

SARANATHAN COLLEGE OF ENGINEERING

VENKATESWARA NAGAR, PANJAPPUR

TIRUCHIRAPALLI-620012

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HAND BOOK

FOR

CODE OF CONDUCT

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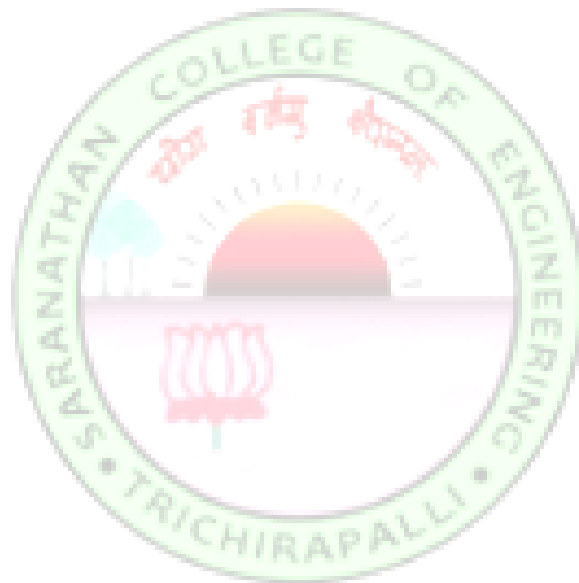
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CHAPTER-I

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of Head of the Institution.
- Any act of indiscipline or misbehavior by any student will attract severe punishment.
- Damage to Institute & Campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone at the entrance of the college only.
- No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- Disciplinary action will be initiated against students indulging into eve teasing, ragging, harassment and untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents
- Guardian of the students' and with the written consent of the management
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

1.2 ID-CARD

- Every student must carry with him / her college and campus ID-card every day while attending lectures and appearing for various examinations.
- ID-Card will be issued in a week after he / she is admitted in the course.
- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- If student has lost ID-card, it should be reported immediately to the coordinator / HOD with an application.

1.3 HUMAN VALUES

- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.
- Believe in loving, sharing and caring.

1.4 DRESS CODE

- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.
- Students are allowed to wear formal trousers and shirts.
- Jeans, Cargos, Trousers with multiple pockets are not allowed.
- Students must not wear black colour shirts and jazzy shirts with any kind of designs and patterns.
- Students must wear formal shoes and shocks.
- Students should tuck their shirts and wear formal belts.
- Students must not wear short shirts and low-waist pants.
- Rolling the sleeves should be avoided while wearing full sleeves shirts.
- Girl students should wear formal chudidhars.
- Girl students should properly pin their shawls.
- Girl students should not wear leggings, paatiyala and other attires.
- Girl students should comb their hair and properly tied.

- Students must not wear block colour shirt/ tops/leggings, jeans or any kind of fancy bottoms.
- Students who are found violating the dress code will be counselled if repeated he /she must meet the discipline committee along with his/her parents.

1.5 MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination.
- In case if anyone found using mobile phones in the college premises severe action will be taken by the principal besides confiscating the phone
- Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

1.6 RAGGING

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN Ragging
as per the Directions of Hon'ble Supreme court of India.

- Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship / fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension / expulsion from the institution.
- Collective punishment if larger number of students are involved in the act of ragging.
- An FIR filed without any exception with local police station.

1.7 ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the class coordinator, mentor and head of the department.
- On no account will students be allowed to remain absent for any continuous assessment exams conducted by Institute. The student will be solely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- The student should complete all the Practicals and Term – work such as Assignments, Records and Projects.

1.8 EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the necessary stationery items along with recommended non programmable calculators to write the exams. All equipments brought to the examination must be placed on the candidate's desk and kept in view during the examination.

1.9 GENERAL

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in the Library.

1.10 CODE OF CONDUCT FOR PROJECT

- Students are instructed to follow the information and guidelines given by the project guide and the project coordinator from time to time and make the timely submission of their projects completed in all respect.

1.11 CODE OF CONDUCT FOR HOSTEL STUDENTS

- Admission is open to full time students of Saranathan College of Engineering. Preference will be given to out station students and it is subjected to availability.
- Admission to the Hostel will be cancelled if incorrect or false information is furnished
- Fresh application will have to be filled up for next year accommodation.
- Students should lock the rooms so as to keep their valuables safely and the hostel administration will not entertain complaints regarding theft of Lap Tops, Cell Phones, Cash and Jewellery.
- Members are strictly forbidden from using personal gadgets like audio/video music systems, hot plate, electric iron, cookers etc. However, to use other electrical appliances such as personal computers, table fan etc., and permission will be given on specific request and will be charged extra. Members should not tap electricity from other than the points provided for the purpose.
- Students are expected to use the electrical appliances and furniture's in an efficient manner, without causing any damage.
- Students using computers/laptops are not permitted to use multimedia speakers. Violation of this will be viewed seriously.
- Students are advised always to keep their belongings under lock & key and to lock their rooms whenever they go out.
- Students are advised not to keep expensive jewellery, heavy cash or any other valuables in their rooms. The hostel management does not own any responsibility for the loss of property left in the rooms due to the inmate's negligence.
- Students should not entertain vendors of petty items in the hostel blocks. However, licensed washer man shall alone be permitted to enter the hostel.

- Students are not allowed to play any kind of sports inside the Hostel block.
- No member is permitted to entertain any ex-student of this institution or other institutions. The penalty for disobedience of this rule will be very severe.
- Members are strictly prohibited from taking out any procession or indulging in unauthorized group activities.
- Students should not arrange any function, meeting, or religious gathering within the hostel campus without special permission of the authorities undertaking of good conduct and observing accepted norms of behaviour.
- Students involving in business, collection of funds, compelling others to join in some organization as a member etc must not be made under any circumstances. Violation leads to expelling from the hostel.
- Inmates of the hostel are not allowed to make any complaint as a group. Individual petitions alone, addressed to the warden will be looked into.
- No one shall indulge in politics, violence, rioting or instigate communal feelings or have dealings with outside elements. Such activities may lead to expulsion of the student from the hostel and college.
- No member shall absent himself from the hostel without prior permission from the deputy warden.
- The students of the hostel are not allowed to stay in the hostel during the college working hours. In case if they have to stay, they should apply for leave as per college rules informing the deputy warden the reasons for staying in the hostel during working hours, repeated stay will be viewed strictly.
- Management Representatives are empowered to check the hostel rooms at any time and the equipment/materials. In case of ladies hostels, inspection will be carried out in the presence of the deputy warden/supervisors.
- Charges for any damages to the property as well as to the furniture and fixtures caused by student/students negligence will be recovered from the student/students staying in the said Hostel room.
- Activities involving recreation or exercises will be carried out in such a way that they do not cause any damage to Hostel property or hostel premises. Any damage caused by way of such activities shall be rectified at the cost of the concerned hostellers.

- If students are facing any difficulty adjusting with the roommate and unable to resolve the issue, the matter must be reported to the administration immediately. Students are expected not to involve their parents or guardians, in such cases.
- None of the furnishings / appliances provided in individual rooms or common areas can be removed and/or relocated. Even in case where a student has been allotted a single room, the furnishings will not be disturbed.
- Students should return to their rooms by 8.30 pm and maintain absolute silence for study hours up to 10.30 pm.
- If any student plans to stay away from the hostel after 9.00 pm, they have to plan in advance and inform the Deputy Warden in writing. Verbal messages to the Warden will not suffice. Information sheets must contain the place where they have planned to go as well as the contact telephone number. Permission from their parents in writing is mandatory for staying outside the hostel.
- Smoking & Liquor inside hostels and common areas is not permitted. If any student indulge in such activity will be expelled.
- No student is allowed to use any sort of narcotics. Any student found involved in use or possession of narcotics will be expelled from the hostels in addition to other disciplinary action.
- Two wheelers/Cars are not permitted in the hostel premises.
- Cooking in hostel room is not permitted.
- The college management reserves its rights to cancel admission of undeserving students without giving any reason.
- The college management reserves its rights to increase the Hostel fee, if necessary.
- Misconduct or infringements of rules & regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution will make a student liable for severe disciplinary action and even expulsion from the hostel & College.

CHAPTER-II
INSTITUTIONAL CODE OF CONDUCT FOR STAFF

2.1 DISCIPLINE

- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- Staff must be punctual, sincere and regular in their approach.
- All staff of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments and principal.
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.

2.2 LEAVE PROCEDURE

- Staff shall get casual leaves, medical leaves; and vacations as per the Rules of the college.

CHAPTER III

CODE OF CONDUCT FOR TEACHING-STAFF

3.1 DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

3.2 LEAVE PROCEDURE

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

3.3 CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the coordinators and Head of the departments or student counsellor and inform him / her about the habitual absentees, slow learner student, objectionable behaviour etc.
- Every Faculty Member should maintain academic course file.

3.3.1 CLASSROOM TEACHING

- The staff should engage the full 50 minutes lecture and should not leave the class early.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts / questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for clarifying doubts.
- Every teaching staff demonstrate a high standard in teaching and learning by:
 - engaging students in their learning
 - working to achieve high level outcomes for all students
 - maintaining records to manage, monitor, assess and improve student learning
 - using research and student achievement data to inform professional practice
 - engaging in reflective practice and developing their professional knowledge and teaching skills
 - supporting the personal and professional development of others
 - providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
 - assisting in developing and mentoring less experienced staff members
 - accepting responsibility for their own professional learning and development

3.3.2 LABORATORY

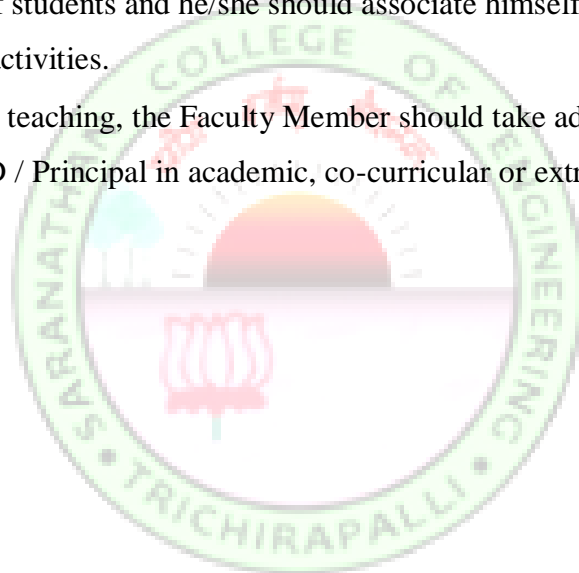
- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

3.3.3 CONTINUOUS INTERNAL ASSESSMENT/ASSIGNMENTS/RECORDS/PROJECTS

- In problem oriented subject, regular tutorials have to be conducted.
- The Tutorial problems have to be provided to the students a week prior to the actual class.
- Continuous internal assessment/assignments/records/practical examinations must be conducted as per the academic calendar.

3.3.4 APPRAISAL REPORT

- All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and co-author textbooks as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra-curricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.



CHAPTER IV

CODE OF CONDUCT FOR SUPPORTING STAFF

4.1 ADMINISTRATIVE STAFF

- Confidential report of the department should be a part of personal file of that employee and should be kept confidential by staff members working in the concerned Department.
- Staff should take additional responsibilities if required as assigned by Principal.

4.2 ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

4.3 STUDENT SECTION

- Student section should
 - Ensure the eligibility of the students and prepare related documents to submit them to Anna University.
 - Ensure the student document verification by Anna University within the stipulated time.
 - Ensure timely submission of examination forms to Anna University.
 - Ensure caste certificate/caste validity from concerned divisional office.
 - Provide all necessary student data to prepare various committee reports

4.4 LAB ASSISTANT

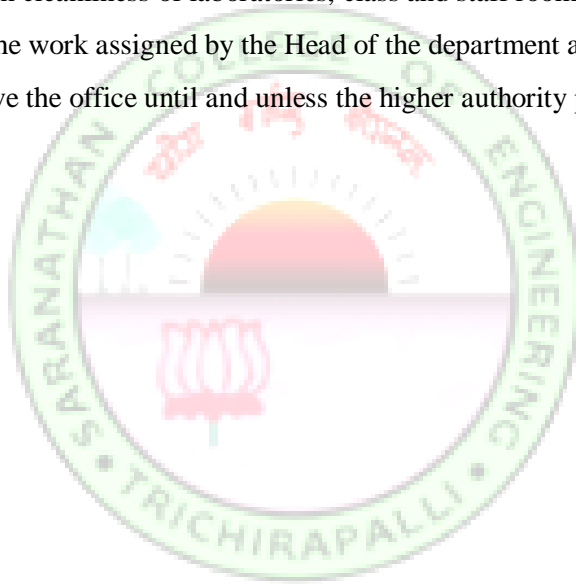
- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.

4.5 CLERK

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files.

4.6 OFFICE ASSISTANT

- OA should maintain cleanliness of laboratories, class and staff rooms.
- OA should do all the work assigned by the Head of the department and other staff members.
- OA should not leave the office until and unless the higher authority permits.



CHAPTER V

CODE OF CONDUCT FOR HEAD OF DEPARTMENT

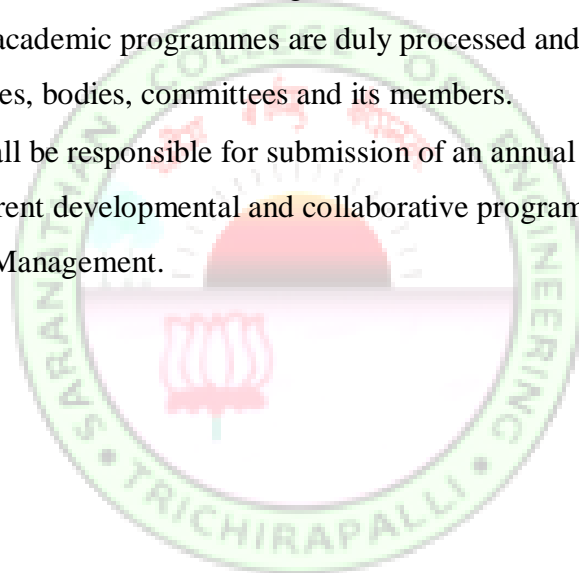
- The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.
- The Head of the department should ensure that the work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:
 - Head of Department/ Professor 5 hours / week
 - Associate Professor 12 hours / week
 - Assistant Professor 16 hours/week.
- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
- The Head of the Department should write confidential report for all staff members of his/her department and submit it to the Principal.

CHAPTER VI

CODE OF CONDUCT FOR PRINCIPAL

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
 - As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - Meets or exceeds Institute standards and any weaknesses
 - Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.

- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.



CHAPTER VII

CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

- There shall be a separate College Development Committee comprising of the following members, namely:
 - Chairperson of the management or his nominee Secretary of the management or his nominee.
 - One Head of department, to be nominated by the Principal.
 - Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be a woman.
 - One non-teaching employee, elected by regular non-teaching staff from amongst themselves.
 - Four local members, nominated by the management in consultation with the Principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus.
 - Coordinator, Internal Quality Assurance Committee of the college
President and Secretary of the College Students' Council
Principal of the college - Member - Secretary.
- The College Development Committee shall meet at least four times in a year.
- The College Development Committee shall,-
 - Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities.
 - Decide about the overall teaching programmes or academic calendar of the college.
 - Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
 - Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
 - Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research

- Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
 - Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
 - Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
 - Make recommendations regarding the students' and employees' welfare activities in the college
 - Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
 - Frame suitable admissions procedure for different programmes by following the statutory norms
 - Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
 - Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college
 - Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc
 - Recommend the distribution of different prizes, medals and awards to the students.
 - Prepare the annual report on the work done by committee for the year ending on the 30th April and submit the same to the management of such college and the university
 - Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

PLANNING AND MONITORING BOARD

- Reviewing academic and other related activities.
- Formulating master plan for campus development, facilitating implementation of the provisions of the perspective plan.
- Promoting research and extension activities in the college campus.

COMPLAINTS AND REDRESSAL COMMITTEE

- Examining / inquiring complaints of eve teasing, sexual harassment and any other problems related to women and recommending punishments / remedial measures in such cases.

DISCIPLINE AND WELFARE COMMITTEE

- Examining / inquiring complaints of ragging, eve teasing and harassment of weaker sections and recommending punishments / remedial measures in such cases.

RESEARCH & DEVELOPMENT CELL

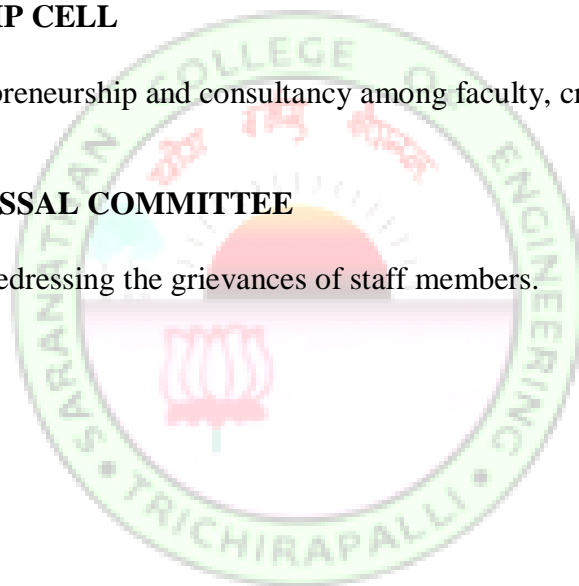
- Monitoring Ph.D work of faculty, documenting filing of patents and arranging / supervising industry interaction for research.

ENTREPRENEURSHIP CELL

- Promoting entrepreneurship and consultancy among faculty, creating awareness among students.

GRIEVANCE REDRESSAL COMMITTEE

- Identifying and redressing the grievances of staff members.



CHAPTER VIII

PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.

