

GDA FOUNDATION



EXTRACT OF THE CODE OF CONDUCT FOR PRINCIPAL, DIRECTOR, TEACHERS, DIRECTOR OF
PHYSICAL EDUCATION, ADMINISTRATIVE STAFF, TECHNICAL STAFF AND SUPPORTING STAFF

OF

SURANA COLLEGE

16, South End Road, Basavanagudi, Bengaluru-560 004
Permanently affiliated to Bangalore University
Accredited by NAAC with 'A' Grade & Certified IAO
Recognized under 2(F) & 12(b) of UGC

|| As regulated by the Surana Educational Institutions' ||
Administrative and Service Manual-2018 Clauses/Chapters/Rules ||



CHAPTER-8 - RULE (15) / RULE (16)

15. Performance, Functions and Discharge of Duties and Responsibilities of Teaching Staff. –

- (1) The teaching faculty including the Part-time faculty members shall perform the duties & discharge the responsibilities diligently assigned to them in terms of the norms of the UGC, AICTE, University, CBSE, State Government and the Management.
- (2) Professors and the Heads of the Departments shall ensure the maintenance and smooth functioning of their Departments. For this purpose one of the Professors is designated as Head of Department. All the theoretical and practical academic work will have to be supervised to ensure that classes are conducted as per time table & syllabus within the scheduled time limit. They should co-operate with inter-departments for extending teaching facilities like class rooms, practical classes etc. They shall bring to the notice of the Principal from time to time with respect to any cases in the Department relating to attendance, lesson plan, work done dairy, internal assessment etc., assigned to the faculty for scrutiny. The grievances of the students in the Department will have to be sorted out by the Head of Department.
- (3) The HODs shall be responsible for proper conduct of tutorial, class room Lectures and Practical sessions. In case of candidates promoted from 1st year to 2nd year and 2nd year to 3rd year, as the case may be, they shall not be deemed to have been admitted to the next succeeding year of the course by their names being entered in the attendance register. Such candidates shall pay the fee prescribed for admission to next year course of study and produce the fee receipt to the HOD/Principal seeking admission and submit the application for admission in the prescribed form at Annexure-3. Only upon producing such receipt for having paid the prescribed fee and submitting the application their names shall be entered in the attendance register and allowed to attend the classes. Until such time candidates who are eligible for promotion shall not be allowed to higher classes.
- (4) They shall also organize the Seminar, Conferences, Workshops and Co-Curricular activities related to their Departments from time to time.
- (5) Associate Professor /Assistant Professor/Lecturer/Teachers/ TGT/PGT is responsible for their teaching and practical classes assigned to them. They shall carryout the instructions given to them from time to time. They shall also be responsible for the supervision and management of the Laboratories attached to them. They shall discharge the additional functions as and when assigned to them by the Head of the Department or Principal.
- (6) Faculty shall engage the classes as per the regular time table. All the syllabi will have to be covered as per the time table, within the prescribed time limit. They shall strive hard to improve and upgrade the quality to the expected standard to enable the students to score good marks. They shall liaise



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- between the students and Head of the Department for developing the leadership. They shall conduct the tests for Internal Assessment/ Continuous Internal Evaluation in order to improve the skills and knowledge of the students. They shall diligently maintain the register of Internal Assessment and attendance register. They shall assist the HODs to organize the co-curricular activities like Seminars, Workshops, Conferences, personality development and skill development programmes, internships, industrial visits, intercollegiate fests etc., for the benefit of students.
- (7) The Part Time teachers/ Visiting Faculty shall discharge their functions and perform their duties allocated to them and also carry out their assignments entrusted to them by the Principal and HOD from time to time. They shall be on-par with the regular faculty members except the conditions of service specifically made applicable to them.
 - (8) All the Faculty members comprising of the Principal, Professor, Associate Professor, Assistant Professor/ Lecturers including the Part-time faculty members shall perform their functions and discharge their duties with utmost integrity, dedication, loyalty and devotion in carrying out the academic and administrative activities. They shall make themselves available for academic work, research, development and extension activities in pursuit of achieving the academic excellence and eminence, during the working and functional hours of the College on all working days.
 - (9) All the stipulations shall be equally applicable to the part-time teachers who shall complete their academic work and carry/out their Practicals on the days prescribed without altering them to any other alternate days preceding or succeeding, to meet their personal exigencies.
 - (10) The Director of P.G. Studies shall be responsible for the Research, Development and Extension activities in the P.G. Department of studies. He/she shall co-ordinate with all Professors and HODs and also P.G. faculty in the conduct of P.G. classes and practicals effectively.
 - (11) The Principal is the Head of the Institution vested with the powers of superintendence, control and supervision in all of the affairs of the College. He/she shall be responsible for the smooth functioning of the Departments and also activities related to research, development and extension of all the Departments. He/she will exercise such power and carry/out such functions as prescribed under this Manual. He/she will formulate the perspective planning and monitor it for the co-ordinated development of the departments in pursuit of promoting the qualitative growth of the College and address all the issues connected therewith and ancillary thereto.
 - (12) The Principal and/or Director of PG studies is responsible for prevention and elimination of ragging by enforcing the guidelines and directions issued by the Government, UGC, AICTE and Supreme Court. He/she will ensure that not a solitary case of ragging has crept in through the enforcement of discipline among the students.





- (13) The Principal who is ex-officio Chief Superintendent of examinations or a senior faculty appointed by the Principal will conduct the examinations smoothly and strictly in terms of the Examination Manual besides ensuring conduct of timely tests for award of Internal Assessment marks.
- (14) The workload of the faculty and the minimum working hours shall be as prescribed by the University Grants Commission, All India Council for Technical Education, University and Department of Pre-University Education from time to time.

16. Duties and responsibilities of Administrative & other Supporting, Non-teaching staff-

- (1) The Administrative & other Supporting, non-teaching employees shall perform their duties and discharge their responsibilities analogous to the members of the teaching faculty and assist them in carrying out the academic activities of the department.
- (2) The Lab Attenders/Assistants are responsible for the maintenance of the laboratories. They shall accommodate the various courses for smooth conduct of practicals. They shall co-operate with the staff of the other department or courses in the conduct of practical smoothly. They shall carry out the normal repairs and maintenance of the equipments, machines, plants etc., and ensure that no such machineries, equipments etc., are rendered unservicable and initiate appropriate steps to ensure the smooth working. They shall be in constant touch with the Head of the Department/Principal for maintenance and upkeep from time to time.

CHAPTER -9 - RULE (17)/ – RULE (18)

17. Library Committee:

- (1) The Committee shall meet periodically at least once in three months. It will also organize the seminars, conferences, Book Exhibition etc., at least once in 6 months for strengthening, upgradation and development of library in pursuit of significant contribution for improvement of library. It will function as an advisory committee for introduction of latest technologies in the library science like OPAC (Online Public Access Catalogue), digital library, E-Library, Helinet, Library Software and other innovative networking system.

18. Duties and responsibilities of Library Staff

- (1) The Librarian, Assistant Librarian and Library Assistant shall be non-vacation staff. They shall work keeping the Library open from 08.30hrs to 17.00hrs from Monday to Friday and 08.30hrs to 15.00hrs on Saturdays by staggering the working hours.
- (2) The Librarian shall supervise the library for its effective functioning. They shall formulate the policy and perspective planning for maintenance of scientific system of library. They shall ensure access, use and security of library





materials by utilizing the supporting facilities like reprography, computers, internet, online journals, computerized services, Inlibnet, Delnet, IUC and other information services.

- (3) They shall be responsible for proper maintenance of Title books, texts, periodicals, journals and other documentation. The work relating to cataloguing, classification and filing cards of each of the books etc., They shall carry out their functions for acquisition of books, journals, periodicals etc., in consultation with Principals, HODs and Faculty for reference and issue and involve in bibliographical activities, circulation, stock maintenance, electronic display, Library Software, reprographic work, social and extension activities.
- (4) They shall prepare the budget estimates for each academic year and obtain the approval of the Library Committee and Governing Council well in time.
- (5) They shall accept the gifts and donation of books, journals, periodicals and other library materials and acknowledge the receipt of the same to the donors expressing the gratitude.
- (6) They shall organize enrichment programme on OPAC (Online Public Access Catalogue) at frequent intervals for the updation of knowledge of the students.
- (7) The Librarian shall perform all the duties related to examinations of the College.

CHAPTER – 10 - RULE (19)

19. Duties and responsibilities of the Director of Physical Education.

- (1) The Director of Physical Education shall be non-vacational staff and their working hours would be staggered from early morning to late afternoons and evenings to train the students in sports and games. The Director of Physical Education is responsible to organize and ensure participation in different sports and games.
- (2) They shall be responsible for coaching of the students and conduct of tests and measurements from time to time. They shall enforce the rules prescribed for games and sports. They shall prepare the students to participate in the sports and games events conducted from time to time at state level, university level and inter-collegiate level and also National Tournaments and athletic meet. They will prepare event plans well in advance before the commencement of the academic year and implement them effectively, applying the National Sports Policy.
- (3) They shall adopt the latest scientific method of training and coaching curricular development related to college and the University like Bio-Mechanics of sports techniques, exercise, physiology and sports medicine. They shall draw up the design and training for physical education and sports before the commencement of the academic session. They will also arrange





for the indoor games, gymnasium and yoga programmes in the college and in the hostels.

- (4) They shall conduct the Assembly regularly on Monday and Saturday and perform all the duties related to examinations. They shall play leading role in the enforcement of discipline among students in college premises.
- (5) In addition to their normal duties and functions as physical education faculty they shall be responsible for enforcement of methods of physical fitness development, continuous running method, interval running methods, circuit running methods, weight lifting, accretion run and pace race and development of flexibility and co-ordinating ability.
- (6) They are also responsible to prepare the students for participation in the Annual Sports/Athletic meet, Intercollegiate, Interuniversity & National Level Sports/Athletic meet & tournaments.
- (7) They will make all endeavors to win and secure the medals, trophies and awards through the students in the games, etc.

CHAPTER -11 - RULE (20) / RULE (21)/ RULE (22)

20. Duties and responsibilities of Chief Administrative Officer, Chief Accounts Officer and other Administrative Staff. –

- (1) The Chief Administrative Officer shall perform the duties and discharge all the responsibilities in related to all administrative, establishment and service matters of the employees of the Institutions.
 - (a) He will be responsible to place before Principal / Management all correspondence and important policy matters for final decision.
 - (b) He shall motivate the case workers and make them to achieve quality work with maximum efficiency.
 - (c) He shall be instrumental for enforcement of rules and procedures strictly.
 - (d) He shall receive the respective letters and other communications from the Principal addressed to the college.
 - (e) Confidential matters shall be attended to by him instantly. All other letters and papers shall be marked to the concerned for immediate action as may be deemed necessary.
 - (f) He shall supervise & oversee the functioning of all Schools & Colleges located in different campuses frequently for effective administration & governance.
- (2) The Chief Accounts Officer shall perform the duties and discharge all the responsibilities in related to all Accounts & budgetary matters of the employees of the Institutions.
 - (a) He will be responsible to place before Principal / Management all financial transactions and important policy matters for final decision.
 - (b) He shall motivate the case workers and make them to achieve quality work with maximum efficiency.
 - (c) He shall be instrumental for enforcement of rules and procedures strictly for proper maintenance of accounts.



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- (d) He shall receive the respective letters and other communications from the Principal addressed to the college relating to accounts & cash.
- (e) He shall cause the internal audit of each school and college periodically at least once in a month with his supportive staff to ensure effective and proper maintenance of accounts in a systematic manner in terms of the modules in the computers. If any discrepancy or default is found, it shall be brought to the notice of the management immediately.
- (f) He shall have the powers to visit all the school and colleges in each campuses for scrutiny, verification & vetting of the financial transactions and proper maintenance of accounts in prescribed registers & in computer systems.
- (3) The functions of the Administrative Officer, Accounts Officer, Office Superintendent and functionary in charges of administration & accounts and shall be as spelt out hereunder inter-alia other duties & functions respectively.
- (3) They shall perform the day-to-day routine work of the office.
- (4) They shall be responsible for the efficient management of office work.
- (5) They shall ensure general supervision over the section in regard to office management, class arrangement and cleanliness of campus and inside the building.
- (6) They will duly guide the employees of the section in their day-to-day work.
- (7) They shall attend the important works on priority.
- (8) They shall devote personal attention for the smooth running of the office as and when warranted.
- (9) They shall be responsible for watching and overseeing the disposal of papers.
- (10) They shall advise and help the case workers for disposal of important and urgent matters.
- (11) They shall personally deal with confidential and urgent files.
- (13) They shall personally attend to the immediate academic problems of the students.
- (16) All the letters and papers or communications meant for other sections or departments shall be invariably marked to the Head/s of the Department or Faculty Member/s for such action as may be necessary. The concerned shall report the compliance to the Principal.





- (17) All the financial transactions shall be through net banking or online. In exceptional cases, any cash amount has been received on any account, it shall be credited to bank account on college/school on the next working day before the closing hours of the bank.

21. Placement Officer / Coordinator –

- (1) The placement officer / coordinator is responsible for Training and Guidance of the students to help them focus upon and later choose career of their choice or to pursue higher education further. He/she shall do ground work, plan, prepare calendar of events and set targets before arranging campus interviews by inviting the companies and corporate bodies.
- (2) He/she shall undertake career guidance activities in-house such as lectures and interactions by industrialists, company Public Relations, etc., with objective to enhance the employability skills of the students.
- (3) He/she shall arrange for industrial/ field visits, reach out to companies and arrange exhibitions to establish liaison for support of career guidance and placement activities.
- (4) He/she shall correspond, document and maintain records and databases of the students recruited as well as programmes conducted.
- (5) He shall arrange for conduct of training programmes in soft skill development, personality development, communicative English, motivation and such other allied programmes from time to time in each semester systematically by inviting experts, resources persons & alumnus for the successful selections for recruitment.

22. Human Resource (HR) and Corporate Relations -

- (1) The HR Executive shall carry out the duties and functions relatable in consultation with the Principals on matters of recruitment. He shall publish the advertisements in the leading newspapers inviting applications to the vacant posts. He shall scrutinize the applications so received and prepare a list of eligible candidates fulfilling the criteria prescribed to hold the post. A shortlist of candidates shall be prepared for inviting them for interviews. He shall coordinate with the Principal in arranging the interview of the candidates on the date and time scheduled.
- (2) Candidates who have appeared for interview shall demonstrate in the class rooms in the presence of Principal, HOD and subject expert. After the demonstrations, a panel of eligible candidates shall be prepared based on the performance in the demo for interview.
- (3) On the basis of the performance in the demo and interview, a select list of candidates shall be prepared and submitted to the Principal.



- (6) Employee shall not organize or participate in any demonstration or resort to strike on any pretext which is prejudicial to the interest of the student and decency or morality of the Institution. He shall not instigate or incite or abet any form of strike, agitation or stoppage of work.
- 7) Employee shall not criticize the Management in any form affecting the reputation and image and also he shall not comment on the functioning of the Institution and academic activities to the detriment of the student.

24. Code of Conduct and Disciplinary Action –

- (1) Every employee shall possess good moral character and shall maintain absolute integrity, devotion to duty, loyalty, dedication, faithfulness and sincerity. He/she shall not do any act which is unbecoming of an employee or get involved in criminal case, embezzlement, defalcation, fraud or remain unauthorizedly absent from duty or willful and deliberate, disobedience or flouting the orders of the higher authorities.
- (2) An illustrative Code of Conduct applicable to each employee is as specified below: -
 - (a) He /She should be honest and show dedication, diligence & devotion to duty.
 - (b) He /She should not be neglecting his/her duties.
 - (c) He/She should not involve in criminal activities or instigate the students to indulge in such activities.
 - (d) He/She should not show discrimination in the name of the caste, creed, language, place, origin or other social & cultural background.
 - (e) He/She should not engage in malpractice in examination nor instigate such act.
 - (f) He/She should not show negligence in the valuation of the answer scripts of the students.
 - (g) He/She should not leave the institute premises during the working hours without permission of Principal or Management.
 - (h) He /She should not remain absent or avail leave repeatedly without the prior sanction of the Principal. .
 - (i) Without the permission of the Management he/she should not prepare or publish Manuals / Books/Guides/Journals in the official capacity.
 - (j) In his official capacity he/she should not accept any gift from anybody on behalf of the College.
 - (k) He /She should not practice and instigate untouchability.
 - (l) He/She should not cause loss to the property of the college.
 - (m) He/She should not act or abet in indecent behavior.
 - (n) He/She should not involve in activities of violence or moral turpitude.
 - (o) He/She should not misbehave with students, parents or Management personnel.
 - (p) He/She should not conduct any union meeting or participate in any such meeting conducted by other forum without the permission of Management.
 - (q) He/She should not disobey the instructions/orders of the higher-ups/ Management /Principal /Head of the Department.



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- (3) The above Code of Conduct is only illustrative but not exhaustive. Any contravention of the Code of Conduct shall render the employee liable for disciplinary action.
- (4) Any conduct of unusual behavior or activity of an employee beyond the normal limits shall be viewed as misconduct or misbehaviour & attracting disciplinary action.
- (5) Any employee found to have indulged in grave act of misconduct is liable for disciplinary action. The said action after due process of enquiry by the Enquiry Committee constituted for the purpose may result in imposition of any penalties specified infra.
- (6) Disciplinary Authority depending on the gravity of misconduct may impose all or any one of the following penalties on the employee against whom the charge of misconduct, misbehavior, disobedience dereliction of duty, illegal gratification etc., or any other misdemeanors is established:-
 - (a) Fine (in case of lowest grade of employee)
 - (b) Censure
 - (c) Withholding of increment
 - (d) Recovery of the pecuniary loss caused to the institution or Management or any person
 - (e) Reduction of pay at any stage in the scale of pay applicable to the post held by them.
 - (f) Reduction to any category of post with direction as to the impact on the fixation of pay at a particular stage in the reduced post and the period thereof with specific indication as to earning of increments during the period of such reduction.
 - (g) Removal from service.
 - (h) Dismissal from service.

CHAPTER -2 / Rule (3)

3. Working Hours of the College/School:

- (1) The working hours of the College/School shall be from 09.00 hours to 16.30 hours on all working days for the students continuously with a lunch break between 12.15 hours to 12.45 hours, to attend the academic sessions, tutorial classes and practical's or as the case may be.

Provided that in case of practical classes all the teachers shall continue to be on duty till the practical classes are over beyond the College hours.

Provided further that for Remedial Classes, Bridge Programs and Special Tutorial Classes, all the teachers shall continue to be on duty till the classes are over beyond the College hours.

- (2) The working hours shall be from 09.00 hours to 13.30 hours on Saturdays.





- (3) The working hours of the Principal shall be from 09.00 hours to 17.00 hours on all working days and from 09.00 hours to 14.00 hours on Saturdays.
- (4) The working hours of the Administrative Staff & Non-teaching shall be 09.00 hours to 17.00 hours on Monday-Friday with lunch break from 13.00 hours to 13.30 hours and on Saturdays from 09.00 hours to 14.00 hours.
- (5) The working hours of Library shall be from 08.30 hours to 17.00 hours on Monday-Friday and from 08.30 hours to 15.00 hours on Saturdays.

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Archana Surana
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MANAGING TRUSTEE
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Authorized Signatory