

# CODE OF CONDUCT

For

# ADMINISTRATORS

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## 1. Vision & Mission of the College

### Vision

"Service to the society through Quality Technical Education"

### Mission

- Academic Excellence in Engineering and Technology Through Complete dedication to all round Growth of Students.
- Enable the Students to Develop Outstanding Professional with Technical Competence and Management Skills.
- Fulfill the Expectance of the Society and Industries with Ethical Standards for developing Sustainable Solutions

## 2. AboutKDK College of Engineering

K. D. K. College of Engineering, Nagpur is established in 1984, approved by AICTE, New Delhi and Director of Technical Education, Maharashtra, and affiliated to RashtersantTukadojiMaharaj Nagpur University, Nagpur. The government of Maharashtra has conferred an 'A' Grade based on excellence & adequate infrastructure as well as the academic achievements of students and faculty. The college offers Six Undergraduate Courses in Civil, Mechanical, Electrical, Computer Science & Engineering, Electronics and Telecommunications, Information Tech and Three Postgraduate courses in Structural Engineering, and Mechanical Engineering Design and Master of Business Administration with a total Intake capacity of 666. National Board of Accreditation (NBA) has accredited five UG programs viz. Civil Engineering, Mechanical Engineering, Electrical Engineering, Electronics Engineering and Computer Technology in 2019. NBA had accredited Civil Engineering and Mechanical Engineering two times earlier i.e. in 2002 & 2008, whereas NBA accredited Electrical Engineering in 2008. National Assessment & Accreditation Council (NAAC) also accredits K D K CoE In 2019. Recently, the Indian Society for Technical Education (ISTE) has awarded the college with Best Green Campus Award 2019. The college has many achievements in the academic fields wherein staff and students have excelled in various domains.

The Vision of College is "Service to the Society through Quality Technical Education". The college is organizing many activities aligning with its vision, thereby strengthening and enhancing academic values on the campus. International Conferences, Short-Term Training Programs, Expert Talks by professionals representing many reputed institutions/organizations from India and across the world, Faculty Development Programs, Industrial Projects, Industrial

Visits, Summer Training, etc. are the academic enhancement events. The college has promoted research culture on the campus resulting in many faculties being awarded PhD. Presently 41 faculties have been awarded Ph. D. and 5 faculties have submitted their Ph. D. thesis while 25 faculties are pursuing. The College has submitted the proposals under various schemes of AICTE-AQIS and in the session 2019-20 the college received Grants of Rs. 24.43 Lakhs under various AQIS schemes.

An Internal Quality Assurance Cell (IQAC) has been set-up to monitor and to establish the standards in academics as well as in administration. The Cell has been functioning actively to improve the overall performance of institutions in terms of quality in the teaching-learning process and academic administration through continuous monitoring and constant follow-up of undergoing activities.

The quality academic atmosphere and research culture supplemented by excellent infrastructure in the campus helped to attain desired placements of students, which consistently show more than 70% of students of all the branches were absorbed in well-known and reputed companies across India.

### **3. Code of Conduct for Administrators**

Backward Class Youth Relief Committee, Nagpur, a registered Trust under Maharashtra Public Trust Act, 1950 with No. F 1759 (Nagpur) having its office at "Raj Villa", Khamla Road, Khamla, Nagpur- 440025 espoused the Cause of Technical Education in 1984 and established KarmaveerDadasahebKannamwar College of Engineering in the heart of the city of Nagpur. The purpose of establishment of the college was to disseminate Technical Education to the students who belong to economically Backward Classes and who hail from Rural area of this part of the Country. The college is recognized by Government of Maharashtra, approved by All India Council for Technical Education, New Delhi and other Statutory Authorities and affiliated to RashtrasantTukdojiMaharaj Nagpur University, Nagpur. The college is being administered by Executive Committee on behalf of the Foundation Society i.e. Backward Class Youth Relief Committee, Nagpur. Since the establishment of the college the Administrators of the college are aware that they owe responsibility to create engineers who shall engineer and shape the future India. Hence it is very important on the part of the Administrators of the college to confine themselves to the ambit of Code of Conduct.

#### **3.1 Administrators and their Responsibilities:**

The Administrators should:

- a) Bear in mind that they have to manage the college as per rules and regulations laid down by the competent authorities.

- b) Adhere to the policies framed by All India Council for Technical Education, New Delhi, Maharashtra State Board of Technical Education, Mumbai and RashtrasantTukdojiMaharaj Nagpur University, Nagpur.
- c) Manage the affairs of the college in a manner consistent with the dignity of field of Education.
- d) Ensure that ambience, infrastructure, employment, resources, etc. are conducive to the teaching-learning process.
- e) Adopt fair, legal, ethical and legitimate practices in the process of admission of the students.
- f) Refrain from malpractices in the process of recruitment of Academic and Non-academic employees in the college.
- g) Follow all the provisions in the Agreement made with the University and other statutory authorities.
- h) Ensure that there is no discrimination amongst students and employees on the basis of caste, creed, religion and language.
- i) Bear in mind that they are managing the college to serve the noble cause of education and not for any commercial purpose.
- j) Ensure that staff – student ratio prescribed by All India Council for Technical Education is maintained.
- k) Maintain Non-teaching staff as per staffing pattern prescribed by competent authorities.
- l) Select and appoint the candidates for the posts of teachers by following the procedure prescribed by University Grant Commission, New Delhi and RashtrasantTukdojiMaharaj Nagpur University, Nagpur.
- m) Select and appoint the candidates for the Non-teaching posts as per rules laid down by the competent authority.
- n) Equip the laboratories with required number of equipments and material.
- o) Ensure that library of the college is replete with books and tools of technology.
- p) Make all possible endeavours to impart education replete with quality.
- q) Make provision of funds for meeting all the expenditure of the college.
- r) Ensure that amount towards scholarship for the student concerned is received from Government and released to the students soon after the receipt of the same.
- s) Make lodging and boarding arrangement for the students who come from rural area at minimum cost.
- t) Make efforts to get funds for projects, conferences, seminars etc. from All India Council for Technical Education, New Delhi and University Grants Commission, New Delhi.
- u) Motivate and support the teachers for research projects.
- v) Establish Institute-Industry relationship and attempt to create work culture amongst the students.

- w) Allow the teachers to participate in seminars, National and Inter-national conferences, workshops etc. hosted by other institutions and organizations.
- x) Maintain transparency in all the affairs of the college.
- y) Take the decision regarding increase / decrease in Intake capacity / closure etc. and take action accordingly .

### **3.2 Administrators and Employees:**

Administrators should:

- a) Respect the right and dignity of employees.
- b) Deal justly and impartially with employees regardless of their religion, caste, economic, social and physical characteristics.
- c) Recognize the difference in aptitude and capabilities among the employees and entrust the work accordingly.
- d) Be affectionate to the employees and not behave in vindictive manner towards any of them for any reason.
- e) Assess the performance and maintain confidential reports every year.
- f) Disallow the employees to involve themselves in political activity in the college campus and in the matters related to the college.
- g) Grant leave to the employees as per the Leave Policy prescribed by the University.
- h) Check that employees do not take undue advantage of provisions in the Leave Policy.
- i) Refrain from involving the employees in any political activity undertaken by them.
- j) Ensure that the employees do not provide any defamatory information about the college to the press and social media.
- k) Punish the employee who is found guilty of defamation of the college as per rules laid down in the matter.
- l) Entertain the grievance of any employee who has come through the Head of the Institution.
- m) Ensure that the employees of the college do not undertake any other employment.
- n) Guard zealously that all the Policies made by the college are adhered to by the employees.
- o) Represent the Foundation Society in various committees of the college constituted as per rules laid down in Maharashtra Public Universities Act 2016, All India Council for Technical Education Act 1987 and University Grants Commission Act 1950.
- p) Ensure that all formalities are completed as per schedule given in All India Council for Technical Education Act 1987 and Approval Process Handbook every year.
- q) Bear in mind that the relationship between the administrators and the teachers is not a relationship of master and servant but it is a matter of status.

### 3.3 Administrators and Students:

Administrators should:

- a) Bear in mind that all the activities in the college are student centric.
- b) Refrain from entertaining the grievances of the students who do not come through the Head of the Institution.
- c) Ensure that there is harmony amongst students.
- d) Attend the functions in the college whenever necessary and invited.
- e) Provide necessary help to students in their academic pursuits and activities.

### 3.4 Administrators and Guardians and Society:

Administrators should:

- a) Deal with guardians with utmost courtesy.
- b) Guide the guardians, whenever necessary, properly.
- c) Evince social awareness and in case of any social problem and natural calamity make the college resources available to the society.



*T. B. B. B.*  
**PRINCIPAL**  
**K. D. K. COLLEGE OF ENGG**  
**NAGPUR-09.**