



**SREE SOWDAMBIKA COLLEGE OF ENGINEERING
CHETTIKURICHI, ARUPPUKOTTAI-626134**

Code of Conduct Policy Document

About Code of Conduct Committee:

Teaching is a noble profession and teacher plays a very crucial role in shaping a student's career. The faculty members are expected to exhibit a good conduct so that the students consider them as role models. Similarly, the staff and students are also expected to discharge their responsibilities with diligence and contribute in a big way to strengthen this institution. The code of conduct committee monitors the implementation of code of conduct and code of ethics for both students and staff Code of Conduct which has been formulated and approved by the board of management.

Roles and Responsibility of Code of Conduct Committee:

- Identifying the code of Conduct for the following stakeholders
 - Students
 - Teachers
 - Administrators
 - Other staff
- Incorporating the code of Conduct for the various stakeholders on campus in the form of dedicated Handbooks.
- Reviewing the Codes at specific intervals and reprinting the Handbooks whenever necessary.
- Monitor adherence to the Code of Conduct by periodic announcements to the stakeholders in the form of notices, circulars etc.
- Assist the Disciplinary Committee in undertaking appropriate disciplinary actions in instances of violations of the specified code of Conduct.
- Plan and organize in coordination with the IQAC professional ethics programmes for students, teachers, administrators and other staff.
- Monitor the implementation of the Induction week for students, Inviting of Alumni for student interaction programmes, Departmental grooming sessions, Placement Orientations and conducting of Exit Interviews.
- Monitor the Annual Strategic Planning Exercise and Induction Programme for the New Faculty Members and other staff

Structure of the Committee:

| DESIGNATION | POSITION |
|--------------------|-----------------|
| Principal | Chairman |
| HOD | Member |

Code of Conduct Committee Members:

| S.No | Name of the member | Designation & Department |
|-------------|---------------------------|-------------------------------------|
| 1. | Dr. K. Arulmozhi | Principal |
| 2. | Dr. S. Muthukumar | Head of the Department - CSE |
| 3. | Dr. R. Sivasangari | Head of the Department - EEE |
| 4. | Dr.A.D. Ramesh Babu | Head of the Department- S&H |
| 5. | Mr. M Elayaraja | Head of the Department - ECE |
| 6. | Mr. F. Jahubar sadik | Head of the Department - MECH |
| 7. | Ms. M. Petchiyammal | Head of the Department - CIVIL |

Code of Conduct for Teaching Faculty

Our institution is esteemed for the value it imbues to its students. Therefore the institution drafts code of conduct to each of its staff members, so that they are worthy and honorable to induct discipline and ethical behavior in the minds of students.

1. The male staff members have to wear pants and slack shirts.
2. The male faculty members should wear shoe.
3. The female staff members should wear saree.
4. Faculty members should handle the subjects assigned by the Head of the Departments
5. They should complete the syllabus on time.
6. Tutor system must be effectively implemented. They shall monitor both the academic / the personal activities of the students assigned to them.
7. They should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
8. They should maintain the respect the right and dignity of the student in expressing his / her opinion.
9. They should maintain decorum both inside and outside the classroom and set a good example to the students.
10. They should deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
11. They should perfect in carry out the extracurricular, co-curricular and organizational activities to be assigned to them.
12. No faculty shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the college campus.
13. The faculty should report for duty even if they are on vacation if called for to attend to any important duty that may arise.
14. Usage of Cell Phone inside the classroom is strictly prohibited.
15. Faculty should utilize the facilities available in the college efficiently for the improvement of the students as well as for their academic development only.
16. All the faculties are responsible for maintaining discipline among the students and nobody is allowed to interrupt the same in anyway.

Leave (Teaching / Non Teaching)

1. Staff members are expected to log their attendance at the respective timings in a manner prescribed by the college. Bio-metric system is kept in the campus for the recording of attendance, while entering and leaving the college.
2. Casual leave for 15 days for the Calendar year (i.e. January to December) will be allowed.
3. Maternity leave for women faculty is six months.
4. Permission for 2 hours (1+1) per month is allowed. If a person avails a 3rd permission within one month it will be considered as half-a-day leave.
5. Leave On Duty for 15 days is allowed for one Academic year (i.e. June to May)
6. Every Staff member in the service of the college shall at all time strives for academic excellence in the discharge of his/her duties and conduct themselves in a manner becoming a perfect role model for others to emulate.
7. The Staff members in the service of the college can do higher studies only after the consent and knowledge of the college management.
8. The Staff members should be present in the College / Department at least 10 minutes before the college time.

Code of Conduct for Students

1. It is obligatory on the part of the student to abide by the rules and regulations of the College for maintaining good standard, discipline and individual progress.
2. The students must behave very decently in the college campus. Their manners should not cause any disturbance to other students, to the public and to the smooth functioning of the college.
3. The students should always wear the identity cards inside the College campus and the College bus.
4. The students must follow the dress code to maintain the dignity and decorum of the College.
5. Smoking is strictly prohibited inside the college campus. Students found intoxicated will be dismissed immediately from the College
6. Two wheeler riders should wear helmets and must possess valid Driving Licenses. Students should park their vehicles in an orderly manner only in the sheds meant for the purpose
7. Students are directed to co-operate with the authorities in keeping the college campus clean and tidy. They must avoid writing on walls and desks and throwing scraps of papers and polythene covers on the premises. They must use dust bin provided for the purpose.
8. Every student should handle the college property with care. Damage caused to college property will be charged to the accounts of the students concerned.
9. Polythene covers are prohibited inside the college premises.
10. Students who indulge in any kind of malpractice will be investigated by a committee comprising of the Principal.
11. The student should not take part in any violent or unwanted activities regarding politics, community and religion.
12. No meeting, function or gathering of any kind shall be held within the college campus without the permission of the Principal.
13. Loitering and making noise in the college campus are strictly forbidden.
14. Students must be punctual for all classes. Students should leave the classroom only after the staff member has left the class.
15. In regard to all matters not specified in the above rules, students are expected to behave with dignity and decorum.

Code of Conduct for Principal

1. Academic growth of the college.
2. Participation in the teaching, research and training programmes of the college.
3. Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University. Institute for academic competence of the Faculty Member.
4. Admission of students, maintenance of disciplines of the Institute.
5. Receipts, expenditure and maintenance of true and correct accounts.
6. The overall administration of the Institute and recognized Institution and their libraries and Hostels, if any.
7. Correspondence relating to the administration of the Institute.
8. Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students welfare activities of the Institute and Recognized Institution and maintenance of records.
9. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
10. Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/ recognized Institution.
11. Overall supervision of the University Examinations.
12. Observance of provisions of Accounts code.
13. Maintenance of Self –Assessment Reports of teachers and their service Books.
14. Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.

Code of Conduct for Librarian:

1. To prepare and issue of Library cards to students and staff.
2. To receive demand slips from students and issue books to students as per their demand and library rules.
3. To follow up return of books issued to students and staff members.
4. To maintain fine collection register and instruct students to deposit the fine in the bank through challan.
5. To receive requisitions and issue and receive books from students, staffs following complete procedure.
6. To display new arrivals by photocopy of the cover page of the books and journals
7. To receive international journals & magazines and highlight important articles, news. Items pertaining to management education/ institutes etc. and put up to the Principal for information
8. To update and maintain files of paper cuttings. .
9. To compile back volumes of journals and periodicals and arrange for binding and stacking. '
10. To see that library is in a presentable and tidy condition at all the time.. .
11. To attend to problems of the staff members, if any, and redress the same promptly.
12. To maintain the day wise records of visits of students/staff faculty members in library.
13. Display of cuttings of news papers on education /social matters on notice boards.
14. To conduct the meeting of library committee as per guideline & work as a secretary of library committee.

15. To Compile requirement of books & periodical periodically & submit to the principal for further procurement.
16. To take care of library automation & update the same from time to time
17. To effectively encourage faculty & student to use e-journals-books keeping the IEL, IEEE always in working condition.
18. To carry out 100% annual verification prepare list of book which one outdated & damaged beyond use.
19. To regularly under take binding of books which are damaged.
20. To make report to HOD/section heads books not at all referred by faculty and students.
21. To receives expert committee & present to them effectively.

Code of Conduct for Computer Lab technician:

1. To keep the lab and systems clean and neat.
2. To maintain the working condition of the systems.
 - (*Hardware, Operating System, Software, Antivirus*)
3. To update the complaint register and supporting registers for each lab.
4. To check the presence of IP Address and System Name on their CPU and Monitor.
5. To update the systems and software as per the requirements of Anna University syllabus every semester proposed by Lab-Incharge.
6. To check the LAN and INTERNET connectivity regularly.
7. To update and scan the systems with antivirus installed.
8. To maintain the systems by clearing the catch file, temp file and user profiles regularly.
9. To maintain the printer and scanner properly and maintain register for the same.
10. To check the internet accessibility for staff and students regularly.
11. To store the official files of staffs and students only in the server and not in any local system.
12. To report your corresponding lab in-charge as per the instructions given by him/her.
13. To register the complaints in the OMS with the permission of lab in-charge
 - (*AC, UPS, Systems, Electrical*).
14. The responsibility of a computer lab lies with the lab technician. In case of any clarification please approach the System Administrators for further developments.

Code of Conduct for Lab technician:

1. Any unexpected breakdowns of Lab Machines / Equipments must be reported immediately to the teaching staff in-charge of the particular Lab.
2. Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
3. The responsibility of Lab Assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab –In-charge.
4. All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
5. Issue register for tools issued to the students must be maintained for each and every Lab.
6. Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.

7. To ensure the availability & proper maintenance of “first aid facilities & fire fighting equipments”.
8. Avoid other activities during Lab hours unless assigned by the senior Management.
9. Adjust Lab work to a technician, who is familiar with that Lab, in case of your absence.
10. Ensure that the Machine is in proper working condition & then allow the students to do the Job.

Code of Conduct for Transport In charge:

1. Responsible for arrangement of transport for students and staff from College to City & vice versa.
2. Responsible for periodical maintenance of all the buses and in case of any major repair should report to the Principal immediately.
3. Responsible for a periodical check of the log books maintained by the drivers.
4. Arranges for an agreement with Transport Company for additional buses if required.
5. Arranges for the transport for the students and staff for any educational tour, visit for sports competitions.ect.
6. Responsible for time management of buses

Code of Conduct for Drivers:

1. Must wear proper uniform insisted by the college.
2. Must have heavy vehicle license for driving college vehicles.
3. Must wear shoes for safety purpose while driving.
4. Must wear seat belt compulsory while driving any kind of vehicles.
5. Drivers and conductors must follow driving rules insisted by the government.
6. Drivers must follow the speed recommended by the government and should not be in over speed.
7. Drivers and conductors should properly check first aid box, medicines and fire extinguisher are in good condition.

Code of Conduct for Mechanic:

1. Must wear Proper uniform insisted by the college.
2. Must wear shoes for safety purpose while working.
3. Must follow safety rules insisted by the government.
4. Must wear helmet while working.
5. Must wear welding glass, gloves while doing welding work.

Code of Conduct for Hostel Warden:

1. Responsible for allotment of rooms to the students.
2. Responsible for maintenance for Hostel.
3. Looks after the quality of food served in the hostels.
4. Keeps strict discipline in incoming and outgoing of students from the hostels.
5. Reports to the Principal in case of any indiscipline or misbehavior by the students.
6. Looks into the grievances/complaints of the students if found genuine.
7. Arranges for First-Aid in case of any emergency and arrange for hospitalization of student/staff.

Code of Conduct for Physical Education Director:

1. Responsible for all the activities related to the Physical Education.

2. Arranges a physical fitness camp for the students and staff.
3. Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.
4. Coordinates Intra College and Inter College, Inter University and Inter State competition for different sports.

