



Kovai Kalaimagal College of Arts and Science
Re- Accredited with 'A' Grade by NAAC
(An Autonomous Institute, Affiliated to
Bharathiar University)



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CODE OF CONDUCT MANUAL
FOR STUDENTS, TEACHERS,
GOVERNING BODY AND
ADMINISTRATION

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1. Code of Conduct

1.1 Students

1. Classes will commence at 9.00 am and will go on upto 2.50 pm with a lunch break between 12.35 pm – 1.15pm. Students must be punctual to the classes. They are not allowed to abstain from classes without prior permission and valid reason.
2. Students must abide by the rules and regulations of the college and maintain strict discipline in the campus.
3. Students shall be regular and punctual not only in attending classes but also in participating in all extracurricular and co-curricular activities of the college.
4. Usage of mobile phones is strictly prohibited inside the college campus.
5. Students shall occupy their seats, in their respective classes before the first bell / siren.
6. No outsider shall be permitted to call on the students without written permission from the Head of the Department or the Principal.
7. Students are strictly prohibited from damaging the college property or defacing the walls/floors of the buildings.
8. Both girls and boys are expected to come decently dressed to the college.
9. Students must compulsorily secure 75% of attendance, failing which they will not be allowed to appear for the End Assessment Examination.
10. Students should not be absent for Continuous Internal Assessment Tests.
11. Students must obtain prior permission before availing leave. Medical Certificate must be produced along with leave letter in the event of sickness.
12. Permission to leave College Premises during working hours can be granted only by the Principal or by the concerned HoD, with a letter of requisition from the student.
13. Statement of attendance shall be displayed on the college notice board every month and the same will be communicated to the parents.
14. Students who are unable to attend class, when they represent the college outside, must submit the attendance exemption form, signed by the staff concerned and the Head of the Department.

15. Students are expected to read the notices put up on the college notice boards or circulated through WhatsApp. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with the instructions contained therein.
16. Students should not loiter in the veranda, sit on the parapet walls or staircases.
17. Students should regularly wear their “Identity Cards” duly signed by the Principal. The cards will be issued to them immediately after admission to the college.
18. No notice / bills of any kind shall be distributed among the students or pasted on the notice board without the prior written permission of the Principal.
19. Eligible students may avail Government Scholarship by submitting the prescribed applications to the concerned Departments through the College.
20. Ragging, smoking or indecent behaviour of any kind are strictly prohibited and are punishable.
21. The Principal shall at his / her discretion penalizes, suspend or dismiss any misbehaving student.
22. Students of the college are bound to obey the rules and promote the corporate life in the campus.
23. Tamilnadu prohibition of Ragging Act 1997 As per section 4 of Tamilnadu prohibition of Ragging Act 1997, any student found directly or indirectly committing or participating in ragging or abetting or propagating for ragging inside or outside college shall be liable for the following punishments. Also UGC has notified 3rd amendment in UGC regulations on 29th June,2016 to expand the definition of ragging by including the following

Any act of physical or mental abuse (including bullying and exclusion) targeted at another student(fresher’s or otherwise) on the ground of color, race, religion, caste, ethnicity, gender(including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence, economic background.

1.2 Laboratory

1. The lab must be kept clean and tidy.
2. Silence must be maintained in the lab.
3. Eating and/or drinking inside the computer lab is strictly prohibited.

4. Users must turn-off the computer before leaving the computer lab.
5. Playing of games on computer in the lab is strictly prohibited.
6. Before leaving the computer lab, users must close all the programs positively and keep the desktop blank.
7. Users are strictly prohibited for modifying or deleting any important files and install any software or settings in the computer.
8. Internet facility is only for education / study purpose.
9. If any problem arises, please bring the same to the notice of lab in-charge.
10. Every user must make an entry in the register while entering in the computer lab.
11. Tempering with the hardware or software settings will not be tolerated.
12. Avoid stepping on electrical wires or any other computer cables.
13. Do not open the system unit casing or monitor casing particularly when the power is turned on.
14. Do not insert metal objects such as clips, pins and needles into the computer case, they may cause fire.

1.3 Library

1. The library will be kept open from 8.30a.m to 4.30p.m on all working days.
2. It is obligatory for all the students to become members of the College Library.
3. Strict silence shall be observed in and around the library. Consultation, discussions or unnecessary chatting there in are prohibited. The Librarian is vested with the discretion of refusing issue of books to students indulging in such activities.
4. Before entering the library, all the students shall deposit their personal belongings and precede barcode entry.
5. Open access system will be followed.
6. Every UG student will be issued with three Library Cards and PG student will be issued with Five Library Cards. It is the responsibility of the student to keep them in his or her safe custody and return them at the end of the course. The cards are not interchangeable.
7. The borrower should not sub lend books.
8. Reference books must be consulted in the library and will not be lent for home reading.
9. The books should be returned on or before the due date failing which, a fine of Re.1 per book per day will be levied. No renewal of book will be allowed for students.
10. Students shall produce on demand, their identification card to the librarian.

11. The student shall check up the books at the time of issue, and damages, if any found, shall be reported then and there to the librarian. Otherwise the last borrower will be held solely responsible for damage or loss and shall be liable to pay compensation as per the discretion of the librarian.
12. No book shall be taken out of the library without due entry in the Computer.
13. Folding or tearing of the pages or underlining will be seriously viewed and heavy penalty will be imposed.
14. The Period of loan will be 14 days for students and 90 days for staff.
15. The books will be issued only through Bar-coding ID card for both staff and students.
16. A student will lose the privilege of borrowing book if he/ she repeatedly returns the book late or damages the book in any form.
17. The Librarian reserves the right to recall any book at anytime.
18. In the odd semester, the books will be issued for all the UG and PG Students. The Library books must be returned before the even semester examination to obtain the No Due Certificate.
19. Transfer and Conduct Certificates will be issued only after all books are returned and dues are settled.
20. Books, journals and magazines after use, must be replaced in their proper places.
21. Any suggestions or complaints shall be made to the librarian, who will, whenever necessary, forward them to the Principal.
22. Guard the book as your property but do not (mis) use them as your property.

1.4 Sports

1. The player must play according by the rules.
2. Never argue with an official. If you disagree, have your captain approach the official during a break or after the competition.
3. Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
4. Be a good sport. Applaud all good plays whether they are made by your team or the opposition. Remember this is a social sport competition and we are all here to have fun.

5. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
6. Cooperate with your captain, teammates, umpires and opponents. Without them, there would be no competition.
7. Participate for your own enjoyment and benefit.
8. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

1.5 Hostel

1. Room once allotted for the academic year is not interchangeable without the permission of the warden.
2. All inmates should return to hostel premises before Roll call. Roll call will be taken at 7.00p.m every day.
3. Everyday 8:45 p.m to 10:30 p.m will be study hours (Switch Off mobiles). From 9:00 p.m to 5:00 a.m will be silence hours on all days. During silence hours students are strictly instructed to be in the allotted rooms. Group study and any other combined work is not permitted during this period.
4. No person or student other than the boarded should be found in the hostel. If any unauthorized person is found in the hostel, action will be taken against the boarded in whose room the person is found and he will be expelled from the hostel.
5. Smoking, consuming any intoxicant, playing cards and conducting birthday parties is strictly prohibited inside the college campus and in hostel. If any student found involving in any of the above abnormal activities, he will be dismissed from the hostel immediately without any enquiry.
6. The inmates should not remain in the hostel during the college working hours, except with the permission of the warden.
7. Students should not arrange any function or meeting within the hostel or outside or within the college campus without prior permission of the Principal and Warden.
8. Abnormal activities or any nature-causing disturbance to neighbors should not be carried out in the rooms.

9. If any student is suspended or under enquiry for any disciplinary action initiated, he should vacate the hostel immediately.
10. Students should treat the hostel staffs and workers with respect..No servants shall be abused or insulted. No special service demand will be entertained.
11. Students shall not use electrical appliances like electric iron box, electric immersion heaters, radio etc., Students are allowed to use laptops for academic purpose only. Things that disturb other students such as speakers, webcams are not allowed inside the hostel. However, first year students are not allowed to have laptop facility in the hostel.
12. No hostel student should stay away from the hostel on any day without prior permission from the warden.
13. Mess bills should be paid within ten days from the date of bill, failing which students have to pay a fine of Rs.5/- per day .In case of DD payment, the DD may be drawn in favor of “Kovai Kalaimagal Hostel” payable at Coimbatore.
14. The college reserves the right to ask any student to vacate the hostel in case of any disciplinary issues.
15. No deduction in the mess bill will be given for absence in the mess. However, the reduction is allowed only, when the student goes on leave for a minimum period of 3 days. For reduction in mess bill, students have to get the approval from the warden at least one day in advance, failing which mess reduction will not be considered.
16. Students are requested to extend their full cooperation and maintain a high standard of discipline with the college campus and hostel.
17. "Ragging” means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or rise apprehension or fear or shame or embarrassment to a student in any education institution and includes teasing, abusing, playing practical jokes on, or causing hurt to such students or asking the student to do any

act or perform something which such student will not in ordinary course, willingly do.
 Student involved in ragging or severely punished as per the Tamil Nadu Prohibition of Ragging Act 1997.

18. UGC has notified 3rd amendment in UGC regulations on 29th June,2016 to expand the definition of ragging.

19. Hostellers should not keep 2 wheelers in the hostel.

20. Students are informed to strictly adhere to the following timing:

Mess Timings	Out Pass Timings	Study Hours
Morning – 7.40 am to 8.40 am	7.00 am to 8.00 am on Working Days and 6.00 am to 10.00 am on Holidays	--
Afternoon – 12.35 pm to 1.15 pm	---	--
Night – 7.30 pm to 8.30 pm	5.00 pm to 6.00 pm on working days.	9.00 pm to 10.00 pm

1.6 Punishment for Ragging

1. Imprisonment for two years.
2. A fine of Rs. 10,000/- .
3. Dismissal from the institution and shall not be admitted in any other educational institution.
4. Police complaint shall be lodged.

1.7 Examinations

INSTRUCTIONS TO THE CANDIDATE APPLYING FOR END ASSESSMENT EXAMINATIONS

- Regular candidate shall send their applications with the prescribed fee through the Head of the Department and the Principal.

- Before submitting the application, the candidate is advised to satisfy his/herself that they fulfill the eligibility conditions laid down by the College to appear for the End Assessment Examinations.
- If an application is not accompanied by the prescribed fee or incomplete in any respect, it will not be entertained.
- Detailed time table for the Semester Examinations will be put up in the College/Department notice board and will be available at the College/Department/Controller Section about 15 days prior to the commencement of the examination.
- Correction in application should be neatly HAND WRITTEN IN ENGLISH BLOCK LETTERS.
- The candidate should check all the entries given in the respective columns, make corrections (if needed) and enclose letter along with this application.
- The code numbers of his / her regular semester and arrear subjects are indicated in the respective semester columns. Candidate, who desires to appear for any of the arrear subjects, a tick mark (√) may be made against codes of the subjects for which he / she wishes to appear.
- If the code number of the subject offered is different from the one given, please circle it and ENTER THE RELEVANT CODE NUMBER.
- If the candidate desires to improve performance in any of the subject, if eligible, he / she should WRITE the relevant subject codes and name of the subjects. The list of subject codes may be obtained from the College Office.
- Private candidates should send their applications to the Controller of Examinations directly.

Attendance Requirements for the Students appearing for EAE

- The guidelines of attendance requirement issued by Bharathiar University are adopted by the College. Attendance shall be considered semester- wise (not annually).
- A candidate shall be permitted to appear for the End Assessment Examinations in any semester, if he/she secures not less than 75% of attendance in the total number of working days during the semester and if his/her progress has been satisfactory, and his/her conduct has been satisfactory.

If the absence of a student in a semester is above 22 1/2 days and upto 49 1/2 days:

- In case, a student has been absent for more than 31 1/2 days but less than or equal to 49 1/2 days in a semester, he/she will not be permitted to write the semester examination in regular papers. However, that student will be permitted to attend the next semester wherein he/she has to compensate the previous semester's lack of attendance (that is the number of days of absence during both the semesters should not exceed 45 days). In such a case the student will be permitted to write both semester examinations at the end of that semester.
- It is mandatory that each student should have 75% attendance to appear for the End Assessment Examinations.
- Those who have obtained below 75% and above 65% of attendance shall pay condonation fee and shall write the examination in the same semester with due permission from the Principal. However principal reserves the right to condone the attendance.
- Those who have below 65% and above 55% of attendance shall pay condonation fee and shall write the examination in the forth coming semester after compensating the loss of attendance.
- Those who have below 55% of attendance have to re-do the semester.

RULES & REGULATIONS PERTAINING TO COMPREHENSIVE PRACTICAL EXAMINATIONS

- Candidates are expected to be in their allotted seats 10 minutes before the commencement of the examinations. No candidate will be permitted to enter the Hall after 30 minutes from the commencement of the examination.
- No candidate will be allowed to leave the examination Hall within one hour from the commencement of the examination.
- Candidates are prohibited from bringing / carrying into the examination Hall any book or portion of the book, manuscript or incriminating materials to the examination. Any communication with one another is subject to severe punishment.
- Candidates are not allowed to tear the sheets from the answer book. They are not allowed to take the answer scripts outside the Hall.
- Candidates involved in malpractice of any kind will be liable for disciplinary action.

- A candidate resorting to malpractice of any kind in the End Assessment Examinations will not be permitted to write any paper thereafter in that particular semester and in the following semester too. However, the candidate may register, attend classes and complete the Continuous Internal Assessment.
- Question paper for the Practical Examination will be set by only the Internal Examiner as per the pattern suggested by the concerned Board Of Studies.
- Candidates who could not attend the practical examinations as per the schedule on genuine grounds, will be permitted to take the same in the following batch / session, after obtaining permission from the Principal through the Head of the Department concerned.
- Candidates appearing for practical Examinations should submit their bonafide record notebooks prescribed for practical examination, otherwise they will not be permitted to appear for the practical examinations. However, in genuine cases when they are not able to submit their record note books they may be permitted to appear for the practical examinations, provided the concerned Staff- in charge /Head of the Department certifies that the candidate has satisfactorily completed the experiments prescribed for the course.
- For such candidates who do not submit record notebooks, Zero (0) mark will be awarded for record notebooks.
- For the candidates appearing for practical examinations as arrears and the marks awarded for the previous examination will be considered as the marks obtained for the record by the candidate.

RULES & REGULATIONS PERTAINING TO END ASSESSMENT EXAMINATIONS

- Every student shall register for the EAE of the relevant semester from which She / He has to obtain promotion to the next semester.
- Every student who is eligible to write the examination should submit his/ her application through the Principal / HoD before the last date mentioned.
- Candidate should ensure that they receive their Hall tickets at least two days prior to the examinations, provided they have adequate attendance and paid required examination and Tuition fee.
- They should bring their Hall tickets on all days of the examination failing which they will not be admitted to the examination Hall.
- Students will not be permitted to enter the examination Hall without their ID card.

- If the Hall ticket is lost, they should immediately submit an application for a duplicate Hall ticket to the COE through the Principal / HoD, as the case may be.
- The Candidates should enter the examination room at least 15 minutes before the commencement of examination. In exceptional cases, the Chief Superintendent can permit relaxation up to a maximum of 30 minutes for candidates to enter the examination Hall.
- Students should be seated in the examination Hall by 9.15 AM for the morning session and 1.15 PM for the afternoon session. Students shall not be permitted after 10.00 AM in the morning session and 2.00 PM in the afternoon session.
- Students are not allowed to stand or loiter around the examination Hall.
- Students should be in proper attire during the examinations.
- Any student found guilty of using unfair means of any nature shall be liable for disciplinary action.
- Candidates are permitted to use only blue or black ink pens for writing examinations. No other coloured ink pens are allowed for writing the exam.
- No materials except writing materials and Hall ticket shall be allowed in the examination room. Mobile phones, programmable calculators and other electronic gadgets are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect.
- Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc., are liable to be punished as per College rules.
- The candidate should write their register numbers, name of examination etc., in the appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed. They are not permitted to write any identification mark anywhere inside the answer paper. Also they are not permitted to write register number anywhere else other than the facing page of the main book.
- Candidates must ensure the correct question paper. The title of the paper should be checked. Students are advised to verify / check the question paper code, subject code, subject title and number of pages in the question paper and confirm whether they have been issued with the correct question paper. If there is any discrepancy, it should be

brought to the notice of the Hall Superintendent / Invigilator immediately. Any lapse in this matter will lead to the cancellation of the concerned examination for him/her.

- They should not write anything on the question paper other than his/her name and register number.
- Strict silence should be maintained in the examination Hall. Candidates are not allowed to get clarification from other students. In case of any doubt, they can seek the help of the invigilator.
- They should return all answer books before leaving the room. Candidates are not permitted to leave the examination Hall without the permission of the invigilator during the course of the examination.
- Candidates are forbidden to ask questions of any kind during the examination.
- Superintendents are instructed to refuse to answer any inquiries whatsoever related to the question papers, such as explanation of meaning or correction of typographical errors.
- Answers should be written on both sides of the papers in the answer book. No sheets should be detached from the answer book.
- All rough work should be done either at the bottom of the page or last page of the answer book and the portion not intended for valuation should be struck off by drawing a single line across it.
- Read the instructions carefully before answering.
- Any query should be immediately brought to the attention of the invigilator.
- Candidates are obliged to follow instructions issued by the invigilator
- Announcements in the Examination Hall should be viewed seriously.
- Any requirements during the examination, should be brought to the attention of the invigilator.
- Candidates shall be permitted to leave the examination Hall only after his/her answer book is taken charge of by the invigilator. They should not be permitted to leave the Hall after keeping their answer books in their seats.
- Writing of the wrong register number in the answer script will entail rejection of the answer script.
- Students are advised to see the college Notice Board and Website for the time table/examination schedule or contact the CoE section for connected information.

- The students, not appearing for an examination, are advised not to stand/sit/crowd near the examination Halls / zone during the examination time, so as not to cause any disturbance to the students writing the examination.
- Circulars regarding the last date for applying for Revaluation and for obtaining Photo Copies of the answer scripts and for appearing for special supplementary examinations and the connected details of fees, mode of payment will be sent to the concerned departments and will also be displayed on the College Notice Board/Controller of Examinations Office Notice Board soon after the declaration of the results.

ALLOWING CANDIDATES SUFFERING FROM DISEASE

Candidates who are undoubtedly suffering from infectious diseases of any kind should not be admitted to the examination Hall.

Permitting the Candidates to write examination at their own risk

In case of those candidates, whose names have not been registered for a subject or subjects for which they have paid the examination fees, the Chief Superintendent may permit those candidates to write the examinations in subject or subjects after obtaining a written declaration that he / she is appearing for the examination at his / her own risk and the same may be reported at once to the Controller of Examinations. In case the claims of such candidates are not supported by evidences at the office of the Controller of Examination, answer scripts will not be valued and he / she will be liable for punishment. In such cases, the Chief Superintendent should ensure the availability of proper question papers for each day of examination.

Completion of Exam on time

Candidates are not allowed to write beyond the time prescribed for the concerned subject. However, the issue of question paper to the students if delayed for reasons beyond the control of the Hall Superintendents and Chief Superintendent, the examinees shall not be put into inconvenience and they be allowed to avail the time prescribed in the question paper concerned.

Warning Bell

Arrangements shall be made for the announcement of time and the College Bell be rung every half-an-hour. A Warning Bell be rung five minutes before the end of the examination to enable the examinees to complete their writing, arrange, tie up the answer books and hand over the same to the Hall superintendent.

Blind and Disabled Candidates desiring Scribe

For blind candidates or candidates who are not in a position to write the examination themselves due to temporary disability, may be provided for scribe after getting the prior approval of the Controller of Examination. The scribe should be a person who should not be well versed with the subject of the examinee. The scribe must be suggested by the Chief Superintendent. It is enough, if the scribe is a person who can just carry out what all the examinee dictates. He/she may be a non teaching staff of the college. For securing the service of a scribe the candidate must apply in writing to the Controller of Examinations through the Principal in advance. A fee of Rs 100/- will be collected for each subject. Scribe will be eligible for Rs 100/- per subject. The candidate and the scribe must be seated in a separate Hall and a superintendent be appointed to supervise them

EXCLUSION OF CANDIDATES FOR MISBEHAVIOR

Candidates appearing for an examination shall be under the disciplinary control of the Chief Superintendent, and shall obey his/her instructions. In the event of a candidate disobeying instructions of the Chief Superintendent or invigilator or behaving indifferently towards the Chief Superintendent or any invigilator, without prejudice to any other action that may be taken against him/her, the candidate may be disallowed from the day's examination and if S/He does not correct him/herself, S/He may be excluded from the rest of the examinations by the Chief Superintendent of the Centre. In all such cases, a full report of each case shall be sent to the CoE, through the Examination Vigilance Committee after granting an opportunity to present his/her case according to the gravity of the offence, ratify the action taken by the Chief Superintendent or further punish a candidate by cancelling the Examination taken by him either in whole or in part or debarring him from appearing for any Examination in the College for a specified period or permanently.

2. Code of Conduct for Teachers

2.1 Teaching Faculty

1. Should maintain absolute integrity and devotion to duty all times.
2. Should perform all professional activities through proper channel and extend co-operation to his/her colleagues and higher authorities.
3. Should conduct himself/herself with absolute dignity and decorum in dealing with the superiors, colleagues and students at all times.
4. Should attend the college neatly dressed and follow dress regulations. Women faculty should wear over-coats inside the class rooms. Male faculty members should come in formal dress with tie and shoes. Jeans pant & t-shirts are not allowed.
5. Should wear their identity cards while inside the college premises.
6. Should not use cell phones while taking classes, engaging in examination duties and attending meetings.
7. Should not absent himself/herself from duty at any time without prior approval.
8. Should be punctual in going to the classes, attending meetings, invigilation, college functions and attend national celebrations.
9. Should not attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
10. Should not provoke or instigate any student or staff against other students, colleagues or administration.
11. Should not by act or deed, degrade, harass or insult any other person for any reason or act in a manner inappropriate to the teaching profession.
12. Should not discriminate any student on grounds of caste, creed, religion, gender, nationality or language.
13. Should not demonstrate favouritism in assessment of students deliberately over making, under marking or attempt at victimization on any grounds.
14. Shall neither disclose confidential information about students to anyone nor disclose confidential information from management to students.

15. Should not accept fees or honorarium, gift, etc., from the students.
16. Should respect the prerogative of parent/guardian to look after the interest of the student.
17. Should not misuse or carelessly use amenities provided to him/her by the institution to facilitate the discharge of his/her duties.
18. Shall set an example himself / herself to his/her colleagues and students.
19. Should implement teaching plans effectively.
20. Shall interact closely with students and understand their needs and problems.
21. Should provide feedback to the coordinators / HoDs.
22. Should maintain attendance particulars and report to the tutors.
23. Should assess resource requirements and send requisition to the coordinators.
24. Should recommend leave / attendance exemption for students.
25. Should maintain 'student profile' of students allotted to them.
26. Should perform any other role such as placement officer / tutor/ class advisor and assist the placement officer.
27. Should encourage student activities for closer interaction.
28. Should organise seminar / guest lecturers / quiz.

3. Governing Body

Governing Body is to decide the overall strategic direction and educational character of the College and ensure its overall well-being and financial solvency. Meeting of the Governing Body shall be held at least twice a year.

Functions

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarship, fellowship, studentship, medals, prizes and certificate on the recommendations of the Academic Council.
- Approve new Programmes of the study leading to degrees and/or diplomas

- All recruitments of teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and state Government from time to time
- To approve annual budget of the college before submitting the same at the UGC
- Perform such other function and institution committees, as may be necessary and deemed fit for the proper development of the college.

4. Administration

4.1 Secretary

Secretary is the authority representing the Management to:

1. Formulate policies of KKCAS.
2. Guide implementation of the policies by the respective Principals and Staffs
3. Select and appoint faculty.
4. Arrange for provision of resources and infrastructure facilities.
5. Monitor the progress and offer suggestions.
6. Inform affiliating Universities and statutory bodies, the implementation status of the suggestions and guidelines.
7. Plan institute-industry interaction.
8. Call for governing council / College committee and help it to appraise the activities of KKCAS.

4.2 Principal

The Principal is the executive Head of the Institution and should:

1. Indite the policies and Strategy to accomplish the vision and mission of the institution.
2. Implement the policies of the management.
3. Provide captainship, direction and harmonization within the Institution.
4. Ensure that the long-term and short-term development plans of the institution are duly processed and implemented through the guidelines of statutory bodies, relevant authorities and committees.

5. Present the report to the G.C / College Committee on the activities and follow their suggestions.
6. Direct and surveil the administration of the academic programmes and general administration of the institution.
7. Ensure that quality in education and academic services is kept-up for continuous improvement.
8. Promote industry institution interaction and inculcate research development activities.
9. Form various college level committees which are necessary for the progress of the institution.
10. Ensure that the staff and students attuned the rules, policies and procedures laid down by the college and enforce them fittingly.
11. Coordinate between director / secretary and the faculty. \
12. Encourage interaction among faculty and between them and the students.
13. Take decisive action as and when required to manage discipline in the institution.
14. Be impartial in his disciplinary actions for all the members of faculty, non – teaching staff and students.
15. Look after office administration and maintain discipline.
16. Listen to the student's ideas and set a supportive tone.
17. Conduct class committee meetings of students and take follow up actions.
18. Empower all the staff and students to reach their maximum potential.
19. Submit annual report on the progress achieved on different developmental and collaborative programmes to the various committees and management.
20. Surveil, manage and educate the administration of the institution and take remedial measures/ actions based on the stakeholder's feedback.
21. Carry himself / herself with the highest integrity and exhibit outstanding and strong leadership skills.
22. Prepare IQA plan and schedule and arrange for IQA as planned.

4.3 Dean

The Dean is the Academic Administrator and should:

1. Officiate in the absence of the Principal as per the direction of the Principal.
2. Render fullest cooperation to the Principal in all the matters of academic interest.
3. Ensure the academic administration of the departments.
4. Voice his /her view or opinion in all matters of academic interest when discussions take place at a higher level.
5. Compute the manpower requirements as per workload of the department along with the hods and recommend the staff requirement to the Principal.
6. Convene the meeting with staff, student representatives and hostel inmates in the presence of the Principal and hods, at least once in the month and maintain the minute book.
7. Monitor whether the hods perform the duties and responsibilities as per the list enclosed properly. If not, the hods should suitably be advised.
8. See that all the correspondences from the departments are routed through Deans.
9. Evolve Strategies and action plans in coordination with concerned hods for the development and quality improvement of the department.
10. Be aware of the various requirements of different courses as per the Bharathiar University guidelines and ensure that such norms are fulfilled whenever inspection commissions of the University or other agencies visit the college.
11. Monitor the functioning of each department and act as a strong interface between the Principal and HoDs in implementing policies and programs formulated for improving the quality and effectiveness of teaching - learning process.
12. Motivate and train the newly recruited members of the faculty. Oversee and monitor the faculty during the lecture hours and give constructive suggestions for their improvement.
13. Make periodic assessment of teaching faculty particularly the new entrants and submit a report with suggestions / remarks to the Principal.

14. Oversee the effective conduct of stay back hours, extra classes, career guidance and placement programs for the benefit of the students in coordination with Training and Placement Cell.
15. Interact with students periodically, review the student performance in the Continuous Internal Assessment and end Assessment examinations, regularity in attendance and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with the Principal.
16. Monitor the activities of the innovation and creativity of the college.
17. Monitor the research progress of faculty members pursuing M. Phil and Ph.D.
18. Constitute a committee and select scholars for M.Phil. And Ph.D. Programs (FT and PT).
19. Get approval of Bharathiar University and to admit scholars.
20. Assist the approved guides in Scholar's project.
21. Arrange for submission of dissertation in time through monitoring.
22. Help publication of findings of research.
23. Arrange for final Viva - Voce of the Scholars.
24. Arrange periodical meetings of the research scholars.
25. Propose, receive and implement research projects - major or minor - sponsored by other institutions.
26. Plan for Faculty Development Programme for teaching faculty and Administrative Training Programme for the non-teaching faculty at least two per semester.
27. Organise Guest Lectures, Seminars, Conferences, Industry Visits, International / National seminar or symposium or Intercollegiate competitions once in a semester.
28. Encourage the faculty members and students to participate in seminar / workshop / conferences and present / publish research papers / articles.
29. Prepare proposals for doing major / minor projects, conduct of seminars / FDP and send it to funding agencies.
30. Take responsibility of preparing reports for Governing Body, College Committee, Academic Council and Finance Committee.

31. Finalize the curriculum for their concerned departments with periodic revision of the curriculum befitting the current trends and demands of the industry and the employment market and present before the Boards of Studies after getting approval from Curriculum Development Cell.
32. Get feedback from the students, parents and industry to guide teaching-learning.
33. Organise student Induction Programme, Annual Day, Graduation Day, Sports Day, Lighting Ceremony and Alumni Meet every year.
34. Take care of all disciplinary activities of the students inside the campus.
35. Visit both boys and girls hostel / mess and meet the hostel inmates and warden atleast once in a month.
36. Visit lab, library, classrooms and staff room and submit a report whenever necessary.
37. Engage Post Graduate classes (or UG classes in case there is no PG class) at least for 6 hours a week.
38. Take up the responsibility of preparing the News letter and release it within a period of one month after the commencement of the subsequent semester.
39. Monitor the execution of Continuous Internal Assessments.
40. Approve the Internal Assessment marks for all students in all classes of both UG and PG.
41. Monitor the student's online feedback.
42. Monitor the faculty performance in End Assessment Examinations.
43. Monitor the late comers at the gate, counsel them to come to college in time and record the name of the late comers in the note book.
44. Take care of fee collection from the students and submit a report to the Principal about the fee pending details every month.
45. Conduct programme for school children and responsible for the admissions
46. Form a committee, arrange and oversee for the Library, Furniture and Lab Stock Verification for every year.
47. Report to the Principal on every Monday about all the above mentioned duties.

4.4 Head of the Department (HoD)

The HoD is the functional Head of the Department and should:

1. Be responsible for the harmonious functioning of the department.
2. Implement the objectives of the respective institutions by coordinating the activities of their faculty in the department.
3. Be responsible for the maintenance of discipline among the students of the department.
4. Go round the classes before the commencement of the class and during intervals, and also assign such duty to the faculty members of the department.
5. Visit the laboratories to find out whether the members of the faculty handling the practical subject are available in the lab and help the students in clarifying their doubts in the lab.
6. Ascertain whether pre-lab explanation on the procedure to be followed and the logic of the programme is given to the students.
7. Monitor whether the teachers keep up the pace at which they are expected to teach to cover the syllabus.
8. Periodically check the log book for coverage of all the topics which can be counter checked with the notes of the students.
9. Interact periodically with the students of various classes to know the difficulties of students in understanding the subjects, conduct of teachers in the classes and any other difficulties of the students concerning their academic activities.
10. Verify whether attendance of students is marked properly in the log book and master attendance register without any delay.
11. Contribute in evolving strategies and action plans for the development and quality improvement of the department.
12. Ascertain whether proper permission is obtained from the secretary for conducting any function on behalf of the department association.
13. Inform the proceedings of the HoDs meeting convened by the principal to the other members on the very next day and should be minuted in the department meetings.

14. Go through the students profile maintained by the tutors periodically to know whether the tutors properly perform their duties.
15. Monitor whether the tutors maintain the personal details and other records of students properly and counsel the students as and when necessary and see that no other work like entering attendance in the master register is assigned to the tutors.
16. Monitor academic activities and receive feedback from parents.
17. Assess the resource requirements (books, periodicals, stationary, computer lab requirements and other facilities) of the departments immediately after re-opening of the college, send requisition letters and follow them up.
18. Allot the subjects to the members of faculties according to their preferences and the priority should start from the junior most members.
19. Assess the need for any faculty development programme for the staff of his/her department and inform the concerned dean / principal.
20. Encourage the faculty to publish articles in reputed journals, to present papers in seminars and to register their names for Ph.D. Or M.Phil programme as the case may be.
21. See that the monthly reports are submitted to the principal on or before 5th working day of every month without fail.
22. Perform any other activity assigned to him / her by the secretary / principal.
23. Follow the guidelines / instructions given by the principal from time to time
24. Report the progress to the principal and implement the directions given by the principal.
25. Provide necessary inputs to the principal for conducting governing body, college committee, academic council / governing council, curriculum development cell, board of studies and finance committee meeting.
26. Arrange class committee meeting, once in a semester, immediately after the conduct of CIA-1 of consolidated report may be sent to the principal.
27. Arrange for class representative meeting, once in a month and submit the consolidated report to the principal.

28. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
29. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
30. Arrange special classes if necessary for the benefit of below average students.
31. Arrange and monitor remedial and additional classes for the slow learners and extra credit courses for the advanced learners.
32. Implement teaching plan with least deviation.
33. Ensure the quality and effectiveness of teaching - learning process.
34. Organise guest lectures, seminars, conferences, industry visits and encourage the staff to bring out publications.
35. Depute staff to participate in seminars, conferences and workshops and motivate them to undertake research by tapping funding sources.
36. Interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance and monitor general discipline of the students inside the campus.

4.5 Librarian

Librarian is responsible for managing and organizing the library and should:

1. Send intent for the purchase of Books / CDs and subscription to journals.
2. Send supply orders, receive the supply enters in the registers and keep it updated.
3. Report to the Principal about the loss / damage to books, journals, CDs, etc.,
4. Maintain computerized inventory of books.
5. Assist in annual stock verification.
6. Arrange for the recovery of cost of books / journals, lost / damaged by students.
7. Arrange for binding of old books and journal issues.
8. Guide the students for the location of books and photocopying of books.

4.6 System Analyst / Administrator

The system analyst shall maintain the lab and should:

1. Prepare lab wise plan/Schedule for the semester.
2. Assign and co-ordinate work of the programmer.
3. Distribute lab time as per the advice of the HoDs.
4. Assist students and faculty in utilizing the lab.
5. Ensure security of data and equipments.
6. Report deficiency and send resource requisitions.
7. Assist in purchasing of h/w and s/w.
8. Be responsible for the cleanliness and maintenance of the labs.

4.7 Controller of Examinations

The CoE shall be responsible for conducting End Assessment Examination of the College.

Immediately after reopening the college, he/she shall seek permission from the Principal for making preparations for the conduct of the End Assessment Examinations. He/ She shall report periodically the developments taking place in the office of the COE. The responsibilities of the COE include:

1. Conducting the Examination Committee meeting to fix tentative dates for Practical / Project and Theory EAE for the respective semester, date of central valuation, meeting of the passing board and date of publication of results.
2. He/She shall collect the list of question paper setters and examiners with their field of specialization for both theory and practical examinations for which he/she shall send letters to the Principals of the other Arts and Science / MBA / MCA colleges outside the Coimbatore city requesting them to fill up the proforma enclosed with the letters by the faculty with 5 or more years of experience within a prescribed date.
3. He/She should receive the details of the Fresh Batch of students from the college office.
4. He/She should receive the Course Structure and a copy of the syllabus and Question Paper Pattern for all programmes from the Co-ordinator of the Curriculum Development cell.

5. Distribute the exam applications to the students and get back the filled in Exam Application forms from the students on time.
6. Announce the schedule of semester examinations for all programmes.
7. Prepare the list of candidates and the subjects which they are appearing for.
8. Distribute the Hall tickets to the eligible candidates those who appear for the Examinations.
9. Receive the CIA marks finalized in each Department from the respective Heads of Departments.
10. He/She shall be responsible for collecting the model question papers prepared by the faculty members.
11. Supervise the work done by the staff of the office of controller of examinations.
12. He/She should take decisions on all matters related to the examinations not falling within the powers of the statutory officers of the college.
13. Make necessary arrangements for the safe custody of the question papers, answer books, files, documents, certificates, etc..connected with the examinations.
14. Conduct the examinations appointing the Chief Superintendent on the recommendation of principal.
15. Dispatch the stationary required for the conduct of examination to the Chief Superintendent
16. Convene the meeting of the Board of examiners and meeting of the Results passing board.
17. Payment of remuneration, travelling and Dearness allowances to the question paper setters, examiners, chief examiner/Chairman, Invigilators, etc, at the rates decided in the Finance Committee meeting and approved by the Governing body.
18. Arrange to publish the results within 15 days from the date of last examination.
19. Appoint the question paper setters from the list of question paper setters on the basis of their specialization, recommended by Board of Studies and approved by the Academic Council, receive the question papers and schemes of valuation from them on time, print the question papers and dispatch them to the Chief Superintendent maintaining confidentiality.

20. Appoint the examiners for various subjects from the list of examiners recommended by the Board of Studies and approved by the Academic Council and arrange for central valuation of answer scripts.
21. Appoint the scrutinizers of the question papers and valued answer scripts.
22. Arrange for the re-totalling of answer scripts whenever necessary.
23. Arrange for dealing with the malpractice cases, if any, to the examination disciplinary committee, to take decisions.
24. Arrange for the conduct of supplementary examinations, valuation of answer scripts of supplementary examination, meeting of the Results passing board and publication of results.
25. Strictly maintain the confidentiality of the records related to the examinations.
26. Issue the Mark Statements and the Consolidated Mark Statements to the students.
27. Arrange to get the provisional certificates and Degree Certificates from the University.

4.8 Deputy / Assistant CoE

The Deputy/Assistant Controller of Examinations shall perform all other duties allotted to him by the Principal / Controller of Examinations. His / Her duties shall include assisting the Controller of Examinations in various activities such as:

1. Deputy Controller will officiate the CoE office in the absence of the Controller as per the direction of the Principal.
2. Arranging for the meeting of the Examination Committee.
3. Getting the work assigned to other subordinate staff done in time.
4. Preparation of the minutes of the meeting of the Examination Committee and examination schedule.
5. Conducting central valuation, supervising the entry of marks and preparation of statement of grades etc.,
6. Verifying the stock of answer booklets, covers, exam application forms, claim forms, attendance proforma, etc., and arranging for printing of the same.
7. Verifying the number of question papers in the question paper packets.

8. Arranging and assisting the tasks required in the conduct of the examinations and central valuations including hospitality.

4.9 Office Superintendent

Office Superintendent should:

1. Supervise and control the activities of administrative staff.
2. Assist principal in maintaining current and stock files updated and providing needed information.
3. Send reports, proposals and demands to the university.
4. Send reports to UGC./NAAC / RJD / Bharathiar University for approval and follow-up.
5. Send annual reports to AISHE/NIRF/ARIIA/ Bharathiar University
6. Keep safe custody of certificates of students and faculty till they are returned to them.
7. Prepare transfer certificate after verifying all conditions (does, completion of courses, etc.,).
8. Distribute and collect the applications for various scholarships and send it to the approval of the concerned departments/ management and followup.
9. Co ordinate the admissions for UG & PG programmes/collect the original certificates and completes the certificate verification at affiliated University
10. Receive and account for all the supplies.
11. Supervise receipts and payments.
12. Co ordinate the transport facilities / issues bus pass / others

4.10 Non-teaching Staff

Non – Teaching Staff should:

1. Persist on duty inside the Campus between 8.30 am to 04.15 pm. They should not leave the college premises without the consent before 04.15 pm.
2. Abide the rules and regulations of the institution.
3. Avail approval in advance for his / her casual leave.

4. Esteem and retain the hierarchy in the Administration and perform their duties as per the instruction received from the officials to whom they are attached.
5. Wear their identity cards during working hours.
6. Retain honesty, morality and equality in their actions.
7. Honesty, integrity and equality in all activities.
8. Exercise self-discipline and deal positively with staff, students, parents and public.
9. Perform the work assigned in connection to the examinations conducted by the college or University as instructed by the Principal.

5. Others

5.1 HRM – Coordinator

Human Resource Management (HRM) - Coordinator is the representative of the Human Resources Department that facilitate all HR functions and programs and should:

1. Arrange for trainings, FDP and other programmes for the faculty.
2. Get sponsored projects for training target groups in places around the college.
3. Receive contributions / edit / and publish the Institution Newsletter.
4. Arrange for Publication of Brochures, Calendar and special reports if any.
5. Arrange for psychometric tests for students.
6. Arrange for and follow-up parents meet.
7. Collect the feedback from the students regarding the teaching learning process

5.2 Training and Placement Officer

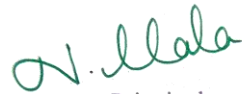
Placement Officer corresponds to prospective companies for interview date and schedule of events and should:

1. Monitor students profile maintenance.
2. Help publication of placement brochure.
3. Arrange for campus interviews.

4. Prepare a list of prospective employers and communicate with them.
5. Maintain placement records.
6. Ensure placements for as many passed out students as possible.
7. Plan and co-ordinate the skills up gradation and personality development programs

Training Officer shall plan and arrange for the training to the students and should:

1. Plan the activities for training the students for campus placements
2. Include aptitude training during class hours
3. Co ordinate the special training sponsored by MNCs
4. Organize Finishing School during the summer vacation every year
5. Train the students to develop Soft Skill through the HR managers of various companies
6. Sign MoUs with the training Institutes for the all round development of the students
7. Offer certificate courses so as to make them employable



Principal

Kovai Kalaimagal College of Arts & Science
Narasipuram Post, Coimbatore - 641 109.