

NATIONAL ENGINEERING COLLEGE
(An Autonomous Institution affiliated with Anna University)
K.R.Nagar, Kovilpatti – 628 503

STUDENTS CODE OF CONDUCT

The Code of Conduct for Students is established to foster and protect the core values of National Engineering College (NEC) and promote all student community member's scholarly and civic development in a safe and secure learning environment and protect the campus environment. This document confirms that the College has committed itself in establishing and maintaining a community where there is the freedom to teach and learn, personal development, and training as responsible citizens. NEC students have involvement in the governance of administrative and academic areas; they are encouraged to put forth their views and advice in decision making. The code of conduct applies to all students of NEC.

1. Every student shall maintain the decorum of the College both inside and outside the campus.
2. Students shall conduct themselves within and outside the premises of the Institute
3. The student should adhere to the Academic Calendar specified by the Dean, Academic, to ensure the completion of the program.
4. The student should maintain regular attendance for all the sessions during the day.
5. The student is accountable to complete all academic standards, including Practical's, Record submission, participating in workshops, etc., as per schedule.
6. All leave applications (Regular & Medical) shall be submitted in time for sanction by HOD and the concerned tutor. Valid medical certificates shall accompany the application for medical leave.
7. As per the NEC Regulation, the student should get 75% attendance to attend the semester-end examination.

8. Students must present at the examination hall 15 minutes before the commencement of the examination. Communication with one another is strictly not permitted during the examination.
9. All the students should adhere to the rules and regulations issued by the Controller of examination office, and as specified in the Hall ticket and follow instructions presented in the Answer booklet.
10. The Head of the department (HoD) shall refer the malpractices in internal assessment tests to a Malpractice Enquiry Committee constituted by him/her for the purpose. The HoD will inform the recommendations of the committee to the Principal. The Principal shall take necessary action against the erring students basing on the recommendations of the committee.
11. The Controller of examination (CoE) of NEC shall refer the malpractices in end semester examinations to the University, and action will be taken based on the hearing of the erring student with the committee comprising the Principal, CoE and Anna University representative.
12. As per the order of the Honorable Supreme Court of India, ragging in any form is considered as a criminal offence and is banned. Hoardings are displayed in the entire college premises like common areas, in every department and elsewhere. Any form of ragging will be severely dealt with.
13. All the students shall wear their identity cards, well displayed. Denial of that alone invites disciplinary action.
14. Students are expected to adhere to the formal dress code to College regularly. College Uniform for Labs.
15. Students found to have committed or attempted to commit the following misconduct are subject to appropriate disciplinary action. The Disciplinary Committee constituted by the Principal shall investigate the offence and recommend necessary disciplinary action.
 - a. Intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on the campus premises or in connection with any other college-sponsored event or activity.

- b. Engaging in verbal or physical behaviour with a person or group.
- c. Wearing articles of clothing with messages that demonstrate bias or discrimination against any individual or group within the College.
- d. Illegal or unauthorized possession or use of weapons.
- e. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics.
- f. Unauthorized access, theft and damage of college property.
- g. Using college or personal telecommunications, data-communication networks for illegal or improper purposes.
- h. A Student or group of Students shall not form any organization or society or organize any event or collect any fund or subscription without the specific written permission of the institute.
- i. Students are not allowed from speaking on behalf of, or for, College with any media organization or publication.
- j. Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.


PRINCIPAL
NATIONAL ENGINEERING COLLEGE
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THOOTHUKUDI - DIST.

CODE OF CONDUCT FOR FACULTY MEMBERS

National Engineering College (NEC) mission statements include, "To provide a conducive learning environment with an ambience of humanity, wisdom, creativity and team spirit, and to promote the values of ethical behaviour and commitment to society". Teachers are the builders of a Nation. Students are the nation's natural resources. A teacher has a greater role to play in shaping the character and career of the students. An Institution is vibrant, and in turn, the society is with the teachers how they mould the students. In fulfilment of the obligations of the teaching profession, teachers will strive to:

1. A faculty member role does not complete just by completing the course alone. Their role includes motivating the students to achieve their goals with ethical behaviour. Hence, it is expected that a faculty member continuously makes efforts to devise new methodologies to counsel and motivate the students.
2. All faculty members must maintain high standards of punctuality, honesty and professional ethics.
3. It is expected that all faculty members should report to the college at least 10 minutes before the commencement of Institute timing.
4. Faculty members who want to take leave should apply for leave with proper alternate arrangements. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements.
5. Quality teaching is achieved only when a faculty member is dedicated to the profession. The students must feel the dedication of the faculty.
6. Before the commencement of the classes, the faculty members should prepare a lesson plan, notes of their own, academic files. Also, the faculty member should conduct lectures with good preparation.
7. Encouraging students to ask questions and participating in a discussion during class hours.
8. In the educational process, the teaching-learning shall be learner centered, ensuring the learning outcome of different courses.

9. Faculty members are role models. They should not enter into arguments with students in front of everybody. They have to explain to the students about the consequences they may face due to the poor way of talking with people.
10. Faculty members must have a good rapport with students, making even lazy and uninterested students do well in their subjects and achieve their goals.
11. A faculty member should deal with the students to display authority and command with love and affection.
12. Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity
13. Faculty members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status
14. A faculty member duty is to report any act of indiscipline by the students within the campus. The faculty member should make an effort to bring order to the situation.
15. During college hours, faculty members should refrain from preparing for competitive examinations or applying to other organizations for seeking employment.
16. A faculty member must be present within the department or the academic area of the institute.
17. Faculty members must avoid holding private meetings with another staff member/faculty member during college hours for discussion other than academics.
18. A faculty member should treat the fellow staff member/faculty member decently.
19. A faculty member should not criticize fellow staff members/faculty members, administration and the management.
20. All the staff members must submit their Self Evaluation Report at the end of every academic year in the prescribed format through the college portal.


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