



TAGORE INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, NEW DELHI and Affiliated to ANNA UNIVERSITY, CHENNAI, Accredited by NAAC)

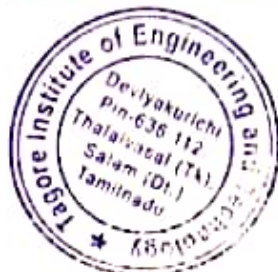
DEVIYAKURICHI - 636112, THALAIVASAL (TK), SALEM (DT), TAMIL NADU

Phone: 04282 - 291024, 231374, 231474

E-mail: tagorelet@yahoo.in

CODE OF CONDUCT FOR OF ACCOUNTANT

1. To maintain account records pertaining to construction work.
2. To prepare documents for submission of six monthly and annual audit.
3. To prepare budget estimate of the college under guidance of Principal & HOD/section heads take periodical review of the same.
4. To keep up to date all the requirements & records for submission.
5. To verify bills for payment
6. To check the monthly pay sheet
7. To check the cash book daily
8. To maintain all statutory books of accounts such as dead stock registers, ledgers, consumable register, register of fixture and fittings, printing and attest the same every month.
9. To hold custody of receipt books and vouchers.
10. To prepare all the records as required by the statutory auditors and present the same regularly to the statutory auditors.
11. Maintaining P.F. account as the case may be.
12. To control and check the advance register and ensure timely recovery of advances.
13. To hold one of the duplicate keys of the cash box.
14. To receive record of fees collection from bank counter & maintain its records
15. To notify & collect dues from students & ensure that all fees are collected in same academic year under guidance of Principal.
16. To reconciliation of bank statement and fees received.
17. To Verifying bills for payment
18. To Preparing of monthly paysheet and payment to parties:.
19. To Settlement of journey claims and advances.
20. To prepare TDS statement and submit to Chartered Accountant
21. To maintain Fee Collection register.
22. Follow up with Social Welfare Office for balance fee payment.
23. Any other duties assigned by the Principal from time to time.



DR. S. J. JAYARAJ, M.E., Ph.D.,
PRINCIPAL
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CODE OF CONDUCT FOR ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR

1. Teaching and ensuring attendance of students as per University norms.
2. Planning and implementation of instructions received from Head/principal.
3. Student's assessment and evaluation.
4. Developing resource material for teaching and learning.
5. Extension of services to the industry and community.
6. Continuing education activities.
7. Co-curricular and extra-curricular activities.
8. Students counseling/ mentoring scheme implementation.
9. R & D work on industrial problems & consultancy.
10. Publication of research papers, at least one in a year.
11. Participate at least in one seminar/conference/workshop in an academic year.
12. Participation in departmental administration.(Lab Management)
13. Shall become member of at least one relevant professional bodies at his/her own cost.
14. Contribute to the activities sustaining accreditation of the institute.
15. Assist in summer and final placement activities.
16. Examination work pertaining to College such as organizing supervision and assessment etc.
17. Arrangement of remedial classes.
18. Generation of resources from various funding agencies.
19. Upgrading of qualifications.
20. Writing of books & monographs.
21. Any other duties assigned by the Management and Principal from time to time.



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CODE OF CONDUCT FOR CLERK

1. Checking website of AICTE, DOTE and Anna University, Chennai.
2. Maintaining of personal files of teaching and non-teaching staff.
3. Maintenances of attendance registers of teaching and non-teaching staff,
4. Maintenances of service books.
5. Maintaining leave record of staff.
6. Issue of advertisement for recruitment of teaching and non-teaching staff. Getting approval from TIET in concern with Accountant& Principal.
7. Arrangement of staff selection committee meetings. .
8. Completion of attendance of faculty and non -teaching staff and forwarding the same to accounts section for preparation of payment.
9. Maintaining of all the files duly numbered updated in all respects.
10. Typing all work pertaining to the section and at the time of emergency typing other work assigned by Accountant& Officers.
11. Maintain all the original documents in individual folders neatly i.e. 10th .Mark sheet, 12th Marksheet, Graduation marksheet, Passing Certificate, Degree Certificate, Transfer Certificate, Migration Certificate, Caste Certificate.
12. Issuing Bus concessions: Issue of bus concession and long route bus concession to bonafied TIET students for winter and summer vacations after approval from principal.
13. To receive scholarship forms for Economical Backward Class students 'and the students belongs to SC, ST, SCC, BC, MBC and BCM, submit the same to the Social Welfare department along with caste validity and other documents complete in all respect in the time limit prescribed by Directorate of Technical Education and Social Welfare department under the supervision of Principal.
14. To receive applications for Minority scholarship (Central and State Govt.) and submit the same to Directorate of Technical Education, Maharashtra complete in all respect in the time limit prescribed by Directorate of Technical Education under the supervision of Principal.



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15. To issue 'No Dues Certificate' to students promptly whenever they approach the section.
16. To issue Transfer Certificate to students whenever they approach promptly ensuring that 'No Dues Certificate' are receivable from the students.
17. While interacting with students, past students, faculty and staff, he shall always behave courteously and extend all the assistance willingly.
18. Any other duties assigned by the Principal at from time to time.



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CODE OF CONDUCT FOR EXAMINATION OFFICER

1. To organize all works related to university examinations such as preparation of supervision chart, appointments of senior supervisors in consultation with principal.
2. To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.
3. To organize the filling of examination forms, revaluation & verification forms of students & submission to Anna University, Chennai.
4. To obtain results of students and its distribution.
5. To send requirement of examination stationery to Anna University & maintaining its up to date records.
6. To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
7. To see the day to day notification/circular on university website & bring the contents to the notice of students/faculty /principal from University.
8. To send the program of proposed practical examinations dates to university & get final programme of practical/oral examinations.
9. To submit term work /oral practical marks to Anna University & time bound manner.
10. To organize arrangement of furniture and numbering of examination seats for Anna University examinations.
11. To receive the examination stationery from Anna University & keep in the strong room.
12. Custody of key of strong room of the seal of the strong room open before Principal
13. Any other duties assigned by the Principal from time to time.



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CODE OF CONDUCT FOR HOD/ PROFESSOR

1. Providing leadership in both postgraduate and under graduate in relevant field of specialization.
2. Research and research guidance.
3. Teaching, including laboratory development & writing of books & monograph.
4. Evaluations of tutorials, assignments, journals, answer papers.
5. Interaction with industry.
6. Continuing education activities.
7. Student's counseling.
8. Interaction with other institutions, Universities at state, national and international levels.
9. Organizing seminars, conference, workshops, Guest lecture for students and faculty.
10. Publishing papers in national and international journals.
11. Review of academic activities of the department periodically.
12. Maintenance of dead stock, semi consumable, consumable registers with the help of lab incharges
13. To prepare & display notices, mark sheets attendance sheets etc pertaining to the students of the department.
14. To send attendance records, letters regarding attendance, discipline and other activities with the help of class teachers.
15. To organize for accreditation and make presentations to the visiting expert terms.
16. To undertake and implement consultancy projects to identify various funding agencies and harness funds for the development of the department/institutions.
17. Any other duties assigned by the Principal from time to time.
18. Shall conduct him/her befitting the noble profession of teaching by desisting himself/herself & his colleagues from the temptation of private tuition and indulging in unfair practices.
19. Organize parents meet/HR meets in association with T & P




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CODE OF CONDUCT FOR LIBRARIAN

1. To prepare and issue of Library cards to students and staff.
2. To receive demand slips from students and issue books to students as per their demand and library rules.
3. To follow up return of books issued to students and staff members.
4. To maintain fine collection register.
5. To receive requisitions and issue and receive books from students, staffs following complete procedure.
6. To display new arrivals by photocopy of the cover page of the books and journals
7. To receive international journals & magazines and highlight important articles, news. Items pertaining to management education/ institutes etc. and put up to the Principal for information.
8. To update and maintain files of paper cuttings.
9. To compile back volumes of journals and periodicals and arrange for binding and stacking.
10. To see that library is in a presentable and tidy condition at all the time..
11. To attend to problems of the staff members, if any, and redress the same promptly.
12. To maintain the day wise records of visits of students/staff faculty members in library.
13. Display of cuttings of news papers on education /social matters on notice boards.
14. To conduct the meeting of library committee.
15. To Compile requirement of books & periodical periodically & submit to the principal for further procurement.
16. To take care of library automation & update the same from time to time
17. To effectively encourage faculty & student to use e-journals and books.
18. To carry out 100% annual verification prepare list of book which one outdated & damaged beyond use.
19. To regularly under take binding of books which are damaged.
20. To make report to HOD/section heads books not at all referred by faculty and students.
21. Any other matter assigned by Principal from time to time.




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CODE OF CONDUCT FOR P.A. TO PRINCIPAL

1. To maintain all files pertaining to the office of the Principal
2. To receive all correspondence pertaining to the office of the Principal
3. To circulate correspondence pertaining to the office of the Principal.
4. To fix up appointment of staff, faculty and students with the Principal.
5. To fix up appointment of the visitors with the Principal.
6. To keep inward and outward register of correspondence of the office of the Principal.
7. To maintain consumable register and dead stock registers pertaining to the office of the principal.
8. To maintain records of snacks and tea provided to the visitors, guests and ensure prompt payment of the same.
9. To do secretarial work of the principal.
10. To receive email of the principal's office and promptly action the same.
11. To maintain record of Local Managing Committee, Governing-Body, and Academic Advisory Body and such other committees constituted by the Principal
12. To maintain diary of the principal pertaining to his office.
13. To supervise cleaning and maintenance of principal's office and premises.
14. To supervise working of the attendants attached to the principal office.
15. Any other duties assigned by the principal & superiors from time to time.




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CODE OF CONDUCT FOR PLACEMENT OFFICER

1. Prepare a data bank of potential industries for placements and keep updating.
2. Initiate correspondence with industries and organize recruitment process for placements.
3. Organize HR meet to strengthen rapport with corporate world.
4. Organize printing of placement Brochures/soft copies of information regarding students placements.
5. Obtain feedback from industries regarding strength and weaknesses of students who have been placed finally.
6. Obtain feedback from industries regarding performance of placed students (one year or more) and obtain inputs additional training/grooming of current students at least for their year.
7. Grooming the students for placements by organizing soft skill trainings.
8. Counseling of students regarding emerging areas of job opportunities.
9. Organize talks by experts to motivate students to seek job opportunities in emerging areas.
10. Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.
11. To pay regular visit to industries & establish close repo with placement/consultancies /R&D/training & establishment of linkages under guidance of Principal.
12. Any other duties assigned by the Principal from time to time.



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CODE OF CONDUCT FOR PRINCIPAL

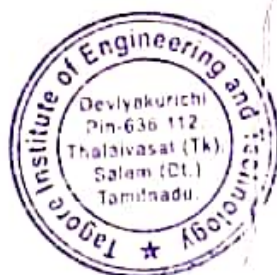
1. The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
2. The Principal has authority to take all the necessary actions when required to maintain discipline in the Institute.
3. The Principal should form various college level committees which are necessary for the development of the Institute.
4. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
5. The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals
6. The Principal should provide leadership, direction and co-ordination within the Institute.
7. The Principal should periodically review this Code of Conduct.
8. As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws Meets or exceeds Institute standards and any weaknesses
9. Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
10. The Principal is responsible for the development of academic programmes of the Institute.
11. The Principal should convene meetings of any of the authorities, bodies or committees, as and when required
12. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
13. The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.



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14. The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
15. The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
16. The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.



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CODE OF CONDUCT FOR STUDENTS

TIET students must abide by the rules and regulations of the institute. The institute authority may take disciplinary action if any student violates the institute rules and regulations. Students are advised to adhere to the rules and regulations of the institute and discharge their responsibilities as a student with diligence, fidelity and honor.

1. TIET Rules and Regulations for Students
2. Students shall observe strict modesty in dress. Boys can wear formal dress.
3. Students should wear identity cards inside the campus. Any violation of these orders will lead to disciplinary action.
4. Possession of mobile phones during the college hours in the campus is strictly prohibited.
5. Girl students are not allowed to leave the institute premises during the institute timings.
6. Students are expected to read notices/circulars displayed on the college notice board.
7. Spitting, smoking and throwing bits of paper inside the institute campus are harmful and must be avoided. Refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, ghutkas, chewing gums and smoking cigarettes. Any violation of these orders will lead to disciplinary action.
8. Do not possess firecrackers of any kind in the hostel and college campus.
9. Do not scribble on the desks or the black board or on the walls of the college and hostel.
10. Students are forbidden from entering the institute office during unspecified hours.
11. Students are advised not to harm the reputation of the institute or individual (fellow students and institute staff) through social and electronic media.
12. Respect the institute property. Destroying or damaging the institute property is punishable. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
13. It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove any identification sign or tag attached to it.



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14. Students are not allowed to convene any kind of meeting in the campus or any sort of fund collected without the permission of the HOD.
15. All vehicles should be parked in the allotted place. No vehicle will be allowed to enter the institute premises during the institute timings. Students coming by two wheelers have to compulsorily wear Helmet. Two wheelers will not be parked without Helmet. Vehicles found parked in unauthorized places shall be impounded.
16. Students who are not availing the college bus facility but caught traveling in bus will be charged with full bus fee as fine.
17. Regular classroom attendance is expected of all students. Although role may not be taken grades are based on the performance of assigned work and this may include class participation and attendance. A professor has the authority to determine acceptable classroom conduct for his or her students as long as those decisions do not infringe on the student's rights. Disruptive classroom behavior may also be considered unruly conduct.




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CODE OF CONDUCT FOR SYSTEM ADMINISTRATOR

1. To maintain the network and PCs.
2. To attend any complaints received from students and staff regarding PC or the network.
3. To maintain peripherals like printers, scanners etc. in serviceable condition all time.
4. To assist the management in procurement of hard wares, soft wares and equipments.
5. To ensure back up of critical information regularly and at specific intervals.
6. To maintain discipline in the lab and the server room.
7. To dispose of write off items in accordance with the procedure laid down by TIET.
8. To maintain internet connectivity and take steps to prevent misuse.
9. To assist faculty member in conducting lab sessions of their students.
10. Any other duties assigned by the Principal/Head/Professor.




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CODE OF CONDUCT FOR TECHNICAL ASSISTANT

1. To draw the lab schedules for the students and display on the board.
2. To record and maintain their attendance of the students.
3. To ensure discipline of the students in the laboratory.
4. To assist students in practical's in the laboratory.
5. To conduct lab examination as and when required.
6. To assist the system administrator to maintain the network and the computers.
7. To maintain database of marks of various exams and assist faculty member in compilation & submission of term work, preparation of marks lists.
8. To assist the faculty member in conducting lab sessions of their students.
9. To maintain the dead stock /consumable/semi consumable registers of respective laboratories.
10. To maintain the continuous assessment records of students in respective term work.
11. Maintenances of all instruments/equipments in the respective laboratories.
12. To carry out any other duties assigned by the faculty member/Professor/Head/Principal.
13. To take care of day to day cleanliness & see that the laboratories are kept in presentable form experiment setup and staking the instruments at their proper stacking places.
14. To check at least once in a week working of instruments & equipments under laboratory.
15. To prepare the requirement of consumables for the lab & place indent for the same.
16. Any other duties assigned by the Principal/Head/Professor.



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