permitted generally. However, these gadgets can be allowed only for academic purposes, **the safety of the same should be ensured by the students themselves.**

21. **Two Wheelers** - **Students are permitted to use Two-Wheelers** only if they follow RTO rules (Wearing of Helmet is Mandatory). Students are permitted to come to campus through the college bus. This is to ensure safety of the students.

22. **Dress Code** - **Male students should come in formals only with black shoes. Female Students should wear only churidhars with dhuppatta.** Short churidhars are not permitted.

23. **Identification Card** - The student at any point of time, should be in possession of ID card visible at all times within the campus, failing which, the students will not be permitted to enter the campus.

24. **Violation of Institute rules** - Violation of other published institute regulations, policies, or rules, or violations of law. These Institutional regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, misuse of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.

J. Shetty
PRINCIPAL
CARE COLLEGE OF ENGINEERING
No. 27, Thayanur, Mysuru, 575009

25. **Language** – Students are encouraged to use English Language for communication inside the campus for their own benefit.
26. **No Objection Certificate** – Students have to submit a 'No Objection Certificate' from the parents whenever the College arranges educational tours, picnics etc.
27. **Self-discipline** – Students have to observe self-discipline and cleanliness. Spitting and throwing trash anywhere inside the college campus must be avoided. Keep the campus clean by using the garbage bins provided. It becomes students' duty to report all cases the impropriety and misbehavior to the college authorities.
28. **Compulsory Attendance** – It is compulsory to attend Independence Day / Republic Day Function / Annual Sports / College Foundation Day / College day whether on working days or on holidays. In case of absence at any of these functions without valid reasons, the Director may take disciplinary action.
29. **Political Involvement** – Students are required not to involve either directly or indirectly in any form of politics inside the college during their entire period of study. If found that, strict disciplinary action may be initiated against the students which may even result in the termination from the college.

VI. Grievance Cells of every Institute

Every institute shall form Grievance Committee to address grievances of students.

Constitution of Grievance Committee:

- Principal / Dean
- Senior Faculty nominated by the Principal/Dean.
- One member of teaching faculty who will necessarily be a female member.
- Office Superintendent / Administrative Head (convener of the meetings)

Procedure:

1. The aggrieved student would submit in writing his/her grievance to the Registrar/ Office Superintendent.
2. The Office Superintendent / Administrative Head would convene a meeting of members within ten days of receiving the complaint.
3. Where the Principal is not a member of the committee, the report of the committee must be submitted to him/her within 5 working days of the meeting.
4. The decision taken would be communicated to the student within 3 further working days.
5. Further the student can appeal to the Institute Grievance Committee (appellate authorities) within 5 working days.

VII. HEARING AND APPEALS

Any student charged with violation of the Code shall have the opportunity to receive a fair hearing. To safeguard the rights of students, there is an appeal procedure to govern the alleged violations of this policy.

Composition:

- Principal
- Dean
- The Faculty Member (Female) other than the school / institute from where the students submit the grievances.
- Administrative Heads.

S. Thang

PRINCIPAL
CARE COLLEGE OF ENGINEERING
No. 27, Thayanur, Trichy-620 009.