



## **DR. M.G.R ENGINEERING COLLEGE**

### **CODE OF CONDUCT**

#### **GENERAL RIGHTS AND RESPONSIBILITIES OF STUDENTS**

##### 1. Students have the right to:

- be free from discrimination based on race, religion, ethnicity, political affiliation, age, sex, disability or any other matter of personal preference
- has freedom of expression, freedom of assembly and association, with a condition that these freedoms do not hinder the effective conduct of classes, comply with the policies of institution, other principles of ethical behavior such as respect for the right of others
- fair evaluation and the right to be properly informed about the grading criteria in accordance with the University appeal policies
- appeal in accordance with the University appeal policies
- be free from harassment by any member of the university
- be heard in case when a decision is to be taken against him / herself
- be notified on a timely manner on discipline proceedings or action
- report any alleged non-compliance with the legislation in force or the ethical principles to the relevant authority in confidence without adverse personal consequences

##### 2. Students have the following responsibilities:

- become familiar with the provisions of this Code and all other policies of the University
- in relation to any person within group or external to the institution, must not offer or accept any bribe or other unlawful financial consideration or seek or accept any other personal favor, which may influence them in their studies, or influence others in their work
- must immediately report any attempt to seek bribes or personal favors to the relevant authority defined in the Rules of institution
- must not misuse the resources of the institution, or personal or commercial information held by it including intellectual property, for personal gain or any other person or group
- must behave towards the governing board, managers, academic and support staff and fellow students in a respectful way, upholding the general principles of ethical conduct, and contribute positively and constructively to the academic work
- When participating in study nor research activities, must not engage in plagiarism as defined in the Rules of Institution, fail to cite or attribute the work of others, pass off the



others 'work as their own work or falsify results, must abide by the ethical principles in relation to the protection of personal data.

- When participating in examination or other form of assessment. must not cheat, copy others work, either individually or as a part of group, or attempt to gain any advantage by offering any form of inducement on their behalf.

## **CODE OF CONDUCT FOR STUDENTS**

- Students should be punctual to college.
- Students should maintain discipline and Decorum of the college.
- Students should wear identity cards in college campus.
- Student should earn 75% of attendance, if not he/she will not be eligible to appear for the university examination
- Students are advised to utilize facilities available in our college.
- Students should maintain cleanliness in the campus.
- Students are advised to participate in all the events, programmes and cultural & physical education activities conducted by the college.
- Ragging is strictly prohibited. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. Those found guilty will be dismissed from the institute and a case will be filed with the local police authorities
- Administrative action in the event of ragging: The anti-ragging committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established on the recommendations of the anti-ragging squad
- Students should not involve in any kind of illegal activities.
- The institute prohibits any political activities inside the campus and forbids students from conducting and attending any political meetings within the institute campus.
- Students are not allowed to use mobile phones during the lecture hours.
- Students should protect property of the college.
- Student should not remain absent without prior permission.
- Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
- Students must not roam in the premises of institute while the classes are going on.
- Any disruptive behaviors by the students are not permitted during class hours.
- Students have to ensure their participation in continuous assessment test, interactive learning modules, submission of assignments to score well for internals.
- Students are advised strictly to be present in the lecture hours.



- Smoking and consumption of alcohol and any other drugs in the premises of Institute are prohibited.
- Be polite and respectful towards others, staff and other students
- Students should not leave their books, valuables and other belongings in the classroom.
- The Institute is not responsible for any lost property of the students.
- Students must reach the campus, must reach the campus before 9.15am
- Leaving the campus before the classes are over, is not allowed. If any student want to avail leave, they have to give letter to their respective faculty advisors.
- Students must be confined to the room numbers allotted to them.
- Unnecessary entry to other classrooms is not allowed

## **DRESS CODE FOR STUDENTS**

### **FOR BOYS**

- Boys should wear formal pants, with tucked in shirts, shoes. Jeans not allowed.
- Boys should have clean shave and hair cut neatly
- Beards are not allowed
- Wearing of any type of bracelets, bands, should be avoided

### **FOR GIRLS**

- Girls should wear churidar with knee length top and dupatta pinned in both sides.
- Flared dresses, gowns, jeans with tops, t- shirts etc. are not allowed
- Free/loose hair are not allowed.

## **CODE OF CONDUCT FOR HOSTELLERS**

- Hostellers must occupy the room allotted to them and must not change the room without permission of the warden. They have to keep their rooms clean and hygienic.
- All the inmates should leave the hostel at least 10 minutes before the commencement of the classes
- No student is allowed to stay in the hostel during the college hours without prior permission of the warden
- Hostellers falling sick should be reported to the warden who will take necessary steps for the treatment
- Inmates should not involve themselves in any unlawful or undesirable activities (such as smoking, drinking, gambling, writing on walls and doors, etc....)



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University with Graded Autonomy Status



- Hostellers will be held responsible for the damage to the rooms they occupy and items like fan, furniture, tube light, switches, toilet sink, etc. In case of damage or disfigurement of any hostel property they will have to pay the cost as fixed by the warden.
- Students are advised not to bring any valuables to the hostel.
- The management will not be responsible for any loss due to their negligence
- The rooms should be locked whenever the students are away and the room keys should not be given to anyone except the warden.
- If the students go on long leave, they should inform to warden
- Boys are not allowed to enter the girl's hostel and vice versa
- Ragging is strictly prohibited inside the hostel. If found guilty they will be expelled from the hostel
- Celebrations of any kind and partying in the hostel are not allowed
- Students are permitted to go out of the hostel within the campus like library, canteen and internet center with prior permission from the warden
- If the student wants to go out of the hostel on leave/outing they must produce permission letter from the parents via regular post/speed post/ at least one day in advance
- The letter should be duly acknowledged by the Warden and the ward.

#### **CODE OF CONDUCT FOR LAB**

- Students will be permitted inside the laboratory only when the instructors are present
- Display of ID card and wearing lab coat is mandatory
- Students should bring graph sheet, calculator and other required stationery things
- Students are allowed to enter the lab only after the completion of previous experiments
- Students are requested to sign in the attendance register as soon as they enter the lab
- Students are instructed to sign in the register while receiving and returning the apparatus from the instructor.
- Students are strictly instructed to get signature from the faculty in the observation note for their respective experiment before leaving the lab
- The received apparatus should be handed over to the lab instructor without any damage.

#### **CODE OF CONDUCT FOR EXECUTIVES**

- The Executives of the University must ensure quality in education and academic activities.
- They should chalk out policy and plan to execute the vision and mission of the college.
- Executives should form various college level committees and appoint coordinators.
- They should convene meetings for departments and with head of departments regularly to know the progress of academics.
- Executives should monitor financial matters efficiently if any.



- They should motivate teachers to enhance their knowledge by attending various trainings, Workshops, faculty development programs.
- They should ensure that the directions issued by the management are carried out.
- Executives should monitor the attendance of students as well as staffs.
- Executives should monitor the discipline of students as well as staff and should take corrective measures then and there.

### **CODE OF CONDUCT FOR TEACHING FACULTY MEMBERS**

- As aim of the teaching profession is to educate and kindle the thirst for knowledge the faculties should be concerned and dedicated towards achieving the same
- Faculties should be open to hear the students view point and also be concerned to take extra efforts for the needy group of students
- Faculties should be tolerant to criticism
- Faculties should create an educational ambience in the classroom and also should not show favoritism to any set of students and treat them alike irrespective of caste, creed, color, gender, religion and socio- economic status
- Faculties should set an example and be a role model to the students in making them an inquisitive and explorer of knowledge
- Faculties in addition to making the students professionally competent also should inculcate in them patriotism, community service and social responsibility
- Faculties should be conscious to maintain the dignity of the profession
- Faculties should aware of making every student to understand basics of prepare the students to face the challenges thrown across during the practice and nurture the habit of exploring the new horizons of health care
- Faculties should be enthusiastic in learning the recent advances, innovations and apply the same to become a teacher of updated knowledge
- Faculties should find time to do research and create an opportunity for the students to follow it up
- Faculties should involve themselves as a mentor for students in conducting seminars, Workshops, Interactive sessions, sports and cultural activities
- Faculties should behave and function in a manner described by the institution and make it a collective effort for the student's educational, mental health and social well-being
- Faculties should interact with parents of the students during Parent Teacher's Meeting
- Faculties should follow the professional ethics
- Faculties should adhere to the principles of scientific research and writing
- Professional faculties should give respect to the professional fellow in a commendable manner and treat non-professional and support staff in the same line



- Teaching Staff should maintain dignity and decorum of the post they are holding.
- They should perform his or her duty honestly.
- Teachers should actively involve with the students in co-curricular and extracurricular activities.
- Teacher should prepare teaching Lesson Delivery Plan of the allotted subjects.
- Teacher should inculcate patriotism and discipline among students.
- Teacher should avail leaves with prior intimation.
- Teacher should make alternate arrangements on the day when they are taking leave.
- Teacher should discharge all the duties assigned by the Dean
- Teacher should work for the betterment of the Institution.
- Teacher should be available for interaction among students.
- Teacher should not indulge in any casteism.
- Teacher should not engage in any sort of business.

#### **CODE OF CONDUCT FOR NON-TEACHING STAFF**

- Administrative staff shall be responsible to the area of work allotted to them.
- Administrative staff should behave politely and compassionately with parents/guardians.
- Administrative staff should develop co-operative and friendly relationship with faculty members.
- Administrative staff should perform all professional activities through proper channels.
- Administrative staff should not involve in unethical practices.
- Administrative staff should not remain absent from duties without prior permission.
- Administrative staff should not engage directly or indirectly in any trade or business.

#### **CODE OF CONDUCT FOR SUPPORTING STAFF**

- Lab assistants have to set Lab equipment/Apparatus, maintain stock, breakage, daily basis record Register.
- House Keeping supervisor have to maintain check list for entry and exit of unskilled employees
- Unskilled employees have to maintain toilets, common area, stair and surrounding with utmost cleanliness.
- Transport Department should co-ordinate educational trips and field visits organized by different departments. They should inspect the condition of buses and should carry out necessary actions on continuous basis





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- Transport department must coordinate various bus routes according to the needs of students. They should appoint route –in-charges. They should supervise and manage daily transport operations
- Unskilled employees should develop co-operative and friendly relationship with faculty members. They should not involve in unethical practices. They should not engage directly or indirectly in any trade or business
- Electrical Maintenance Department should Check operation of light switches, replace as required. They should Check for missing or broken light, diffusers, or reflectors. Replace as required. Regular check of Electrical panel boxes must be done.
- Supporting staff should make alternate arrangements and priorly inform when they are availing leave

#### **CODE OF CONDUCT FOR LIBRARY USAGE**

- Students must strictly observe silence while in library
- Students must enter in the register provided by the library about the usage of the books
- Log in and log out time register must be maintained
- Students must return the book after the usage
- Excessive talking, noise bleed from other electronic equipment's must be avoided
- Consuming food is not entertained in library
- Mobile phones must be in silent mode
- Usage of tobacco, cigarettes are prohibited
- Loitering in and around the library hall must be avoided.
- A student does not cause any nuisance to others while they are using library.
- Wear your ID card while entering the Library always.
- Keep your personal belongings like bag, files, personal books, note books etc., at the property counter. However they are advised not to leave valuable things like cell phones, purse, laptop etc. outside the Library.
- If the borrower is unable to return the book due to loss or damage the recovery is made on the following basis: Replacing the lost or damaged book with another good copy having similar descriptions. In the absence of replacement, the recovery is made by collecting the double the amount of the existing price in the market if the loss is reported within the due date.
- After the expiry of the due date the recovery is made by collecting double the amount of the existing price in the market plus overdue charges.



## **CONDUCT AND BEHAVIOUR GUIDELINES DURING ONLINE CLASSES**

- Each student is allotted particular section/class and change of section is not entertained in any case.
- The GMeet link sent by the subject teachers of your section is a unique link to be attended only by the respective classes.
- Do not circulate your unique Gmeet link to other section students
- Attendance cannot be claimed by any student for attending classes other than their allotted section.
- E-mail is mandatory for a student to register yourself in digital classroom (GMeet & Google Class Room)
- Students are advised to create Gmail id with (Name –Branch) as mail ID
- Fake ids will not be entertained and such students will not be allowed to enter the google meet classes.
- They should enter the online classes at least 5 minutes earlier to avoid last minute interruptions.
- It is the responsibility of every student to ensure that sufficient data and internet speed are available in mobile / laptop so that they don't face any issues during the online classes.
- No student should be absent for the online classes. Attendance is compulsory at all times. Absence for even one period in FN/AN would be counted as being absent for half-a-day, respectively.
- While attending online classes, students are asked to follow strict discipline. Video and audio should be in OFF mode and should be switched ON as and when interaction is required by the faculty.

## **CODE OF CONDUCT FOR ONLINE EXAMINATION SYSTEM**

1. All students should be present in their respective GCR 15 min prior to the commencement of examination.
2. Attendance Sheet (Google form) will be posted in the respective GCR 15 min before the commencement of the exam.
3. All students must fill the attendance sheet (as Google Form) as soon as you enter the GCR. The attendance sheet response will be closed exactly at half an hour from the commencement of the exam on the day of the exam
4. The question paper will be posted as Assignment in the GCR, 10 min before the commencement of the exam
5. Go through the question paper fully before starting to write the answers.
6. Mention the correct question number for which answer is written
7. Write the answers neatly and boldly. Use scale and pencil for diagrams.





8. Complete the exam before the time mentioned and upload the answer sheets on time
9. The answers should be written in A4 sheets only. After completing, convert the sheets into single PDF (scan and convert to PDF) and rename the PDF file as Section-Roll No-Subject. (eg A-01-Engg.Physics1). Upload the PDF as attachment in Assignment
10. Put page numbers in order in all pages of the answer sheets. While scanning the answer sheets, see that the pages are in order of the page numbers
11. Students those who are not filling the attendance sheet will be marked absent for the exam and their answer sheets will not be evaluated.
12. The answer sheets must be submitted within 30 min from the end time of the exam. Answer sheets submitted after this time will not be evaluated and marked as late submission.
13. Before uploading check your answer sheet thoroughly. See that the correct subject answer sheet is uploaded.
14. Submission of Answer sheets in any other mode other than GCR (through mail/whatsapp etc) is not accepted and those scripts will not be considered for evaluation
15. Any sort of Malpractice will be viewed seriously. Handwriting mismatch, Uploading of wrong/irrelevant document, blur images of answer sheets, uploading in some other student's mail id etc will be awarded zero marks only.