

CODE OF CONDUCT

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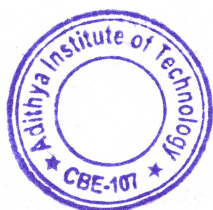
CODE OF CONDUCT FOR TEACHING STAFF

The staff member's especially teaching staff should realize that teaching is a noble profession and it is their privilege not only to impart technical knowledge and skill, to their students but also to mold them as responsible citizens of the society. Hence, they should conduct themselves, both inside and outside the campus in an exemplary way so as to make them as role models for the students.

- Every staff member shall conform to the rules and regulations of the college and shall discharge his/her duties efficiently and diligently.
- Every member shall discharge his/her duties and responsibilities whole heartedly in the teaching work assigned to him/her and also in any other work assigned to him/her for the development of his/her department /college and for the maintenance of high standards of instruction and discipline of the college.
- Every male staff should attend college in a neat and presentable dress with a clean-shaven face.
- Staff members should be punctual in reporting work and also in engaging theory and laboratory classes.
- Every staff member should strive his/her best to effectively teach the students and to monitor their performance by conducting periodical tests, assignments etc. He/she should prepare a schedule of lessons at the beginning of each semester, so as to have proper distribution of the available instructional periods for the five units in the syllabus.
- No member shall absent himself/herself from the duties without prior permission.
- When leaving headquarters on leave or on holidays, every member shall obtain prior permission from the principal before proceeding on leave.
- No member shall engage directly or indirectly in any private tuition, trade or business.
- No member shall send any application for employment to any other institution or organization without the principal.



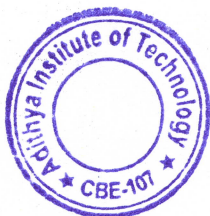
- If a member is involved in criminal proceedings, he shall inform the principal immediately in writing of such proceedings.
- No member shall engage himself/herself in any political activity.
- No member shall engage himself/herself in any demonstration or activity which is prejudicial to the normal academic work in the college, public order and morality.
- No member shall be or become a member of any trade union or participate in any trade union activity inside the college premises.
- In short, every member shall realize his responsibilities as an enlightened member of the teaching profession and to work for the collective good of the students, his / her colleagues and the college.
- Leave rules are available in the college office.



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CODE OF CONDUCT FOR STUDENTS

- Students should be regular and punctual to the classes. They should reach the college in time.
- Student should compulsorily wear their ID Cards with sling in the campus, library, and classrooms and in the college bus. They should maintain discipline in the college bus, mess, canteen and hostel.
- Students should behave with decorum and use only courteous. Students should not talk or act in any manner outside the institution in way that would bring disrepute to the institution.
- Students should be seated in the lecture halls at least five minutes before the commencement of classes.
- Students should maintain discipline and strict silence inside the class, laboratories and workshops.
- Students should attend the laboratory/workshop classes with the specified uniforms.
- Record of experiments done in a particular class should be submitted before the next laboratory/workshop class.
- If assignments given to the students, it should be submitted before the due date for consideration of internal assessment marks.
- A minimum of 90% attendance in each semester is compulsory which would enable them to write their Anna University Examinations and failure of which is not entitled to appear in University Examinations. Students should attend all tests and show good academic progress. Students should get prior written permission before absenting the classes. Failure in this respect will be informed to the parents.
- Regularity in writing the tests /exams and satisfactory performance of students in tests /exams are essential to enable the students to secure internal marks.
- Any student found indulging in malpractice in the tests/ exams would be debarred from the test's examinations. Any case of malpractice in the University



- Examinations will be reported to the University.
- Damage to college property, disfiguring of walls, damage in electrical items, furniture is deemed as serious offences which may entail punishment and even dismissal. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- All the students should wear decent formal dresses with shoes and maintain fair hairstyle. The hairstyle of students should not be obscene in nature.
- Students should keep the class rooms and college premises absolutely clean.
- All the students should wear training dress during placement and Training programs.
- Use of mobile phones /laptops/tablets/camera is not permitted insider the campus and prohibited in class hours.
- Students should not be absent for the classes without prior from the HoD concerned. Students should apply in advance for availing leave.
- Continuous absence from classes on medical grounds will be permitted only on submission of medical Certificate and a letter from the parents, subjects to verification.
- Students are expected to read notices/circulars displayed on the college notice board. Ignorance of not reading any notice /circular thus displayed shall not be accepted as an excuse failing to comply with directions contained on it.
- Spitting, smoking, drinking alcohols, taking intoxicants and drugs and throwing bits of paper inside the college campus are strictly prohibited.
- Students are strictly forbidden from engaging themselves in any political or other movement.
- Students should avoid using any insulting, inciting, threatening language when talking with fellow students and should totally avoid violence.
- Parents and visitors are permitted to meet their children's only after the college working hours with permission from the principal.



RULES AND REGULATIONS - GENTS HOSTEL

- Hostellers residing in boy's hostel should come to the hostel before 08.00 pm.
- Students should not stay inside the room during the class hours without the permission of respective Deputy Wardens and HODs.
- Hostellers have to follow the dinning and out pass timings strictly.
- The days scholars are not permitted inside the hostels and sinning halls. If anyone is found by hostel authorities, they will be fined up to Rs.500/-for each time.
- Shouting loudly, whistling and playing of the musical systems loudly are not permitted.
- Students should register their attendance with Deputy Warden every day.
- If a student is not available in the room continuously for 24 hours without any information to the room mates, it is the responsibility of roommates to inform the same to the warden/Deputy Warden for further action.
- A birthday celebration in any form is banned inside the hostel.
- In case of damages or loss to the hostel properly, the cost will be recovered from the students concerned.
- Students should not participate in any anti-national, anti-social or undesirable activities inside or outside the campus.
- Smoking using if alcoholic drinks or possession of alcoholic drinks are serious offence and action will be taken against them.
- Students should not use iron boxes, water heaters and electric cookers inside the hostel campus. If found it will be seized and will not be return back to the students.
- Students are not allowed to watch the movies using the laptop or systems.
- During the study times no one should from their respective rooms.
- Inmates must ensure that the lights and fans are switched OFF, when they go out from the room.



- Students are not permitted to use mobile phones.
- The windows on veranda side should be kept open in all buildings during day and night.
- Affixing of photographs posts and writing of objectionable are strictly prohibited inside or outside the rooms.
- No one should carry the meals to their rooms, if any hostel vessels are found inside or outside the rooms the intimates will be fined up to Rs.500/- for each vessel.
- No one should keep valuable things such as money or jewels in the rooms. The management is not responsible for the loss if any.
- The students are advised to inform the hostel officials about the sick students so as to take care of them.
- Firings of crackers are not allowed in the hostel premises.

Any Student who is found to be involved in the undesirable activities will be liable for the following punishment.

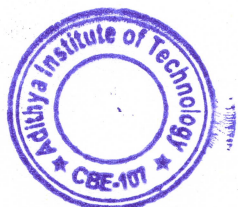
- Student will be expelled from the hostel.
- A record of his misconduct will be made in the personal file and will be indicated in the transfer certificate.
- The cost of damage will be fully recovered from him together with penalty.
- The privilege of appearing for campus interviews will be denied when he reaches the final year.



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RULES AND REGULATIONS - LADIES HOSTEL

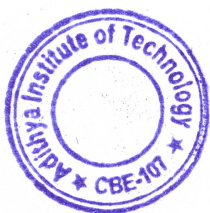
- Ladies hostel inmates should be inside the hostel before 06.00 pm on all days.
- Students should not stay inside the room during the class hours without the permission of respective Deputy Wardens and HODs.
- Hostellers have to follow the dinning and out pass timings strictly.
- The day scholars are not permitted inside the hostels and sinning halls. If anyone is found by hostel authorities, they will be fined up to Rs.500/-for each time.
- Shouting loudly, whistling and playing of the musical systems loudly are not permitted.
- It is mandatory that students should register their attendance with Deputy Warden every day.
- If a student is not available in the room continuously for 24 hours without any information to the room mates, it is the responsibility of roommates to inform the same to the Warden/Deputy Warden for further action.
- Birthday celebration in any form is banned inside the hostel.
- In case of damages or loss to the hostel properly, the cost will be recovered from the students concerned.
- Students should not participate in any anti-national, anti-social or undesirable activities inside or outside the campus.
- Students should not use iron boxes, water heaters and electric cookers inside the hostel campus. If found it will be seized and will not be return back to the students.
- Students are not allowed to watch the movies using digital devices.
- Inmates should stay and sleep in their allotted rooms only. Violation will invite expelling from hostel.
- During the study hours inmate should remain in their respective rooms only.
- Inmates must ensure that the lights and fans are switched OFF, when they go out from the room.



- Students are not permitted to use mobile phones.
- The windows on veranda side should be kept open in all buildings during day and night.
- Affixing of photographs posts and writing of objectionable are strictly prohibited inside or outside the rooms.
- Carrying the food from mess to rooms is prohibited. If any hostel vessels are found inside or outside of the rooms their inmates will be fined.
- Valuable things such as money or jewels in the rooms. The management is not responsible for the loss.
- The students are advised to inform the hostel officials about the sick students so as to take care of them.
- Firing of crackers is not allowed in the hostel premises. Instances will invite expulsion from hostel.
- Students are advised to wear decent dress when they go to the dining hall and outside.
- In all matters related to rules and regulations and discipline, the principal's decision is final.

Any Student who is found to be involved in the undesirable activities will be liable for the following punishment.

- Student will be expelled from the hostel.
- A record of his misconduct will be made in the personal file and will be indicated in the transfer certificate.
- The cost of damage will be fully recovered from him together with penalty.
- The privilege of appearing for campus interviews will be denied when he reaches the final year.



LIBRARY RULES AND REGULATIONS

- All the students & members of faculty are eligible to borrow books from the Central Library.
- The circulation counter will be kept open from 9.00 am to 5.30 pm on all working days and no transactions will be entertained after that time.
- The members are not allowed to carry textbooks, notebooks, bags and other personal articles inside the library. These should be deposited at the property counter provided nearby the entrance.
- The members shall not engage in audible conversation in any part of the library and must observe absolute silence.
- Members should handle the textbooks with utmost care. They are advised to examine the books when they borrow and if any book is found damaged, it should be brought to the notice of the Librarian immediately. If fail to do so, they will be responsible for any damage discovered at the time of returning of the books.
- Books borrowed must be returned or renewed on or before the due date. Otherwise, a penalty will be charged per day per book.
- The sub-lending and transfer of book among the students is strictly prohibited.
- If any book is taken out from the shelf for reading or reference purpose, it should be replaced in its original place.
- Each student, including the book bank borrowers, should show his/her bar-coded identity card at the counter while borrowing and returning the books.
- Any kind of marketing, underlining, clipping of books and periodicals is absolutely forbidden.
- If any book is lost or damaged by the member, he/she will be responsible to replace it or pay twice the original cost of the book or present market rate or whichever is higher.
- Reference books and Journal will be issued for overnight study and it should be returned on the following day before 10.00 am.
- Book bank collections are meant only for the benefit of SC/ST students.



- A borrowed book must be renewed on or before the renewal date or it must be returned. Students can renew maximum two times and the faculty for only one time.
- All library books must be returned to the library before the closure of the semester or soon after the university theory examinations are over, and for the final year students before collecting their hall tickets.
- During the library hours for students, a faculty member should accompany the students to monitor the students and keep them silent.
- Non-teaching staff are permitted to borrow only one book at a time from the library with prior written approval from the principal/Directors.
- Library Photocopier Machine is meant for photocopying the library resource materials only, on payment basis. All other department and office materials shall be photocopied in the college bookstore or office.
- Personal belongings, including textbooks and other reading materials should be deposited in the racks provided separately.
- Footwear should be kept in the shoe Rack provided at the entrance of the library.
- Students of all programmes who leave the campus for doing their project works in the final semester should return all the borrowed books before collecting the hall ticket for the pre final semester examinations.
- Transfer Certificate will be issued only after the production of No Due Certificates from the central library.
- Books are required to be presented physically at the counter renewal.
- Members are required to bring bar-coded ID card enter/exit the library and also to produce the same to staff as and when asked for.
- Books will not be issued based on any requisition in any form.
- Books will be issued to new faculty members only after obtaining their bar-coded Identity Card.

