



ARUNACHALA

COLLEGE OF ENGINEERING FOR WOMEN

Manavilai, Vellichanthai, Kanyakumari District - 629 203.

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai.
(An ISO 9001 : 2015 Certified Institution)

CODE OF CONDUCT


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All the teaching and non – teaching staff members and students of Arunachala College of Engineering for Women are expected to adhere to the Code of Conduct, Rules and Regulations.

STUDENTS

1. Students should be in the class at 9.00 am and can leave the class at 4.00 pm.
2. Ragging is strictly prohibited. Students indulging in the same are liable for severe punishment including dismissal from the college/hostel. The issue will be referred to the police, as ragging has been declared a criminal offence by the Tamilnadu Government.
3. Students found responsible for any damage to the college building, furniture or equipment will be penalized and the cost of damages will be recovered from them. The college reserves the right to expel such students.
4. Continuous absence from classes is a serious breach of discipline and may result even in expulsion from the college.
5. No student shall take part in any anti-social or subversive activity. No student shall be a member of any organization or association not connected with the college.
6. Students shall not collect money from co-students for any purpose, without authorization by the College Authorities.
7. Students are forbidden from organizing Union or Associations based on caste, colour, creed, language, nationality, religion or political ideology within the campus.




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8. Students attending the meeting and functions of the college shall maintain good behaviour and discipline. Any misbehaviour will attract disciplinary action.
9. Visitors will not be allowed to meet the students during class hours. However, under unavoidable circumstances they shall be permitted to meet the student with the permission from the Principal.
10. Internal assessment will be done as per the guidelines of Anna University.
11. Absence for Series Tests, Class Tests, Revision Tests and Model Exams will be viewed very seriously. Internal Mark is based on Series Tests.
12. Class Tests, Series Tests and Model Exams will be conducted and the student's performance will be monitored. Parents will be kept informed about their ward's academic performance.
13. Students are not permitted to enter the laboratory or classroom until the record work / class work is submitted.
14. Attendance to sports / seminar, Training & Library hour is compulsory.
15. Students reporting without proper prescribed uniform shall not be permitted to enter the workshops or laboratories.
16. Students are not permitted to leave the classroom during class / lab hours for any reason.
17. Students who use foul language or behave rudely shall be expelled from the college.
18. Scribbling, Writing or painting on the walls, desks and littering are strictly prohibited in the campus.
19. Usage of mobile phones is prohibited during class hours.
20. It is expected of students to arrive at college properly attired.
21. Students must wear their ID card everyday.
22. Silence should be maintained by students while they move from class room to Laboratory / Library / Seminar Hall and while returning.
23. Students should not go to any classrooms other than theirs.




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24. Students should check the notice board everyday.
25. Students are advised to avoid 'Use & throw' plastics.
26. Students who come to college in two wheeler must have license and must wear helmet.
27. Students who do not have good conduct and behaviour shall be sent out of college at any time during their course of their study.

TEACHING AND NON- TEACHING STAFF

1. Everyone on staff, including non teaching personnel, is responsible for adhering to the rules and faces sanctions if they do not.
2. Both teaching and non teaching personnel should uphold their moral integrity, be committed to their work, and act impartially and honestly in all of their interactions.
3. Everyone on staff, including the non teaching staff, are required to observe the scheduled work and be physically present at their designated location. They shall not absent themselves from their duties without permission.
4. Faculty, both teaching and non teaching are not allowed to participate in politics or be members of any political parties.
5. Teachers and non teaching staff shall not make any declaration, write anything in the media or publish anything that stir up trouble among the students as well as public.
6. Both teaching and non teaching staff are expected to promote positive discussions and avoid unhealthy arguments of any kind, inside or outside the campus.
7. Teaching and Non teaching staff should not ask for any favours from the authorities of the college.
8. Everyone on staff, including non teaching staff, are not supposed to sign any letter on behalf of the college.



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9. It is not acceptable for employees to falsify employment or other work – related documentation. They are not permitted to change any college related records unless permitted.
10. It is forbidden for teachers and non teaching staff to engage in or support any kind of misconduct related to examination or other college related activities.
11. The faculty, both teaching and non teaching staff, has to avoid abusive or harsh language. The language of communication can be English on the premises.
12. It is not acceptable for teachers or non teaching staff to participate in any illegal activity that harms the standing of the staff and students of the Institution.
13. Faculty, both teaching and non teaching staff should not engage in strike or similar activities such as absence of work or neglect of duties.
14. Smoking is strictly prohibited and no employee shall consume intoxicating drugs or drinks or chew betel leaves and do undesirable habits and be in the college campus.
15. Use of cellphones during working hours is to be avoided by all the teaching and non teaching staff.
16. Teachers and non teaching staff should not discriminate any student because of their social and cultural back ground, caste, creed or other factors.
17. Teachers should develop and enhance their professional competencies.
18. It is the responsibility of faculty to plan and encourage events that strengthen the bonds of human brotherhood. The events instill in the students a sense of patriotism and human values.
19. When interacting with management both teaching and non teaching staff should be pleasant and courteous.
20. Both teaching and non teaching staff are expected to foster harmony and a sense of teamwork with in the department and college.



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21. If a court initiates criminal proceedings against any member of the teaching or non teaching staff, they must promptly notify the college.

OFFICE ADMINISTRATION

1. Every staff should attend 6 days a week and whenever required they have to perform their duties accordingly.
2. The office staff are not supposed to indulge in irrelevant discussion during office hours.
3. It is the work of the office staff to render service to other functions within the organization.
4. Efficient housekeeping / catering requirements for guests / employees is to be taken care of by the office staff.
5. Planning, Sourcing and maintenance of transport should be taken care of.
6. The clerical worker should check the maintenance and supervision of all the Office and Academic records.
7. The staff are expected to arrive at work on time.
8. All staff must show integrity and professionalism in the workplace.
9. Confidential Information should not be shared to anybody.
10. Kindly responding to question from parents, teachers & students and offering help when needed.

ATTENDANCE & LEAVE RULES FOR STUDENTS

1. Student has to secure a minimum of 75% attendance to become eligible to appear in the Anna University Examination. Internal marks for attendance to each subject will be awarded as per the Anna University norms.



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2. A candidate who could secure attendance between 65% and 74% only in the current semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International Level Sports events with prior permission from the Principal shall be given exemption from the prescribed attendance requirement and she shall be permitted to appear for the current semester examinations.
3. Students should be punctual in attending all the classes. Late comers shall not be permitted to enter the class during the class hours. However they will be allowed to enter the class for the following period.
4. Students shall not be allowed to take leave without prior permission from the HOD. Those violating rules or those who absent themselves from classes shall be subjected to punishments. This shall be at the discretion of the Principal.
5. For leave, students have to submit their leave letters with Parent's / Guardian Signature in the prescribed form duly recommended by the Class Advisor / Counsellor to the Head of the Department.
6. Students who absent themselves on medical grounds shall produce valid medical certificates immediately on reporting after leave.
7. Whenever there are two or more consecutive holidays, students should not take leave proceeding or succeeding the said holidays. Failure to do so will attract penalty.
8. OD for attending Seminar, Workshop, Symposium, Conference, Industrial visit and Internship will be given by producing the certificate from the competent authorities and also approval from the HOD.

RAGGING – AN OFFENCE

Ragging in any form, in any place or time is a cognizable offence that will attract severe punishment including summary dismissal from the College / Institution / University.

Extract of Tamil Nadu Govt. Gazette – Extra ordinary at 29-01-1997 (Bill No.8 of 1997 Tamil Nadu Prohibition of Ragging Act).

1. In this act, “**Ragging**” means

- ❖ Any activity by the students whether by words or by an act which has the effect of teasing, treating or handling with rudeness to any student.




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- ❖ Indulging in indiscipline activities by any student which causes annoyance, hardship, physical or psychological harm or to raise fear or apprehension to any student.
 - ❖ Asking any student to do any act which such student will not in the ordinary course and any that affects the mental health and self confidence.
2. Ragging within or outside any educational institution is prohibited.
 3. Directly or indirectly committing, participating, in abets, or propagates “Ragging” inside or outside institution shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.
 4. Without prejudice to the foregoing provisions, whenever any student complains of ragging to the head of the institution, or to any other person responsible for the management of the institution, shall inquire into the same immediately and if found true, shall suspend the student, who has committed the offence, from the educational institution.


Any student convicted of an offence shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

HOSTEL

RULES AND REGULATIONS.

1. Application for admission to the hostel should be made in the prescribed form. A passport size photograph must be affixed in the application form. A student seeking hostel admission must give an undertaking in written form that she will abide by the rules of the hostel. This shall be endorsed by the parent or local guardian in writing.
2. The management reserves the right to refuse admission to the hostel to any student without assigning any reason or to expel any member in the interest of administration.
3. A student admitted to the hostel for a particular year should pay the fees for the entire period of one year regardless of the date joining.





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4. Hostel fee includes Electricity, Accommodation and the Cost of food. Hostel fee will be reviewed every year and the residents should pay the revised fee every year.
5. A student, who once reserves his seat by paying the fees for hostel accommodation, will not be eligible for refund if she choose not to stay in the hostel.
6. Principal shall be the ex-officio Chief Warden and his decision will be final on all matters regarding discipline, administration and finance.
7. A student admitted to the hostel will have to stay in the room allotted to her.
8. Inmates of each room are jointly responsible for the furniture, electrical fittings, etc., and any damage to the hostel property is recoverable from them.
9. RAGGING in any form is strictly PROHIBITED and those who violate this rule will be expelled from the hostel as well as from the college.
10. Students are not permitted to entertain any day-scholar/guest to stay with them, without prior permission from the resident warden.
11. In case of serious illness and infectious disease, the student should bring this to the notice of the resident warden immediately.
12. The use of any unauthorized electrical appliances in the rooms is forbidden.
13. Students are advised, not to keep valuables or excess cash with them.
14. Writing on the walls or pasting of any material on the walls, windows or doors is strictly prohibited.
15. Students should not organize or address any meeting in the hostel.
16. Students are permitted to go out only with the resident warden to local places.
17. Permission will not be given for tuition and computer classes outside.
18. Students should not stay in the local guardian's home during night without submitting parent's letter to the Principal and getting approved.
19. Parents / Guardians must come to the College and pickup their wards during working days.
20. Other than parents and authorized local guardians, nobody shall be allowed to see their wards. Students should not take their friends along with them to see their respective visitors.
21. Phone call from parents and authorized local guardians are only encouraged from 6.00 p.m to 7.00 p.m.
22. The following are the tentative mess timings.

Breakfast	:	08.00 A.M	-	08.30 A.M
Lunch	:	12.30 P.M	-	01.10 P.M




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Evening Tea : 04.30 P.M - 05.00 P.M
Dinner : 07.20 P.M - 07.50 P.M

23. Students have to make their choice for vegetarian or non-vegetarian food at the beginning of the year and shall continue to be so for the whole year.
24. Study hours in the hostel are from 9.00 a.m to 12 noon (on holidays) and 8.00 p.m to 10.30 p.m shall be strictly observed. Strict silence should be maintained from 10.30 p.m to 6.30 a.m.
25. Day Scholars are not allowed to visit the hostels on any account.
26. Students can entertain visitors during visiting hours. The normal visiting hours are from 4.30 p.m to 5.00 p.m on working days and from 4.00 p.m to 6.00 p.m on Sunday and other holidays. Parent can contact the students over phone from 5.00 p.m to 7.00 p.m on working days and 4.00 p.m to 6.00 p.m on holidays.
27. Any student, who wishes to vacate the hostel must inform the Principal before April 30th of every year. She can vacate only after completion of the academic year.
28. Disciplinary action will be taken against inmates who violate the hostel rules. In all matters of discipline, the decision of the Principal is final. Students who are expelled from the hostel on disciplinary ground shall forfeit fees and deposit.
29. The Resident Warden and the Chief Warden will monitor the above rules.

RULES OF THE LIBRARY

1. The library will be kept open for the students and staff from 9.00 a.m to 5.00 p.m on all working days and Saturdays.
2. Students must register before entering the library.
3. Strict silence should be observed inside and near the library
4. Each student is eligible to borrow 3 library books at a time
5. Students will be allowed to keep a book for 15 days from the date of issue. In case of delay, a late fee Rs.10/- will be levied per day.
6. Books that are in special demand may be called for at any time when required.
7. Books borrowed from the library are not transferable.
8. Library books must be returned when students go for long vocation.
9. Students are asked to use the library books with care. Marking, under lining annotating etc. must be avoided.




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10. A student who has lost the library membership card may make a written request to the Librarian for duplicate one. Such duplicate membership card will be issued on payment of Rs.25/-.
11. Magazines and Journals are not lent out. After reading they must be kept in their respective places.
12. If a library book is damaged or missed, the person who is responsible for the loss has to replace the same. If replacement is not possible, double the cost of the book will be collected.
13. Students are allowed to make use of the reference books in the Library only on submission of their identity cards.
14. On receiving a book the student should examine the condition of the book, If any damage is found, it should be brought to the notice of the librarian immediately. Otherwise she will be held responsible for the damage.
15. When the students finally leave the college, they should return all the library tickets to obtain "No dues certificate".
16. The librarian is empowered to send out any student who misbehaved in the library.
17. Book transaction hours : From 12.30 p.m to 1.10 p.m & 4.30 p.m to 5.00 p.m.

TRANSPORT REGULATION

1. The transport facility is provided for staff and students for easy travel from different places of Kanyakumari District & Tirunelveli District.
2. The buses reach the college campus by 8.50 a.m and leave the college at 4.15 p.m.
3. The students are asked to collect the bus pass from the bus section after paying full fees and should carry the bus pass while boarding the bus.
4. Seat reservation is strictly prohibited.
5. Travel on foot-board is strictly prohibited and is punishable.
6. Bus pass is not transferable.
7. Those students who make use of the college bus are required to board/alight only at the specified boarding points. Changing of bus routes is not permitted.
8. Any misbehavior inside the bus will be viewed seriously and necessary disciplinary action will be taken.
9. Bus fee may be revised during the middle of the academic year, if necessary.
10. Bus fee should be paid for one year or one semester.
11. Bus fee for 5 months should be paid in the 8th Semester.



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OFFENCES AND PUNISHMENTS FOR THE STUDENTS

Indulgence in any of the following activities is considered as offence and is punishable.


1. Ragging of any kind
2. Subjecting any person to physical or mental indignity
3. Behaving immorally inside the campus
4. Disturbing or disrupting the work of fellow students.
5. Intentionally damaging or destroying the properties of the college or of any student or staff.
6. Unlawful entry without permission.
7. Unauthorized use of the property of the college.
8. Tampering with or misuse of safety equipments, name plates and notices.
9. Participation in unauthorized activities in the campus.
10. Failing to obey the lawful instructions of authorities/ members of staff.
11. Activities involving physical violence or personal indignity.
12. The sue of the name of the college in any of the publication or notice without the approval of the Principal.
13. Spreading rumors about the Institution, that spoil the name of the Institution.

Any person believing that a student has committed an offence may bring the same to the notice of the Principal.

Incase of breach of the code of conduct and behavior, any of the following punishments may be awarded by Principal at the recommendations of the Disciplinary Committee.

- a. Reprimand
- b. Damage recovery / Compensation
- c. Exclusion from specified areas of the college
- d. Expulsion




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