

KDK COLLEGE OF ENGINEERING

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Code of Conduct Manual for Faculty

Index

Sr. No.	Content	Page No.
1	Preamble	1
2	About KDKCE	1
3	Organizational Structure	2
4	KDKCE Management	3
5	Perspective/Strategic plan	4
6	Committees constituted and effectively operating in the college	4
7	Service Rules	5
8	Grievance Redress Mechanism	6
9	The institution has effective welfare measures for teaching and non-teaching staff	7
10	Responsibilities of Teachers	8
11	Code of conduct for the staff of the institute	9
12	Code for officials	10
13	Institutional Core Values	12

1. Preamble:

This document is prepared for good and effective functioning of the institute through proper and efficient use of the available resources in the campus. It also ensures the quality of teaching learning process with transparent administration. The college has a great vision of preparing the students to serve the society by their all round development, viz. Communication skills, Leadership quality, Group work, Presentation skills, technical skills, ethics, general aptitude, etc. This document incorporates the working of various committees for the betterment of the institute and enhancement of quality of education. It also finds mention of the service rules, leave rules and appointment rules.

This document, along with the general rules and regulations provides certain code of conduct to be followed by the faculty, which will undoubtedly set an example for the students.

Vision: "Service to the society through Quality Technical Education"

Mission: We at KDKCE shall work continuously to achieve,

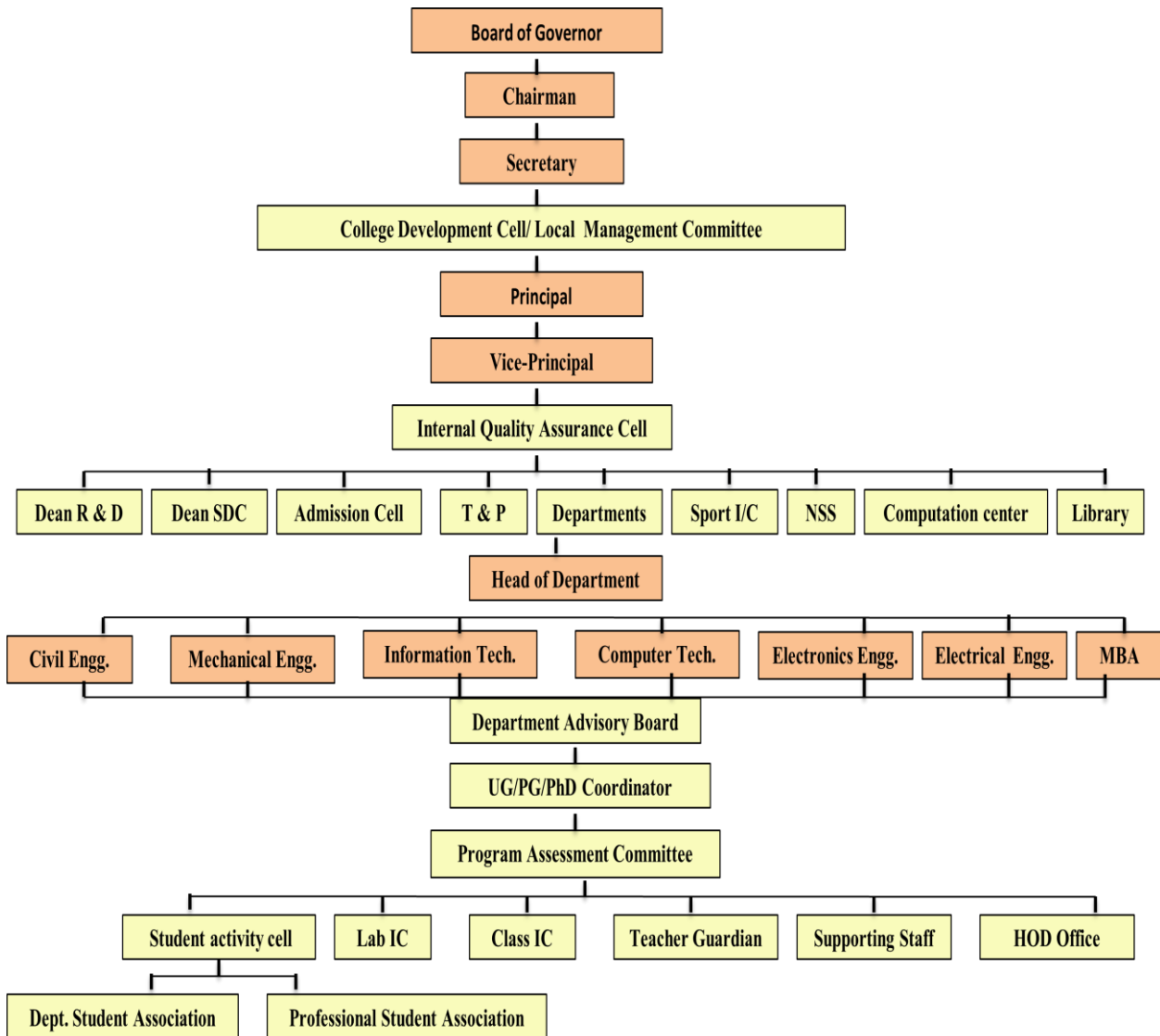
- Academic Excellence in Engineering and Technology Through Complete dedication to all round Growth of Students.
- Enable the Students to Develop Outstanding Professional with Technical Competence and Management Skills.
- Fulfill the Expectance of the Society and Industries with Ethical Standards for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

2.About KDKCE

The K D K College of Engineering, run by Backward Class Youth Relief Committee (BCYRC), is situated in the heart of Nagpur city, well connected by Air, Rail & Road. It is one of the leading engineering colleges in Maharashtra State. The college boasts of lush green campus with ergonomically designed state-of-the-art infrastructure focusing on quality education deliverance. Government of Maharashtra has awarded Grade 'A' for excellent infrastructure and academic. It is approved by AICTE, New Delhi and Directorate of Technical Education, Government of Maharashtra. The college runs six Under-graduate programme and Post-graduate programme in Civil Engineering, Mechanical Engineering and MBA. The college is an approved center for higher

learning leading to Ph. D. in Civil Engineering and Mechanical Engineering.

3.Organizational Structure



4.KDKCE Management

The College is managed by Backward Class Youth Relief Committee (BCYRC), Nagpur, which has its governing body to take care of various educational institutions run by the society. However, the administration of K D K College of Engineering is the responsibility of the Principal.

College Development Cell (CDC)

The College Development Cell (CDC) comprises of Chairman, Secretary and/or representative of Management, Principal, Vice Principal, Dean and nominated representatives of teaching and non-teaching staff. This cell can make recommendations for the improvement and up gradation of existing academic, administration, and infrastructure, extra and co-curricular activities.

Principal and Vice Principal

The Principal and Vice Principal are involved in the implementation of the perspective plans of the College. They ensure that academic and administration functions efficiently through the departments and various committees constituted for the respective cause.

Internal Quality Assurance Cell (IQAC):

IQAC has been established in the college, which meets regularly to assess the quality deliverance of engineering education in the institute leading to achieve the course and program outcomes.

Dean(s)

Dean(s) of student affair and research and development ensure the effective functioning of student related activities and problems and promotion of R & D as per the college perspective plan and instructions of the principal.

Head(s) of Departments

The Heads of Departments ensure that the academic calendar provided by the university/college is implemented properly and efficiently .

Committees for specific task

Various academic and administrative committees are constituted for specific task as per the academic and administration plans of the college.

The Committees are: Annual Cultural and Sports, Seminar, Students association, Examinations, Unfair Means Inquiry, Scholarships, Purchase, Discipline, Hostel management, Admissions, Training & Placement, Welfare, Attendance, Library, Women Cell, Grievance Redressal, Anti-ragging, Cleanliness, etc.

Office Superintendent

Office Superintendent is the head of Non-Teaching and Non-Technical staff and ensures the administration of various sections runs properly and efficiently as per the college plans and instructions of the Principal and Vice-Principal.

5.Perspective/Strategic plan

The leadership provides clear vision and mission to the institution. The functions of the institution and its academic and administrative units are governed by the principles of participation and transparency. Formulation of perspective plans, objectives, directives and guidelines with specific plans for implementation by aligning the academic and administrative aspects improves the overall quality of academics and administration.

The college has the following perspective plans:

1. Enhancing the quality of Teaching – Learning
2. Promotion of Research among staff and students
3. Improving Entrepreneurship Development and Industry-Institution Interaction
4. Engaging extension activities
5. Quality Assurance Measures through IQAC.

6. Committees constituted and effectively operating in the college

Internal Quality Assurance Cell (IQAC)

IQAC monitors the academic quality regularly. The institution engages in activities that advance both accountability and improvement. The Academic Audit is an approach that can accomplish both accountability and improvement. The institution uses the audit in its academic programs to provide significant improvement and accountability that its stakeholders require. The goal of academic audit is *Continuous Quality Improvement*. To accomplish that, faculty, administrators, and staff engage in on-going self-assessment, group assessment, teaching through ICT, etc to achieve the quality in Education.

Anti-Ragging Committee : It is headed by the Principal of the college and includes senior faculty and heads of departments.

Student Counseling Committee : It is headed by Dean Students Affairs.

Internal Complaint Committee : It is headed by Mrs. S.S.Kshirsagar

Women Development Cell : It is headed by Mrs. A.L.Tulankar

Women Redress Committee : It is headed by Dr. Mrs. S.S.Ambekar

Internal Quality Improvement Committee : It comprises of members from Management, Administration, faculty, Industry, students and alumni..

7. Service Rules

The college follows the service rules as per the provision of the relevant annexure of university statute and directives, state government and statutory bodies under ministry of HRD.

Recruitment of Faculty:

Recruitment of faculty as per the norms and statutory provisions of University, State Government and AICTE. After calculation of the vacancies, No Objection Certificate is obtained

from the university after applying 100/200 point roster for implementing constitutional reservation policy and advertisement is published in leading Newspapers. The interviews are conducted by the selection panel duly constituted by the university. Recommendations of the selected candidates are sent to the University for its further Approval. Upon receipt of the approval letter, appointment is offered to the concern candidate. The list of appointed candidates is communicated to the university.

Promotion Policy

The College has Self-Appraisal Method to evaluate the performance of the faculty in teaching, research and extension programs. At the end of the academic year, every faculty submits the Self Appraisal Form duly endorsed by the Head and is evaluated on the basis of academic credentials, research contribution, quality enhancement, campus life enrichment, contribution to the university work and extensions services as per the guidelines of the statutory bodies.

As per the provisions of the university, Performance Appraisal is evaluated for implementing the Career Advancement Scheme.

The Principal appreciates during monthly staff meetings notable performance of any faculty member and then persuades the other faculty members to follow such best practices in the interest of the College and self-development.

The administration, through IQAC, encourages the faculty members to take up the Quality Objective to increase the performance in transforming knowledge to the students.

8. Grievance Redress Mechanism

The college has Grievance Redress Cell. The cell meets regularly to look into the complaints.

The mechanism to analyze the grievances is given below:

- ✓ The grievances/complaints can be given to the Grievances Redress Cell.
- ✓ Segregation of the grievance/complaint received is done based on its nature
- ✓ A report is submitted by the Cell to the Principal/Vice Principal

- ✓ As per the cell report the action is taken thereon.
- ✓ If required, the Principal set up an inquiry committee to study and resolve the matter.

The college has kept a guardian-teacher for group of students who looks into the various issues of the respective students and provides redress.

9. The institution has effective welfare measures for teaching and non-teaching staff

Employee's Provident fund

The institution has the mandatory provision of EPF and contributes the eligible amount to the respective EPF account.

Gratuity

Every staff of the institute is given a gratuity as a social security after his/her retirement.

Group Insurance

College has taken an initiative to have the group insurance for those who are willing to be the part of this initiative.

Maternity Leave

College renders a maternity leave to eligible lady staff as per the rules of the government.

Medical Health Care Centre Facility

A separate Ayurvedic College and Hospital is being run by the society in the same campus, which is available round the clock for the faculty as well as students for any medical emergency.

Fee Concession

Institutional social responsibility, college provides the financial aid in the form of Fee concession to the needy students.

Promotions

Faculty members, based on the qualification, services, and outcome of the performance appraisal, are given promotion on to the higher post or financial benefits.

Publication Incentives

For participation in the National or International Conferences and for publishing research papers in the National or International Journals, its registration fees and the cost for the participation is given.

Sponsorship for knowledge up-gradation

Faculty members are sponsored for attending STTP, workshops, seminar, and conferences for up grading their knowledge.

Sponsorship for higher studies

Faculty members, if opting for higher studies, leading to enhancement of quality, are sponsored either in terms of finance or in terms of leave.

Publications and Participation in Seminars and Conferences

Faculty members of the college are motivated to publish their research papers in national and international journals and also for attending seminars and conferences so as to be abreast with the latest technological developments.

10. Responsibilities of Teachers

- Teachers must be enthusiastic in taking up the subjects allotted to them by the Head of the Department.
- They should prepare a teaching plan to be followed through the semester.
- After completion of each topic, they should give assignments to the students and return them after correction.
- Guardian teacher scheme must be followed and the mentor teacher should take proper care of his group of students, by guiding, motivating, counseling and monitoring their attendance and performance.
- Teachers should evaluate the answer sheets of the students for two Sessional and one pre-university examinations conducted during the semester, show the answer sheets to the students and display the marks.

- They should mentor the students in a way that human and ethical values are inculcated in them.
- They should responsibly conduct regular classes and practicals and also take extra classes whenever necessary.

11. Code of conduct for all the staff of the institute

- Staff must maintain high standards of punctuality, honesty and professional ethics.
- They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
- Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- All staff of the college should maintain harmonious relations with other staff and students.
- Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- All staff should follow the instructions and directions of the authority.
- All staff should constructively contribute toward the development of the college and university.
- All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- All staff shall extend their services for the welfare of the community & society at large.
- All staff should properly maintain the records of respective portfolio.
- All staff should make an effort for the continuous development through training programs, workshops and research and development activities.

12. Code of conduct for officials

i) Head of the Departments/Wardens of Hostels.

- 1) The Head of the departments and wardens of hostels shall be responsible for maintaining discipline and decorum in the campus and hostels.
- 2) As the persons in charge of the Departments/Hostels, they shall take appropriate action against any indisciplinary behavior inside the campus and hostels.

3) For the harmonious functioning, the Heads of the Departments can depute teachers to inform about any act of indiscipline that shall be further reported to the Principal, for requisite action.

ii) Dean, Student Affairs

1) The dean shall have the power to visit/inspect the academic premises and hostels at any point in time.

2) On receiving the report of any undesirable activity from the heads of the departments/ teachers/ wardens of hostel, the Dean shall bring it to the notice of the Principal and may also recommend action against the student found guilty.

iii) Students Grievance Committee

The Institute has a “**Students Grievance Committee**” where the students can put forth their grievances. The Committee shall inquire and take actions deemed necessary.

iv) Principal

The Principal shall be the administrative authority in all disciplinary matters for taking appropriate action against the misconduct. His decision shall be final and binding on the students.

Function of Principal:

1. Conducting regular meetings with Heads of the Department and various committees.
2. Working towards achievement of the vision and mission of the institute, so as to impart quality technical education to students, along with good human and ethical values.
3. Motivating the faculty and supporting staff to work efficiently and the interest of the institute.
4. Implementing disciplinary initiatives in consultation with the enquiry committee.

Responsibilities of Professor:

1. Development of the teaching-learning resources and the laboratories.
2. Instigating the students to take up live industry projects.
3. Promoting Industry-Institute-Interaction.
4. Regulating the activities of the Institute in general and Department in particular.
5. Planning and implementing various academic and research activities.

6. Taking measures for preparation of project report and guiding research students for Ph.D. degree.

Responsibilities of Associate Professor:

1. Conducting regular classes and Practical's laboratory work.
2. Assisting in departmental planning for academics.
3. Guiding and counseling students as a mentor and inculcating human and ethical values in them.
4. Conducting internal examinations i.e. sessional examinations.
5. Evaluation of answer sheets and compilation of result.
6. Carrying out the responsibilities assigned time to time.

Responsibilities of Assistant Professor:

1. Conducting regular classes and practicals.
2. Monitoring and maintaining the record attendance.
3. Carrying out invigilation during examinations.
4. Evaluation of answer sheets and compilation of result.
5. Assisting in development of the departmental and institute.
6. Monitoring Co-curricular and extra-curricular activities.
7. Carrying out the responsibilities assigned time to time.

Responsibilities of Head of the Department:

1. Monitoring the academic schedule/attendance/syllabus completion/Internal examinations.
2. Monitoring the requirements in laboratories and preparing proposals for purchase.
3. Execution of discipline among the students.
4. Recommending leaves of faculty and support staff.
5. Conducting regular faculty meetings and forwarding the minutes of the meeting to the Principal.
6. Carrying out the responsibilities assigned time to time.

Responsibilities of Non-Teaching Staff/Support Staff:

1. All non-teaching staff should remain present in the college, at least 30 min before the start of college.
2. The staff should follow the instructions from the higher authorities.
3. They should carry out the assigned work with complete zeal.
4. They should be regular and punctual.
5. They should maintain professional ethics in the campus and should maintain proper behavior in the authorities and students.
6. The staff working in laboratories should keep proper maintainance and cleanliness.
7. They should carry out additional work assigned to them
8. Carrying out the responsibilities assigned time to time.

13. INSTITUTIONAL CORE VALUES

1) **Ethics**:- We, at KDKCE, provide a learning environment that develops responsible, moral and Integrated behavior, respecting the dignity of the members of society. The Academic activities are solely governed through the prescribed norms and guidelines of statutory authority. The technical papers presented and published are referred through plagiarism software.

2) **Integrity**:- We conduct activities that make us look into our work holistically. We adopt practices that are fair, honest and unprejudiced towards students, staff and stakeholders.

3) **Service**:- We strive for the genuine well being of our student by harnessing our abilities to deliver the curriculum and other essential services and respond to inquiries and requests from the stakeholders in appropriate and timely manner.

4) **Quality**:- We provide quality education by utilizing our intellect, social, physical and ethical abilities. We also plan and prepare programs that lead to acquisition of knowledge and skills necessary to achieve information for career advancement, personal enrichment, leadership and service to the society. The technical education imparted caters for individual and social responsibility which is the indicator of success.