



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 & ETHICS OF EMPLOYEES POLICIES

STUDENT'S CODE OF CONDUCT

INTRODUCTION

Our Institution redefined to remove the long spell of hibernation in the field of education among the rural students of India. The College is known for its strict discipline and regularity in holding lectures and has been maintaining excellent academic result in line with this purpose; the Student's Code of Conduct had been framed. Hence, the students are requested to strictly follow for the smooth functioning of the institution.

CODE OF CONDUCT

1. Every student should adhere to the class timings both at the forenoon and afternoon on all working days.
2. Students are expected to adhere to the timetable for attending lectures/tutorials/practical and other extra-curricular activities.
3. Students should maintain proper decorum inside the class rooms and in the college premises.
4. No student shall leave the premises before the college timing without the prior permission of HoD/Class Advisor (CA) concerned.
5. As per SEC rule, 75% attendance is mandatory to appear in end semester examinations.
6. Students should always wear their valid College Identity Card whenever in College or while representing the College at any other place. Further, it should be produced whenever demanded by any of the College staff.
7. No student is allowed to have fashionable/cool/unusual/coloured hairstyle, moustache and beards that are not conforming to the physical uprightness.
8. Ragging is a punishable offence under law. Hence, ragging is strictly prohibited in the Institution. Any student/group of students involving in such activities will be immediately and summarily expelled from the Institution, and handed over to police.
9. Students should use dustbins for dispersing garbage and any unwanted materials.



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10. Institutional Premises are under CCTV surveillance. Everyone must conform to appreciable behavior and attitude inside the Premises.
11. Usage of cell phones inside the class rooms is prohibited.
12. Friends/ guests / visitors/any outsiders shall not be allowed with the students unnecessarily in the Institutional premises as well as in the classroom.
13. Students should make use of College Library and must not loiter in the Institutional Premises whenever they have a free period.
14. Any student who damages the reputation of the Institution in any way is liable to be expelled and face punitive measures taken by the Institution as per the rules and regulations framed from time to time.
15. For any kind of misbehaviour with faculties / administrative staff or creating disturbances in the Institutional Premises/ in classrooms by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
16. Students must conserve electricity and water. They must switch off lights and fans when they leave the class room, study room of library and laboratories.
17. Furniture in the class rooms should not be moved or displaced.
18. Students must take proper care of all the college property. Any damage done to the property of the Institution by disfiguring and tainting walls, doors, windows, fittings, furniture, pillars, bath rooms, White /glass boards and such other things is breach of discipline of the Institution and will be considered a punishable offence.
19. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withheld permission for him/her to appear in the end semester examinations.
20. Any type of malpractice is strictly prohibited in periodical tests, end semester examinations and other screening assessments.
21. No notices are to be circulated among the students or posted on the notice board by anybody without the permission of the Principal.
22. Indulging in any form of Harassment activities including a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition is punishable.



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23. Students are encouraged to use official institutional social media sites to propagate the salient features of the Institution. They should not post derogatory comments, postings, status so as to bring disgrace to the Institution and spoiling its reputation. Defaulters will face severe consequences and lose the academic opportunities.
24. Students are prohibited from doing anything inside or outside the Institution that interferes or disturbs the orderly administration or affect its public image.
25. No outside political or any other should be brought into the Institution directly or indirectly.
26. In case of any kind of problem or need of medical emergency in the Institution, student should report to the HoD/faculty concerned, who will help them solve their problems.
27. No two wheelers and cars are permitted inside the Campus. However, they are advised to wear helmet, seat belt with the valid Driving License while driving outside the campus.
28. A student should not knowingly or unknowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of Institution documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited and will face severe actions binding with rules and regulations of the Institution.