



# KONGU ENGINEERING COLLEGE

(Autonomous)

AFFILIATED TO ANNA UNIVERSITY

ACCREDITED BY NAAC WITH 'A' GRADE

PERUNDURAI ERODE - 638060 TAMILNADU INDIA



## Code of Conduct Handbook

for

*Students, Faculty, Administrators and Staffs*

பரிந்தோம்பிக் காக்க ஒழுக்கம் தெரிந்தோம்பித்  
தேரினும் அஃதே துணை.

- குறள் 132

Let propriety of conduct be laboriously preserved and guarded; though one know  
and practice and excel in many virtues, that will be an eminent aid.

- Kural 132

## Preamble

This handbook elaborates the code of conduct to be exhibited by students, faculty, administrators and staffs of Kongu Engineering College. This code of conduct intends for escalating the ethics and upholding the morality inside the campus. All are requested to adhere to this code and help in creating an energetic and cohesive environment.

## For Students

- 1) Students should be respectful, use appropriate language and maintain decorum within the campus at all times.
- 2) Students should wear their identity cards always so as to clearly display their identity within the campus and may be required to surrender them on demand by authorities.
- 3) Students should always be punctual to the class and refrain from leaving early unless prior permission has been granted. Students who wish to stay back at the campus after 6.00 p.m. should get prior permission for the same from their HoDs. They should also get a signed form from the Faculty-in-charge of the activity for which they are staying back clearly showing the time from and to which they are present in the college for that activity. This certificate has to be produced at the hostel when they report there.
- 4) Littering or spitting in the classrooms, hallways, playgrounds or the garden area are unacceptable. Students should cooperate in keeping the campus clean and tidy.
- 5) Students are expected to behave respectfully towards members of the faculty, staff and all other students in all their interactions with them.
- 6) Interactions between boys and girls are expected to be within acceptable norms of our culture and tradition.
- 7) No food or beverages are allowed inside classrooms, laboratory, library, reading or tutoring room unless prior permission has been granted.
- 8) Smoking is strictly prohibited within the campus premises.
- 9) Consumption of Alcoholic beverages and any form of substance abuse is strictly prohibited inside the campus and will be severely dealt with.
- 10) Possessing any content of obscene nature is unacceptable and will be dealt with severely.
- 11) Students should not bring any other devices like stereos, radios, cameras, musical instruments etc., to the campus unless otherwise a written permission has been obtained from the concerned authorities.
- 12) Students shall take responsibility for all their belongings themselves.
- 13) Students are advised to speak in English, without intimidation in order to acquire proficiency in the language.
- 14) Irrespective of where they go, students shall behave in a manner befitting a student of an educational institution. They shall always remember that the institution would be judged by their conduct.

- 15) The prescribed dress code for students are:
  - Must wear Identity cards.
  - Boys must wear formal pant and shirt with tucked in and not fold the shirts in their hands (Jeans, T-Shirts, Pants and Shirts with more packets, designs, embroidery work etc. must not be used)
  - Boys must wear black or brown shoes.
  - Girls must wear Chudithar with Thuppatta. (Short Shirt, Legins etc. must not be used)
  - Girls must wear black or brown cut shoes.
- 16) Students who would like to bring motor vehicles on a regular basis to campus shall register their vehicles with the Transport office within the first week of classes during the semester. To register their vehicles, students must have their identity card, the vehicle registration, and their driving license.
- 17) Students should maintain discipline and decorum within the campus. Whistling, whooping or shouting that unreasonably disturbs other students will not be tolerated.
- 18) Threatening or causing physical harm or harassment of another person in any manner is strictly prohibited.
- 19) Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus is barred.
- 20) Students should not furnish any false information to any College official, faculty member, or office.
- 21) Forgery, alteration, or misuse of any College document, record, or instrument of identification is not allowed.
- 22) Ragging or any conduct which threatens or endangers the health or safety of any person including physical abuse, threats, intimidation, and/or coercion whether verbal, written or otherwise is prohibited.
- 23) Participating in an on-campus or off-campus demonstration, riot or activity that significantly disrupts the normal operations of the College and/or unreasonably infringes on the rights of other members of the College community is prohibited.
- 24) Malpractices committed in Examinations by the students, shall be viewed seriously and attract various penalties which include fine, loss of examination, expulsion from the college etc. All cases of examination malpractices detected by the Faculty / squad shall be referred to the Malpractices Enquiry Committee for taking suitable action / punishment and the award of punishment will be binding on the students.
- 25) Students should not involve in any activities which may affect national security of our country.
- 26) Sexual misconduct by any student will be viewed very seriously and they are punishable under law.

- 27) The student shall always observe the health & safety precautions as may be prescribed/ notified/ displayed in the campus.
- 28) On receipt of complaint from any of the student or public, the same will be first examined by a disciplinary committee constituted by the college and tentative decision will be taken based on the report of the committee, thereafter the matter will be placed before the Head of the Institution for appropriate decision. This will be done after giving opportunity to the accused for explaining his position. Commensurate with the gravity of the offence, the punishment includes reprimand, fine, expulsion from the hostel / college, debarment from examination, suspension from the college and handing over the case to the law enforcing authorities of the Government.
- 29) Organizing any meetings or entertainment programmes or collection of money for any purpose within the college or outside the college without the permission of the Principal is strictly prohibited.
- 30) Criticizing or abusing the girl students in foul language is strictly prohibited in the campus. If such cases are identified, action will be taken.
- 31) Organizing birthday functions within the campus is strictly prohibited.
- 32) Not at any time must a cell phone be used in class or during exams. Chatting via social media platforms and texting is not allowed during formal college hours. No inappropriate photos/videos should be ever taken or stored. Any such act can render a student liable to the following:
  - Confiscation of cell phone/ IPAD/ TABLET
  - Intimation to Parent
  - Warning
  - Possible suspension from the college.

### **For Faculty / Staffs**

- 1) Faculty should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute. They should carry out academic, co-curricular and organizational activities that may be assigned to them from time to time with due diligence.
- 2) Faculty must maintain high standards of punctuality, honesty and professional ethics.
- 3) Faculty should act in a professional and congenial manner towards colleagues / students, irrespective of their relative position, gender or status within the institutional hierarchy.
- 4) All Faculty should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment. Faculty should complete the syllabus in time and address to the academic needs of the students.

- 5) Faculty should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- 6) All Faculty should properly maintain the records of respective portfolio.
- 7) Faculty members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
- 8) Faculty members are also encouraged to take up Research projects and attend Faculty Development Programmes, Quality Improvement Programmes etc., to update their knowledge.
- 9) Faculty should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- 10) Prior written permission should be obtained for leave /reporting late in the morning or leaving early in the evening without loss to their duties. This is subject to restrictions as regards frequency.
- 11) The prescribed dress code for faculty are :
  - Must wear Identity cards
  - Male faculty should wear formal dress with shirt tucked in
  - Male faculty should wear black shoes.
  - Female faculty should wear either Saree or Chudithar (not legins)
  - (If saree, overcoat should be used in class hours and if Chudithar, overcoat should be used always in the campus.)
  - Female faculty should wear cut shoes if they wear chudithar.
- 12) No Faculty should involve himself/ herself in any act of depravity on his / her part which may cause impairment or bring discredit to the institution.
- 13) All Faculty should constructively contribute toward the development of the college and university. They shall extend their services for the welfare of the community & society at large.

### **For Administrators**

- 1) Accept and support students / Faculty of all backgrounds /castes / races / gender to help them fulfill all their academic goals without any discrimination. Ensure that discrimination of any kind is discouraged.
- 2) Give prominence for blending academic learning with self-development as a central part of the college mission. Ensure that events are organized to meet this objective.
- 3) Encourage research in all academic areas. Promote and encourage these research activities support nearby villages.
- 4) Make every effort to support the development of labs and space for research activities.

- 5) Encourage and support collaborative activities within the institution and with other outside institutions of repute.
- 6) Endorse the concept of interdisciplinary studies in all areas.
- 7) Maintain and develop associations with alumni as a life-long relationship of mutual support.
- 8) Initiate and develop institute-industry collaborations to help faculty and students understand how knowledge is applied.
- 9) Make all efforts to introduce digital technologies to make administrative activities faster and more efficient.
- 10) Be open to student issues, needs and complaints and set up mechanisms to address them.
- 11) Be receptive to Faculty requirements and grievances and have means to address them.
- 12) Facilitate faculty development programs and ensure all faculty members are given enough opportunity for such development.
- 13) Afford support to students, faculty and staff for recreational activities.

### **Governing Council**

- 1) Governing body will meet twice a year to take up the college agenda.
- 2) Ensure that administrative head is fully supported in promoting the vision and mission of the college and given the tools and resources to do so.
- 3) Ensure that the college is meeting the needs of society by designing its academic programs so as to stay relevant and so as to train students to address current problems and challenges.
- 4) Ensure that there is academic and research excellence in the campus.
- 5) Administer the preparation of the College annual report.
- 6) Facilitate decentralized decision making at the departmental level.
- 7) Assume annuity responsibility for the college and provide budgetary allocations to departments to speed up implementation of projects.
- 8) Approve and comply in the matters proposed and passed through the Academic Council of the college after discussions and also endorse the prescribed new courses of study and syllabi, and restructure and redesign the courses to suit the local needs, to make it skill oriented and in consonance with the job requirements.
- 9) Prescribe the rules for admission in consonance with the reservation policy of the state govt /national policy.
- 10) Evolve methods of assessment of student's performance, the conduct of examinations and notification of results.
- 11) Use modern tools of effective implementation of education technology to achieve higher standards and greater creativity.
- 12) Constitute Academic Council and Boards of Studies.
- 13) Have complete administrative autonomy and have the privilege of appointing administrative staff and teaching faculty.
- 14) Institute scholarships, medals, prizes and certificates.
- 15) Perform such other functions and institute committees, as may be necessary.

## Appeal

- 1) If a student / faculty / administrator / staff is aggrieved on the charges laid on them by the committee, he / she may appeal to HOD / Principal.
- 2) The appeal may be to lower the level of charges or the penalties imposed.
- 3) In any case, Principal's decision is final.

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