



Solamalai

COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

S.V. Raja Nagar, Veerapanjan, Sivagangai Road, Madurai-625020

CODE OF CONDUCT FOR FACULTY

- Staff must maintain standards of punctuality, honesty and professional ethics.
- They should work within the institutional policy and practices, so as to satisfy the vision and mission of the institute.
- Staff must ensure that they dressed decently, safely and appropriately for the tasks and undertake.
- Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and student.
- Staff should act in a professional with congenial manners towards colleagues, irrespective of their relative position, gender or states within the institutional hierarchy.
- All staff of the colleges should maintain harmonious relations with other staff and students.
- Staff should maintain confidentiality in conduct of examination and any other information, unless asked to reveal by the institutional authority.
- All staff should follow the instruction and direction of authority.
- All staff should constructively contribute towards the development of colleges and university.
- All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- All staff shall extend their services for the welfare of the community & society at large.
- All staff should properly maintain the record of respective portfolio.
- All staff should make an effort for the continuous development through training programs, workshop and research and development activities.
- A faculty finding a student committing any act of misconduct in the classroom or in the premises, shall immediately take appropriate action, which shall we taking correctional action if it is with his / her power of reporting the matter to the principal.
- Every staff member shall attend all the department and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculty shall avoid the uses of any abusing languages towards students, fellow teachers, parents and other members of public.



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Principal
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Madurai-625 020. Tamilnadu.



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- Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by staff member or higher authority of the college.
- Expulsion from the college is enough for expulsion from the hostel
- In case of any instance of noncompliance of existing rules or any observed matter/behaviour that violates the code of conduct of SCE, all the staff members are empowered to initiate disciplinary which in turn may lead to the constitution of an enquiry committee and further proceeding.
- College authorities, under no circumstances shall accept any misbehaviour and misconduct in which a student is involved by him/ her during the stay in the college or on educational tour/ visit. Students are therefore, cautioned to conduct themselves in a careful manner wherever they are.
- The principal reserves the right to remove from the rolls the name of any students who fails to pay the college/ hostel dues on time.
- Being professional college and with students who are adults, we expect a high standard of discipline with emphasis on self- discipline. It would be pragmatic to implement rules and regulations of the college enforced by ordinances through self-discipline.

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PRINCIPAL



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ETHICAL STANDARD FOR FACULTY:

A Faculty shall live and lead by example in every sphere of conduct particulars to inculcate a culture in students.

1. Shall have a sense of belonging to the Institution.
2. Shall assume the total dedication to the teaching profession.
3. Shall always have an urge to excel in professional acumen.
4. Shall wear a respectable attire, benefiting the society's expectations.
5. Shall keep up immaculate personal hygiene at all times.
6. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
7. Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
8. Shall never gossip or discuss unauthentic information with peers of or others members of public which might provide a sensation or ill feeling of any sort.
9. Shall always listen to students with concerns, whether it be in respect of doubt in lessons or it be relating to any personal help.
10. Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

DRESS CODE: FACULTY

Following is the dress code for the faculty of institute.

Men: Tucked in shirts and shoes with tie.

Ladies: Saree with coat.

It is mandatory for staff to wear ID card at all times when they are in the campus.

BASIC DUTIES OF FACULTY MEMBERS

All the level of teacher

1. Prepare the lesson plan according to the course outline and academic schedule well in advance and get approval from the HOD.
2. Prepare the lesson notes by referring to standard books and university question papers in advance and get it signed from the HOD at the beginning of every semester/year.
3. Go to class in time at least 5 minutes before commencement of class and engage effectively and wind-up time.
4. Mark attendance in the classroom itself and enter in the ERP on time.
5. Ensure good class control.




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6. Encourage the students listening and active participation in the class.
7. Ensure that the planned syllabus is finished during the hour
8. The faculty member should encourage students asking doubts / questions.
9. Aim for 100% pass results in the subjects and work accordingly.
10. Maintain and update the log book regularly and get it signed from the HOD.
11. Be available in the Department during the working hours for consultation by the students.
12. Ensure that the students complete the lab observation note and get it signed on the same day.
13. Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.
14. Prepare and submit the internal test question papers along with the answer key to the HOD in time.
15. Evaluate the answer scripts as per the key in the genuine manner and enter the marks in the time after verification by the students in the ERP and log books.
16. Award the internal marks according to the procedure.
17. Instruct the students to attend test and university examination without fail.
18. Monitor the regularity in the students 'attendance.
19. Monitor the students' punctuality to their class.
20. Monitor and regulate proper dress code, hair style and wearing ID in their class.
21. Prevent students' movement during the class hours within block and the premises.
22. Prohibit usage of mobile phone by the students inside the class room.
23. Help the advisor to identify the academically backwards students and arrange remedial classes.
24. Intimate habitual absentees, objectionable behaviour in the class and performance of the students in their subject to the advisor and HOD.
25. Identify good students and motivate them to excel.
26. Counsel the student to improved their academic performance.
27. The faculty Member should motivate the students and bring out the creativity/originality in the students.
28. Motivate the students to present paper in the symposium and attend seminars// workshop/ internship.
29. Not to carry Mobile phones to the class room / exam hall for any reason.
30. Monitor the adherence of the students 'discipline towards rules and regulations of the college.
31. Educate the students about the ethical, moral and professional responsibilities towards institutions, parents and society.
32. Assist the HOD in exigencies and in department works.

Follow the guidelines / instructions given by the principal from time to time.



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The faculty member should regularly visit library and read the latest journals / magazines in his/her specially and keep oneself abreast of latest advancements.

CODE OF CONDUCT FOR STUDENTS

- Students should abide the rules and regulation of the college and maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus.
- Students are expected to greet their teachers and elders with good morning and use only the courteous and polite language with decorum while talking to the members of teaching and non-teaching staff of the College.
- Students should refrain from using any insulting, inciting and intimidating language, while talking to their fellow students.
- A College working schedule is followed as per the College Academic Calendar. Classes are scheduled from 9.00 a.m. to 4.30 p.m. All the students are expected to be seated in the class room / lab by 8.50 a.m.
- Late coming will result in loss of attendance for the corresponding hour and shall be added to the student records.
- Students shall rise from their seats when the teacher enters the class room and shall remain standing till the teacher takes his/her seat or they are allowed to sit. Silence shall be observed during class hours.
- No students shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- In the events of student's seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- Students can leave the campus during class hours only after getting proper permission /gate pass from the HoD/Principal.
- All Students shall leave the classes immediately after the last hour. Students are not to stay back in the class room /lab beyond normal working hours unless there is special permission/special class.



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- No students shall wander or gather in verandah, corridor, and staircase etc., Canteen /office to be visited only during intervals and non- working hours
- All leave applications shall be submitted in time, for sanction by HoD and concerned teachers, Application for medical leave shall be accompanied by valid medical certificates.
- Boy students shall come to the college with formal shirts tucked into trousers with black belt and black shoes. Hawaii type rubber or plastic chappals are not permitted. All girl students should wear chudithar with dhupatta. Besides those who are in laboratories shall wear uniform and safety shoes.
- All the students shall wear their identity cards, well displayed. Denial of that alone invites disciplinary action.
- All the students are expected to come with proper hairstyle.
- Day – scholars shall park their vehicles in the designated places with the approved vehicle parking pass and students are expected to help security guards in ensuring proper parking discipline.
- All the students should wear Helmet and driving speed should not be exceeding 30km/hour while driving two -wheeler inside the campus, only two persons are allowed in a two-wheeler in the College premises.
- Students are expected to maintain silence in the academic buildings.
- Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours also.
- Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD/Principal will not be permitted.
- No student shall use mobile phones in the class rooms/ labs/ Examination Hall / Practical examination /library and during events of the Institution. Mobile phones of the students, not adhering to this rule, will be confiscated by college authorities
- Accessing social networking Sites such as Face book, Twitter etc., is banned within the college campus.



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- Keep the campus neat and tidy. Degradable and non-degradable wastes should be discarded in appropriate places and not anywhere in the campus
- Consumption of intoxicants/ psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited
- It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambience.
- Students are advised to handle the furniture, equipment and fixtures carefully. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the concern students will have to bear the cost of replacement/ repair with fine.
- Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus and not permitted to distribute or display (both physically and electronically) material such as notices, banners, etc. in the campus without the permission of the competent authority.
- Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels.
- Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department. The selection will be based on parameters such as academic performance, attendance and attitude of the students.
- Appearing in the internal examinations is mandatory for all students. During internal examination, students are not allowed to leave the hall and students have to occupy the seat 5 minutes before the commencement of the examination.
- Students shall comply with all instructions of accompanying staff during industrial visits and educational tours.
- Harassing juniors, ill-treating fellow students or any form of ragging is prohibited and liable to be treated as a criminal offence by the law enforcing agencies as per the directives of Hon'ble supreme court of India.
- Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as serious cases of misconduct.
- Pay Tuition fees, mess bills etc. in advance or in time to avoid fines




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RULES AND REGULATIONS OF HOSTEL – GENTS

1. The hostel students should leave hostel at 8.45am and should not be in hostel during the class hours without permission of wardens and HODs.
2. The students have to follow the Study timings mess timings and out pass timings.
3. The Day scholars are not permitted inside the hostel. If students found by wardens will be fined Rs.100 / every time.
4. The students are residing in hostel should be in hostel at 7pm.
5. The students should record their attendance with wardens at 9pm every day. If a student is not available in hostel continuously for 24 hours without any communication to the roommates, it to be informed to the same to warden.
6. Birthday celebration is banned inside the hostel.
7. The students should keep their things and valuables safely. The damages or loss of the properties, the management is not responsible.
8. If any damage or loss of hostel properties, the value of property will be collected from the students concerned.
9. The students should not participate in any anti- national, anti-social ragging, inside the campus.
10. Banned items strictly prohibited inside and outside the campus.
11. If any students are found to be involved in undesirable activities will be liable to punishment or suspension or expel from the college.



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RULES AND REGULATIONS OF HOSTEL – GIRLS

1. The hostel students should leave hostel at 8.45am and should not be in hostel during the class hours without permission of wardens and HODs.
2. The students have to follow the Study timings mess timings and out pass timings.
3. The Day scholars are not permitted inside the hostel. If students found by wardens will be fined Rs.100 / every time.
4. The students are residing in hostel should be in hostel at 6pm
5. The students should record their attendance with wardens at 9pm every day. If a student is not available in hostel continuously for 24 hours without any communication to the roommates, it to be informed to the same to warden.
6. Birthday celebration is banned inside the hostel.
7. The students should keep their things and valuables safely. The damages or loss of the properties, the management is not responsible.
8. If any damage or loss of hostel properties, the value of property will be collected from the students concerned.
9. The students should not participate in any anti- national, anti-social ragging, inside the campus.
10. If any students are found to be involved in undesirable activities will be liable to punishment or suspension or expel from the college.



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CENTRAL LIBRARY RULES & REGULATIONS

- ❖ All library users are required to enter their names and put their signature in the register provided at the entrance of the library.
- ❖ Students can borrow a certain number of books, periodicals (other than the current issue), CDs for a period of 15 days as stipulated and communicated by the Librarian.
- ❖ Library books are required to be returned by a student on or before the due date. A fine will be levied after the expiry of the due date. All books issued must be returned and library fines (if any) be settled in time.
- ❖ Borrowers shall replace lost / damaged library materials/books with new one of the same.
- ❖ Renewals of library books and of educational materials are generally allowed if no reservation has been made for the same.
- ❖ Case studies and project reports will not be issued to students and are for library reference purpose only.
- ❖ Library users are expected to maintain silence at all times in the library. The use of cell phones is strictly prohibited inside the library.
- ❖ Library users should present their identity cards for borrowing or renewal of library materials. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.
- ❖ Markings of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defied, the item must be replaced with a new one.
- ❖ Smoking anywhere inside the library premises is prohibited as is also the consumption of food and refreshments.
- ❖ Books or journals taken from the shelves should not be replaced on the shelves but be left on the tables after use.
- ❖ Students should clear all library dues in time to obtain Hall Ticket/Admit Card before Semester Exam.
- ❖ The membership of the library is non-transferable.
- ❖ During the Library hours for students, a faculty member should accompany the students to monitor and keep them silence.



[Signature]
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