



# **Narasu's Sarathy Institute of Technology**

Approved by AICTE | Accredited By NAAC | Affiliated to Anna University

Salem Bengaluru Highway NH - 7, Poosaripatty, Kadayampatty Taluk, Salem - 636305.

Admin Office: 93449-72274, Admission Cell: 93449-72275, 73977-56003,  
admin@nsit.edu.in, www.nsit.edu.in

## **Code of Conduct Manual for Faculty**



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## 1. Preamble:

This book indicates the standard procedures and practices of Narasu's Sarathy Institute of Technology (here in after referred to as the 'Institute') prepared for good and effective functioning of the institute. It also ensures the quality of teaching learning process with transparent administration. The institute aims to produce engineers who are not only technically competent but also socially responsible by their career development, viz. Communication skills, Leadership quality, Group work, 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:

The College aims to impart quality education combined with ethical values, the two qualities that are in congruence with the nation's development. The vision of the college is to produce engineers who think 'out of the box' and can act as a cohesive link between the administrative and executive machinery of the country

## Mission:

Our mission as an institution is to impart value based education to students from both the rural and urban areas and to train them into technically competent, ethically strong and quality professionals in order to meet the challenges of the rapidly changing technological environment.





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## 2. About NSIT

The Narasu's Sarathy Institute of Technology was established in the year 2008 on the day of January 26th at Poosaripatty, Salem. The institute is approved by AICTE and affiliated to Anna University. There are six branches of Engineering Under Graduate programs and two Post Graduate Programs.

Institute offers courses on

### UG DEGREE

- B. E Civil Engineering
- B. E Computer Science and Engineering
- B. E Electronics and Communication Engineering
- B. E Electrical and Electronics Engineering
- B. E Mechanical Engineering
- B. Tech Information Technology

### PG DEGREE

- M.E Computer Science Engineering
- M.E VLSI Design

## 3. About Management

Srimathi Mahalakshmi Ammal Educational Trust was formed by our founder- Chairman Thiru. Sarathy Ayya in memory of his mother to aid in imparting quality education at school and college levels. Our institute is promoted by the Srimathi Mahalakshmi Ammal Educational Trust. Our Chairman Mr. B Nitish Harihar is the dynamic force propelling the college into challenging arenas. The Pro Chairman Mrs. Aishwarya Nitish is a person who is the constant source of inspiration to our students and stakeholders. Both the Chairman and Pro-Chairman are the leader in guiding the administration of the institution and making the council of principal, faculty and students work towards the vision of the institution. Thiru. G. Prabhakaran is the Vice-chairman and Secretary of institution and extends his support to provide value based quality education maintaining pace with changing technology to produce competent and skilled professionals ready to accept global challenges.



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## 4. Recruitment of Faculty:

Recruitment of faculty as per the norms of Anna University and AICTE. Based on HOD's request on requirement of faculty and non-teaching for the department, the verification is done by the principal with the proposed workload with AICTE guidelines. After confirmation, the discussion is carried out with management and advertisement is published in leading Newspapers regarding job vacancy. The interviews are conducted for the eligible candidates by the selection panel duly constituted by the Institute. Recommendations of the selected candidates are sent to the management for its further approval. Upon receipt of the approval letter, appointment is offered to the concerned candidate. The list of appointed candidates is communicated to respective department and appointment order is issued specifying the position, salary and date of joining.

## 5. Promotion Policy

The College has Self-Appraisal Method to evaluate the performance of the faculty in teaching, research and extension programs. The value is based on the how well an individual performs in his work. At the end of the academic year, every faculty submits the Self Appraisal Form duly endorsed by the Head of Department 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.

## Appendix: Self Appraisal Form

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





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## 6. Welfare measures for teaching and non-teaching staff

Institution supports the teaching and non-teaching faculty to enrich professional development by

- Providing financial assistance and On Duty's (OD) to the faculty members for participating in external events like seminar, workshop, awareness programs, FDP's of their own choice for participating in different colleges based on the objectives of the institutional plan.
- Providing Special OD for faculty members to act as a resource person in reputed institutions.
- Encouraging all the faculty members to publish papers in reputed journals and also to write books in their area of interest.
- Support the faculty members in organizing and conducting the refresher courses, orientation programme, technical courses and vocational certificate courses and to coordinate different programs in the institute.
- Hostel facilities are provided for the faculty members from long distance with special consideration.
- Maternity leave and medical leave (Under valid reason) is provided.
- Providing 1 hours permission for 2 times in a calendar month for staff employees.
- Providing financial support towards membership fee of professional bodies.
- TSL (Training and Study Leave) is approved for the faculty who go for doctoral programs or Career Advance Scheme. The institution encourages the faculty who are pursuing Ph.Ds, to avail break during examinations.
- Offering Free transport facilities for both teaching and non teaching.
- Training of different ICT tools like Google Meet, Zoom, Cisco Webex for online class.



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- Providing Gifts on special occasions ( Wedding, Newborn, Deepawali, Teachers day ).
- Providing Fee concession for the children of employees.
- Providing Laptop to faculty members for ICT based teaching.
- Employers contribution to EPF.

## 7. Code for officials

### A) Responsibilities of Faculty members

- Should display the highest possible standards of professional behaviour as required in the educational institution and in ethical practices so as to satisfy the vision and mission of the institute.
- Should regard themselves as learners and engage in continual professional development.
- Should treat their colleagues and associates with respect and provide support and guidance required by the colleagues and Head of Department (HOD) and should communicate effectively with them irrespective of their relative position, gender or status within the institution hierarchy.
- 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 and after completion of each topic they should give assignments to the students and return them after correction.
- Should take proper care of his/her group of students, by guiding, motivating, counselling and monitoring their attendance and performance.
- Should attend their work place punctually in accordance with the conditions. Those unable to avoid being late or absent should inform HOD or administrative head whenever possible to make alternative arrangements.





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- Should be aware of and should follow institute policies systems and procedures. They should follow the hierarchy for the communication and should ensure students to follow the same.

All staff should make an effort for the continuous development through training programs, workshops, FDPs and research and development activities.

## **B) Head of the Departments.**

- The Head of the departments is responsible for conducting all academic programmes of the department as per the norms of affiliating university.
- Should formulate timetables to provide adequate contact hours to complete the syllabus well in time providing time for conducting additional value added courses and personality development programs.
- Should ensure the maintenance of laboratories in well-equipped manner and updated based on the change in curriculums as per industry standards.
- Should be a role model to the faculty and to train them with proper instructions.
- Should maintain the harmonious relations between students and faculty members. They shall take appropriate action against any in-disciplinary behaviour of students inside the campus.
- Should ensure the maintenance of files in the departments related to activities conducted and proposed, result analysis, laboratory details and maintenance, faculty progression, student progression, research activities of faculty members and students, department plans, minutes of meeting, incoming circular files and other reports in good order and organized manner.
- Should ensure that all classes are held as per the time-table. Should make alternate arrangement for the class work of teachers absent on that day and should recommend for





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disciplinary action against those availing leave without prior arrangements or class work.

- Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans.
- Should convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.
- Should arrange guest lectures, hands-on training, workshops, seminars preferably in a specialization related to the department with a view to train the students with the practical and application oriented learning methods. Prepare a list of eminent people who could be invited as a resource person.
- Should monitor students' development and problems through feedback and counselling.
- Should carry out responsibilities given time to time and to improve themselves.

## C) 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.

The functions of principal will be

- Conducting regular meetings with Heads of the Department and various committees.
- 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.
- Motivating the faculty and supporting staff to work efficiently and the interest of the institute.
- Implementing disciplinary initiatives in consultation with the discipline committee.



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## A) Responsibilities of Non-Teaching Staff/Support Staff

- Should be punctual to the college and should sign the attendance register in the morning and evening.
- Should follow the instructions given by higher authorities.
- Should be present 10 minutes before the commencement of the Lab.
- Are responsible for the lab equipment and should ensure that the equipment is not damaged /lost.
- Should periodically maintain / repair the lab equipment. Equipment not in working condition should be immediately brought to the notice of concerned lab faculty member / HOD.
- To ensure the cleanliness and neatness of the lab.
- If applying for CL/COL, besides obtaining the approval of the HOD, the concerned lab faculty member should be informed, so that he is aware of the alternate lab assistant arrangement.
- The CL/COL should be applied keeping in view the timetable of the labs.
- Should keep the HOD informed, if they had work to be done in other departments of the college.
- A pleasing and good conduct is to be maintained in the college. The Lab Assistants / Technicians should be sincere and responsible.
- They should carry out additional work assigned to them and carry out the responsibilities assigned time to time.





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## 8. Leave Rules

### A) Casual Leave

- Teachers can avail \_\_\_\_\_ Days of casual leave during any calendar year i.e. January to December.
- This leave can be availed only on pro-rata basis i.e. @ one day per month.
- Leave availed during any month shall not exceed two days.
- Casual leave cannot be prefixed and / or suffixed to holidays.
- This leave cannot be carried forward to the next year.
- Un-availed casual leave will lapse.

### B) Special Leave

- Documentary proof is a must for availing special leave.
- Sanction of this leave is solely at the discretion of the Management/Principal.
- Special leave cannot be prefixed or suffixed to holidays. Both are not permitted.

### C) Compensatory Leave

- Compensatory leave can be availed within a month of the day worked and compensation of leave format should be filled and signed from concerned authorities.

### D) Maternity Leave

- Maternity leave can be granted to married female teaching staff who have completed one year of service from the date of joining in this institution for a period of not exceeding 45 days at a time during her confinement. The payment for the maternity leave shall be provided for a period of one month alone. The remaining leave shall be on loss of pay.

### E) Medical Leave

- Medical leave may be considered if the illness is serious or on maternity grounds requiring prolonged absence from duty.



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## 9. T.A Rules

The faculty visiting places, companies organizations within the city will be paid based on the given requisition and type of program.

## 10. The following are examples of behavior which could lead to formal disciplinary warnings.

- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.
- Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.
- Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
- Behaviour towards other employees, students, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
- Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.
- Conduct which is considered to be adversely affecting either the reputation of the institute or affects confidence in the employee. Such conduct may be regarded as gross misconduct.



  
PRINCIPAL

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