

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard:**

## **CODE OF CONDUCT FOR STUDENTS**

### **PREAMBLE**

Sengunthar Engineering College is committed to maintain, endorse a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects students to uphold these standards in their day-to-day decisions, actions, and interactions. The code of conduct is necessary to mark the boundaries of this needed order. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. Students are expected to abide by the Code of Conduct.

The code of conduct is displayed in the website and also printed in the calendar book which is issued to the students every year. Discipline committee is constituted to monitor adherence to the Code of Conduct. Induction programme is also conducted for the freshers every year and explained about the general rules and regulations to be followed in their course of study.

### **GENERAL RULES AND REGULATIONS**

- ❖ Character building is the chief aim of education and the college lays great emphasis on decent behavior of every student.
- ❖ Students should neatly and modestly be dressed. They are expected to come only in formal dress.
- ❖ Strict silence and punctuality should be maintained by the Students while attending the classes, functions and the other activities of the college.
- ❖ Students are not allowed to stand or walk along the verandas of the college during the class hours.
- ❖ Any student convicted of some offence in the court of law will not be allowed to continue his/her studies in the college.
- ❖ Students should abstain from active participation in party or communal politics. Those who indulge or organize fellow students in political propaganda within the premises of the college or hostel are liable to be expelled from the college and hostel.
- ❖ Principal / Hostel authorities shall have full power to inflict the following punishments if the rules and regulations of the college are violated- the institution- fine, suspension and expel student for violation of disciplinary regulations and code of good behavior.
- ❖ Students should not indulge in any activity leading to the disruption of peace, discipline

and dislocation of normal work in the college and hostel premises. Those found to be guilty will severely be dealt with.

- ❖ Girls and boys moving together and talking on the roads, under the trees, outside the class rooms and outside laboratories is totally prohibited. They will be permitted to discuss their doubts about the curriculum and subject inside the class rooms.
- ❖ Usages of mobile phones are strictly prohibited in the campus and phones will be ceased from those who violate this rule.
- ❖ Any student found guilty of offending any member of staff will be dealt seriously and if necessary, the punishment may lead to suspension or dismissal of the student from the college.
- ❖ Scribbling on the walls and desks or causing any other damage to the college property is strictly prohibited. Students responsible for any such wanton damage will severely be penalized.
- ❖ Students will not be permitted to loiter in the verandas or sit on the steps of the portico and staircases.
- ❖ Students who are found using drugs or in a drunken state or smoking will immediately be dismissed from the college.
- ❖ The worse treatment of first year students in the name of ragging is strictly prohibited. Students found guilty of this crime will be dismissed from the College- As per the Act given in the annexure Prohibition on Ragging.
- ❖ Students are asked to read the notifications & circulars at the notice board and central library LCD Monitor every day.
- ❖ Vehicles should be parked in the space meant for parking.
- ❖ For any function, conference, meeting or any gathering of this kind, students should get the prior permission of the Principal.
- ❖ The Principal has the absolute right to penalize, suspend or dismiss any student found guilty of misconduct inside/outside the college campus.

### **STUDENTS' DRESS CODE**

The Students are instructed to adhere to the following regulations in Dress code on all working days including the days of functions, Seminars and other activities with the exemptions given to them on particular occasions.

Practicals and Workshops: Appropriate uniforms that are stipulated i.e, lab coats, shoes etc., should be worn.

<b>Do's</b>		<b>Don'ts</b>
<b>Male students are supposed to wear...</b>		<b>Male students are NOT allowed to wear...</b>
<u>Shirts</u>	Full or Half sleeved shirt	Short shirts, shirts with embroidery
<u>Trousers</u>	Trousers with shirt neatly tucked in	Casual trousers
<u>Shoes</u>	Shoes/strapped sandals	Chappals
<b>Female students are supposed to wear....</b>		<b>Female students are NOT allowed to wear...</b>
<u>Sari</u>	Formal sari and blouse with normal sleeve	Decorative saree, half saree, sleeveless blouse
<u>Salwar Kameez</u>	Regular Salwar Kameez with side slits from below the hip line with normal sleeves	Salwar Kameez with side slits from above the hip line and with short sleeves
<u>Chudidhar</u>	Long Kameez with side slits from below the hip line and Chudidhar pants or loose fitting leggings	Short kurthis
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### **FOR MOTORISTS**

Wearing Helmet and Driving License are mandatory for all the motorists of the College.

## **CODE OF CONDUCT FOR STAFF MEMBERS**

### **Introduction:**

Sengunthar Engineering College is striving for academic excellence, and progress of Engineering. Education and research have been conducted in alignment with our national needs and priorities and ensure that our mission, objectives make contributions to global needs.

Teachers should enjoy full civic rights of our democratic country. Teachers have a right to just conditions of service and professional independence.

### **REPORTING FOR DUTIES ON TIME**

- ❖ College working hours are, normally from 9.15 a.m. to 4.40 p.m. However, those who have academic, administrative, examination or any other such work shall follow the 8 a.m. to 4.15 p.m. or 10 a.m. to 6.15 p.m. timing or any other timing as directed by HOD/Principal/Correspondent.
- ❖ All members of the staff shall be at their workplace (Offices, Classrooms, Labs, Staff Room etc.) at least 5 minutes before their reporting time.
- ❖ Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from HOD/Principal/Correspondent.
- ❖ Staff members shall compulsorily wear College ID while in the College premises.
- ❖ Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the Dean (Student Affairs)/HOD/ Principal on standard Discipline Report.
- ❖ Staff members shall not use mobile phones during their class hours. However, they may use them in their cabins/rooms.
- ❖ All members of staff are expected to present themselves in decent attire.
- ❖ Staff members may arrange meeting of any kind with permission/request to HOD/Principal/Management only.

### **THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY**

#### **GENERAL**

- ❖ The Faculty Member should come to the class at least 5 minutes before the commencement of classes.
- ❖ All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- ❖ Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the

Principal/Management.

- ❖ Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals /Conferences.
- ❖ The Faculty Member must strive to prepare him/ 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. 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 with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

### **IN DEPARTMENT**

- ❖ The Faculty Member should always first communicate to the HOD.
- ❖ The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization
- ❖ In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal / Correspondent in academic, co-curricular or extracurricular activities.
- ❖ Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the class logbook as soon as the classes/laboratory hours are over. Besides, every Faculty Member should maintain his/her class record.
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- ❖ The Faculty Member should not show partiality to any segment / individual student.
- ❖ The Class Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case maybe in order to give counseling to the students if needed.
- ❖ The Faculty Member should bring the students misbehavior in the class to the knowledge of the Class Advisor / HOD / Principal.

### **IN CLASS ROOM TEACHING**

- ❖ Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan.
- ❖ The Faculty Member should get approval of the lesson plan and course file from HOD and Dean (Academics).
- ❖ The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a

particular subject .The course file consists of time table of the class, Name List of the class, notes, hand outs (if needed), PPT, internal/model exam question papers along with three answer scripts (higher, moderate and lower), Assignment plan, topics and copy of assignment, feedback analysis report etc. The teaching faculty has to get verified their course file by Course Coordinator at least once in a month and submit it to the concerned HOD within three weeks of the last instruction day of the concerned semester.

- ❖ The Faculty Member should go to the class at least 5 minutes before.
- ❖ The Faculty Member should engage the full period and should not leave the class early.
- ❖ Attendance must be taken for each lecture/practical preferably at the beginning of each lecture/practical. Absence shall be indicated by 'AB'. For every hour the student is present, attendance is marked cumulatively in the attendance register.
- ❖ The Faculty Member should make use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students asking doubts /questions.
- ❖ The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- ❖ The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- ❖ The Faculty Member should make himself/ herself available for doubt clearance.
- ❖ The Faculty Member should motivate the students and bring out the creativity / originality in the students.

## **IN LABORATORY**

- ❖ The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- ❖ The lab observations/records must be corrected then and there.
  - To give crystal clear instructions.
  - To attest the readings of the experiment. To let the students know the percentage of error he/she commits for every experiment.
  - To sign the manual /rough record before the end of each practical class.
- ❖ Faculty conducting practicals / projects shall be responsible for the respective labs during their practical hours.
- ❖ In order to prevent theft, faculty members are advised to take the following action.
  - Before starting the practical's/projects, students shall be asked to check the PCs/equipments etc. and report in case of any missing items/irregularity to the Lab In-Charge.
  - As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
  - Students shall not be permitted to carry bags into the labs.

- In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

### **STUDENT – FACULTY RAPPOR**

- ❖ The Faculty Member should have a good control of students.
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- ❖ The Faculty Member should act with tact and deal with insubordination by students maturely.
- ❖ The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.

### **DUTIES AND RESPONSIBILITIES OF THE LABORATORY / WORKSHOP IN-CHARGE AND LAB ASSISTANT**

- ❖ To maintain the Stock Register.
- ❖ To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- ❖ To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- ❖ To organize the laboratory for oral and practical examinations.
- ❖ To hold those responsible for any breakage / loss etc. and recover costs.
- ❖ To ensure the cleanliness of the lab and switch off all equipment after use.
- ❖ Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal/Correspondent for necessary action.
- ❖ The Lab Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- ❖ Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institution.
- ❖ All the Lab Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
- ❖ Lab Assistants in coordination with Lab In-charge should display (i) List of Equipments (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.

- ❖ Any other duty as may be assigned by the faculty in charge of lab/HOD/Principal/Correspondent from time to time.

**IN ORDER TO PREVENT THEFT/DAMAGE, THE LAB IN-CHARGE SHALL TAKE THE FOLLOWING ACTION:**

- ❖ Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD through faculty in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- ❖ Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- ❖ If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

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# SENGUNTHAR ENGINEERING COLLEGE (AUTONOMOUS)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
Recognized Under Section 2(f) & 12(B) of the UGC Act, 1956  
NAAC Accredited with 'A' Grade

**TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU**



## CODE OF CONDUCT MANUAL



## CONTENT

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- ❖ Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HOD through faculty in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- ❖ Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- ❖ If the students are responsible for the loss/missing item, then an amount equal to the two times the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

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# SENGUNTHAR ENGINEERING COLLEGE (AUTONOMOUS)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
Recognized Under Section 2(f) & 12(B) of the UGC Act, 1956  
NAAC Accredited with 'A' Grade

TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU



09.10.2021

## DISCIPLINE COMMITTEE

S.No	Name	Position	Present Designation / Occupation	E-mail ID
1	Dr. K.L.Palanisamy	Chairman	Dean /Student Affairs	dean.studentaffairs@scteng. co.in
2	Mr.C.Kandasamy	Member	Asst.Professor	ckandasamy.chemistry@scteng.co.in
3	Mr.S. Prabhu	Member	Asst.Professor	sprabhu.civil@scteng.co.in
4	Dr.S.Radha	Member	Asst.Professor	sradha.cse@scteng.co.in
5	Mr.M.Arunkumar	Member	Asst.Professor	marunkumar.ece@scteng.co.in
6	Mr.G.Senthilrajan	Member	Asso.Professor	ssenthilrajan.eee@scteng.co.in
7	Mr.P.Jagadeeswaran	Member	Asst.Professor	Pjagadeeswaran.mech@scteng.co.in

*[Handwritten signature]*  
09/10/2021

PRINCIPAL

PRINCIPAL

SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)

TIRUCHENGODE - 637 205



## FUNCTIONS AND RESPONSIBILITIES

- Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the students in the institute premises
- Counsels the indiscipline students
- Counsels the students about ill-effects of ragging Enlightens the students on the consequential administrative and legal implications.
- Monitors the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- Ensures that all the students attend classes without bunking & prevent the students from leaving the college early
- Maintains proper discipline in the college canteen, student waiting room, corridors and canteen during the college working hours.
- Assists the college anti-ragging committee in preventing ragging
- in the College and to spread anti- ragging campaign throughout the student's community.

*[Handwritten Signature]*  
09/11/2021

PRINCIPAL  
SENGUNTHAR ENGINEERING COLLEGE  
(AUTONOMOUS)  
TIRUCHENGODE - 637 205



## **Report on Professional Ethics Programmes for students**

Sengunthar Engineering College is a learning temple founded on the principles of ethics and value-based education. Academic freedom, intellectual integrity, and the fair and respectful treatment of others are all ethical principles that faculty and students must enshrine. The concept of academic freedom is central to the academic enterprise. From a student's perspective, the basic pillars of ethical practices such as independence, prevention of harm to others, extending a helping hand to all, justice, and fidelity are constantly discussed and etched in the minds of our students.

The basic cultures instilled on campus are universal brotherhood, self-confidence development, a broad and open mind to help the poor and needy, empathy for the oppressed and ready-to-help attitudes.

Professional ethics is an inevitable standard that should be deeply ingrained in the minds of young students in order to transform them from the heavily contaminated commercial environment to which they are exposed.

### **Student Induction Programs on Human Values**

Two weeks Students Induction Programme (SIP) conducted for fresher admitted in the UG programmes from 08.11.2021 to 20.11.2021.

Student Induction Programme is to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self exploration.

The term induction is generally used to describe the whole process whereby the incumbents adjust to or acclimatize to their new roles and environment. In other words, it is a well planned event to educate the new entrants about the environment in a particular institution, and connect them with the people in it.

Student Induction Programme engages with the new students as soon as they come into the institution, before regular classes start. At the start of the induction, the incumbents learn about the institutional policies, code of conduct, processes, practices, culture and values.

#### **List of activities conducted during SIP:**

- ❖ Lectures on **Universal Human Value, Ethics**, Communication Skill & Body Language
- ❖ Physical Activity & Yoga.
- ❖ Opportunities in Engineering field & Research.
- ❖ Familiarization to Dept./Branch/Rules & Regulations.
- ❖ Speech by Eminent People & Alumni.

- ❖ SEC offers a course on “**19EEEC101 - LIFE SKILLS FOR ENGINEERS**” to all the engineering students under the Regulations 2019. **Human Values, Civic Rights, Engineering Ethics**, Engineering as Social Experimentation, Environmental Ethics and Global Issues are important topics included in the syllabus.





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19EEEC101	<b>LIFE SKILLS FOR ENGINEERS</b> (Employability Enhancement Course) (Common to CIVIL, CSE, ECE, EEE & Mechanical)	<b>L T P C</b> <b>0 0 2 0</b>
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### OBJECTIVES

To enable students to:

- Develop communication competence for engineers and enable them to convey thoughts and ideas with clarity and focus.
- Inculcate critical thinking process on problem solving.
- Have an overview on career skills required in their profession.
- Learn professional Ethics and Moral values.
- Lead a team with more responsibilities to be succeeded in their endeavor.

### UNIT I: COMMUNICATION SKILL 6

Introduction to Communication, The Process of Communication, Barriers to Communication, Listening Skills, Non-verbal Communication and Body Language, Interview Skills, Group Discussion, Presentation Skills, Technology – based Communication – Technical Presentation.

### UNIT II: CRITICAL THINKING & PROBLEM SOLVING 6

Creativity, Lateral thinking, Critical thinking, Multiple Intelligence, Problem Solving, Mind Mapping & Analytical Thinking.

### UNIT III: CAREER SKILLS 6

Introduction to Employability and Career Skills – developing a long – term career plan – making career changes – Time Management – General awareness of Current Affairs – Stress management – Leadership traits – Team work – Career planning.

### UNIT IV: ETHICS MORAL & PROFESSIONAL VALUES 6

Human Values, Civic Rights, Engineering Ethics, Engineering as Social Experimentation, Environmental Ethics, Global Issues.

### UNIT V: LEADERSHIP SKILLS 6

Leadership, Levels of Leadership, Making of a leader, Types of leadership, Transactions Vs Transformational Leadership, VUCA Leaders, DART Leadership, Leadership Grid & leadership Formulation.

**TOTAL: 30 PERIODS**

### OUTCOMES

Upon completion of the course, the students will be able to:

- Communicate effectively and make effective presentations.
- Write different types of reports.
- Face interview & group discussion.



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**TIRUCHENGODE - 637 205 NAMAKKAL (D) TAMILNADU**



- Critically think on a particular problem.
- Get success in all aspects and develop public skills.

### **TEXT BOOKS**

1. Life Skills for Engineers, McGraw Hill Education (India) Private Ltd., 2016.
2. E.Suresh Kumar et al. Communication for Professional Success. Orient Blackswan: Hyderabad, 2015.

### **REFERENCES**

1. Barun K. Mitra; (2011), "Personality Development & Soft Skills", First Edition; Oxford Publishers.
2. Kalyana; (2015) "Soft Skill for Managers", First Edition; Wiley Publishing Ltd.