



MAHENDRA

ENGINEERING COLLEGE FOR WOMEN



Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

A UNIT OF MAHENDRA EDUCATIONAL TRUST

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 organize 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 100cc only. They should have a valid driving license 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 classroom 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.



MAHENDRA

ENGINEERING COLLEGE

FOR WOMEN



Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

A UNIT OF MAHENDRA EDUCATIONAL TRUST

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 sectional marks awarded as internal assessment by the staff members concerned.



MAHENDRA

ENGINEERING COLLEGE

FOR WOMEN



Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

A UNIT OF MAHENDRA EDUCATIONAL TRUST

CODE OF CONDUCT FOR FACULTY MEMBERS

- Every faculty member shall report to the duty on time in a neat and professional dress and mark their attendance in the Office.
- Every faculty member shall go to classroom with good preparation as per Time Table on time without any exception.
- Every faculty member shall take attendance at the beginning of the teaching session.
- Every faculty member shall teach his / her lesson(s) as per the session plan and involve students in interaction to enable them understand the lesson(s) taught.
- Every faculty member shall close the hour punctually at the end of the session.
- Every faculty member shall update the course file and related documents, and obtain signature from the HOD and Principal regularly to maintain the documents properly.
- A faculty member finding a student committing any act of misconduct in the classroom or in premises, shall immediately take appropriate action, which shall be taking corrective action if it is within her span of control or reporting the matter to the HOD and Principal.
- Every faculty member shall attend all the Department and Institutional functions and carry out responsibilities assigned, by exhibiting best of their skills and attention.
- Faculty members and staff shall not engage themselves in other activities/businesses, which will affect their effective contribution to the Department and the College.
- Faculty members and staff shall not receive gifts of any kind from the students or their parents for any favoritism

Faculty members shall maintain respectable work culture and code of 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 the scripts in time and giving feedback to the students.
- Ensuring the orderly arrangement of classroom and its cleanness with the help of students and the cleaning staff, wherever appropriate.
- Obtaining the prior sanction for leave of absence for students from HOD/Principal.



MAHENDRA

ENGINEERING COLLEGE

FOR WOMEN



Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

A UNIT OF MAHENDRA EDUCATIONAL TRUST

Faculty members 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 quarrel, fight or any act of disrespectful nature.
- Not engaging in 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. The affiliation might cause conflict of interest with the duties of the teacher and the reputation of the Institution.

ETHICAL STANDARDS FOR FACULTIES

FACULTY MEMBER:

- Shall live and lead by example in every sphere of conduct particularly to inculcate a good culture in students.
- Shall have a sense of belonging to the Institution.
- Shall have total dedication to the teaching profession.
- Shall always have an urge to excel in profession.
- Shall wear respectable attire, befitting the society's expectations.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament worn.
- Shall keep up good personal hygiene at all times.
- 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 be it in respect of doubts in lessons or be it relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.



MAHENDRA

ENGINEERING COLLEGE

FOR WOMEN



Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai

A UNIT OF MAHENDRA EDUCATIONAL TRUST

CODE OF CONDUCT FOR NON-TEACHING STAFF 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.
- 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.
- No staff employed in the college shall send any application for employment under any other agency, except through the secretary. 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 proceeding.
- 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 canvass 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 bring disrepute to the Government.