

MAHENDRA COLLEGE OF ENGINEERING



Affiliated to Anna
University,
Approved by AICTE,
NAAC Accredited

HANDBOOK ON CODE OF ETHICS AND CONDUCT

TABLE OF CONTENTS

S.NO	CONTENTS	PAGE NO
1	CODE OF CONDUCT FOR STUDENTS	1
2	CODE OF CONDUCT FOR FACULTY	2
3	CODE OF CONDUCT FOR NON TEACHING STAFFS EMPLOYED IN A COLLEGE	3
4	CODE OF CONDUCT FOR PRINCIPAL/DEAN	5
5	CODE OF CONDUCT FOR THE GOVERNING BODY	6
6	CODE OF CONDUCT FOR ADMINISTRATIVE OFFICER	6
7	CODE OF CONDUCT FOR ACCOUNTS OFFICER	7
8	CODE OF CONDUCT FOR PLACEMENT OFFICER	7
9	CODE OF CONDUCT FOR LIBRARIANS	7
10	CODE OF CONDUCT FOR PHYSICAL EDUCATION DIRECTOR	8
11	CODE OF CONDUCT FOR TRANSPORT MANAGER	8
12	CODE OF CONDUCT FOR HOSTEL WARDEN	8

CODE OF CONDUCT FOR THE STUDENTS

RULES & REGULATIONS:

GENERAL RULES,

- Students should wear ID CARD inside the campus .
- Students should follow the dress code inside the campus.
- Students should not disturb the classes by unnecessarily making noise, standing on the corridor, lounge, etc.
- Students are strictly forbidden from smoking anywhere in the campus.
- Students are not allowed to use mobile phones anywhere in the campus.
- Students are allowed to organise or attend any meeting in the institution or outside only with the prior permission of the Principal / HOD.
- Students may use two-wheelers of capacity less than 100 cc only. They should have valid driving licence and should ride within the speed limit of 10 km/hr within the campus.
- Students should wear safety helmets.
- Students should handle college property carefully without causing any damage.

ATTENDANCE RULES,

- Faculty members shall take attendance at the beginning of each period
- A student who is not in the class room when the attendance is taken shall be marked absent.
- Student attendance will be computed at the end of every month and indicated in the progress report and also put up on the notice board.

LEAVE RULES,

- Students should attend the classes regularly.
- However, leave of absence for valid reasons only will have to be obtained from the Class Advisor in advance. In case of sickness, a medical certificate should accompany the leave application that is submitted upon return from illness.
- Attendance shall be calculated on the basis of periods i.e. in terms of the lecture or lab periods attended.

HOSTEL RULES,

- The Hostel is meant to be yet another home for students. The inmates of the Hostel are expected to be mutually friendly and co-operative with their fellow students.
- No student should indulge in any undesirable activity thereby causing problems to the smooth functioning of the Hostel.
- Smoking or use of liquor or any other intoxicant or playing cards is strictly prohibited. The guilty will be expelled from the hostel with immediate effect.

- Study hours are observed from 8.30 P.M. to 10.30 P.M. and students should devote these hours only to their studies.
- Attendance will be taken by the Deputy Warden during study hours.
- No student is allowed to go out of the Hostel after 9.00 P.M.
- Prior permission should be obtained from the Warden for entertaining visitors/guests in the Hostel. They are required to maintain order and discipline.

Attendance for the examinations and Internal assessment tests is compulsory. Absence from the tests will affect the sessional marks awarded as internal assessment by the staff members concerned.

CODE OF CONDUCT FOR FACULTY

- Faculties shall be at the appointed classroom at the appointed time without any exception.
- Every faculty shall take attendance at the beginning of the teaching session.
- Every faculty shall close the hour punctually at the end of the session.
- 4. A faculty finding a student committing any act of misconduct in the classroom or in premises, shall immediately take appropriate action, which shall be taking correctional action if it is within his / her power or 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.
- Faculties and staff members shall not engage themselves in other activities /businesses, which affect their effective contribution in the Department and the college.
- Faculties and staff members shall not receive gifts on any kind from the students or their parents for any favoritism.

Faculties shall maintain a respectable work conduct in terms of:

- Preparation for the particular day's classes, with latest information added to earlier course content.
- Keeping all teaching aid material required for conducting the class in an orderly manner.
- Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- Following up assignments and tests given to the students, evaluating in time and giving feedback to the students.
- Ensuring the orderly arrangement of class room and its cleanness with the help of students and the cleaning staff, wherever appropriate.
- Obtaining the prior sanction for leave of absence and forwarding the students of such absence as a measure of courtesy.

Faculties shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering into quarrels, fights or any act of disrespectful nature.
- Not engaging any activity of business inside or outside the college premises, including money lending, canvassing for the sale of any article or distribution of any commodity.
- Strictly not to affiliate with any political organization this might cause conflict of interest with the duties of the teacher and the reputation of the institution.

ETHICAL STANDARDS FOR FACULTIES

- FACULTY shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
- Shall have a sense of belonging to the Institution.
- Shall assume total dedication to the teaching profession.
- Shall always have an urge to excel in professional acumen.
- Shall wear a respectable attire, benefiting the society's expectations
- Shall keep up immaculate personal hygiene at all times
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

CODE OF CONDUCT FOR NON TEACHING STAFFS EMPLOYED IN A COLLEGE

- Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
1 (a) It shall be the duty of the staff employed in the private college to do any work in connection with an examination conducted by the University or any college, which

he/she is required to do by the Vice-Chancellor or the Registrar of the University/by the Principal of the College, as the case may be.

- No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- No Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the college authorities in writing shall be abstained.
- (a) No staff employed in the college shall send any application for employment under any other agency, except through the secretary.
(b) The secretary shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving him.
- When a staff employed in a college seeks to accept honorary work without detriment to his/her duties prior permission of the secretary in writing shall be obtained.
- Any staff employed in a college when involved in criminal proceedings shall inform the committee of each proceedings.
- No staff employed in a college shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- No staff employed in a college shall contest or participate in or canvas for any candidate in any election.
- No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
- No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.

- No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which brings disrepute to the Government.

CODE OF CONDUCT FOR PRINCIPAL/DEAN

Principal as the head of Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of College.

Responsibility of the Principal:

Subject to the supervision and general control of the management, the Principals as the Principal executive and Academic Head of the College, shall be responsible for-

- Academic growth of the college.
- Participation in the teaching, research and training programmes of the college.
- 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.
- Admission of students, maintenance of disciplines of the Institute.
- Receipts, expenditure and maintenance of true and correct accounts.
- The overall administration of the Institute and recognized Institution and their libraries and Hostels, if any.
- Correspondence relating to the administration of the Institute.
- Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students welfare activities of the Institute and Recognized Institution and maintenance of records.
- Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- 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.
- Overall supervision of the University Examinations.
- Observance of provisions of Accounts code.
- Maintenance of Self –Assessment Reports of teachers and their service Books.
- 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 THE GOVERNING BODY

The Institute shall be managed by a regularly constituted Governing Body. The composition, functions and other condition pertaining to the Governing Body shall be as prescribed in the Directive Principles made and accepted by the Management.

Code of Conduct:

- Decisions and resolutions made by the Governing Body, Executive Body and all the Trust Units are obligatory.
- The members of Governing Body shall maintain their character, transparency, mannerisms and good image.
- No property of Trust will be used for personal benefits.
- The members of the Governing Body can obtain service from the Trust employee as and when required.
- Any member of Governing Body will not express non-satisfaction with any decision made by the Executive Body, it will be discussed or expressed in the meeting only, one must respect majority taking the decisions.
- Any member of Governing Body needs any primary information from Institute, he/she will communicate to the Principal and will not have any oral or written communication with the employee.
- If any misbehavior and action by the employee defames the Institute, it will be communicated to the Secretary orally or in writing.
- All shall mind that no person is greater than Institute.
- The Governing Body will receive all communication in writing only from the Principal, in the same way the Governing Body will reciprocate their decision through principal.
- Respect other member's opinion and give them a chance to express, if necessary permit to register contradictory opinion.

CODE OF CONDUCT FOR ADMINISTRATIVE OFFICER

- Takes care of student scholarships like first graduate, S.C, S.T M.B.C scholarships.
- Maintains the Faculty Member leave records like casual leave, vacation, on duty & permission.
- Acts as a Coordinator for all the activities relating to the maintenance of the College.
- Takes care of HR policies of the institution side and outside the College.
- Conducts Interview as per HODs requirement with College constituted selection committee support.

- Takes care of all admission approval procedure and communicating with universities in person.

CODE OF CONDUCT FOR ACCOUNTS OFFICER

- Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburses salaries for the employees of the College.
- Prepares the annual account, get it audited.
- Deals with banks and other financial institutions regarding loans etc.
- Will be responsible for filling of annual returns.

CODE OF CONDUCT FOR PLACEMENT OFFICER

- Responsible for all the activities relating to the students placement.
- Coordinates with the industries for providing the vocational training courses to students.
- Arranges guest lectures, workshops, seminars, industrial visits & educational tours for students.
- Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.
- Responsible for interaction with different industries for functioning of EDPs.

CODE OF CONDUCT FOR LIBRARIANS

- Responsible for the overall in charge of the library.
- Maintains documentations of books, journals, magazines, newspapers, CD's & library materials
- Prepares a periodical requirement of books and journals to students and Faculty Member.
- Responsible for maintaining and updating e-journals and all teaching aids
- Keeps record of library materials and report to the Principal for any discrepancy.
- Arranges periodic inventory of library materials.

CODE OF CONDUCT FOR PHYSICAL EDUCATION DIRECTOR

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

CODE OF CONDUCT FOR TRANSPORT MANAGER

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

CODE OF CONDUCT FOR HOSTEL WARDEN

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


PRINCIPAL
Mahendra College of Engineering
Mahendra Salem Campus,
Minnampalli, SALEM-636 106

