

NATIONAL ENGINEERING COLLEGE,

K.R.Nagar, Kovilpatti – 628 503

STUDENTS CODE OF CONDUCT

The Student Code of Conduct serves as standard procedures and practices of students who are enrolling in the college and all students must abide by this code of conduct. Students who infringe these standards will be subject to be penalized in order to promote their own personal development, to protect the student / college community, and to maintain order and stability on campus.

All Students are expected to adhere to the NEC Student Code of Conduct.

1. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.15 a.m. to 5.15 p.m.
2. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
3. Students having laboratory/workshop sessions in the FN or AN, have to report with coat directly in time and they are not expected to go to the class room.
4. The students who wish to leave the campus during class hours should get the gate pass from the HOD and the tutor concerned after making entry by them in the Gate Register maintained by the concerned department office and it should be handed over to security office while leaving the campus.
5. All students shall leave the classes immediately after 5.15 p.m. However Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college during and beyond class hours.
6. No students shall wander or gather in verandah, corridor, and staircase etc. The Students are expected to adhere the lunch /canteen timings strictly and should not spend much time in canteen, coffee shop etc.
7. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HOD and concerned tutor. Application for medical leave shall be accompanied by valid medical certificates.
8. All the students are expected to attend all college functions in formal dress unless otherwise specified.
9. All the students shall wear their identity cards, well displayed. Denial of that alone invites disciplinary action.
10. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of NEC academic values will be referred to the discipline committee.

11. **As per the Govt. order, students who are coming in own powered vehicles inside the campus must have license and helmet. They should ride the vehicle with slow speed for safety reasons and no hindrance to anybody in the campus and are permitted to accompany only one student in back sheet of vehicle**
12. **Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline and liable for disciplinary action.**
13. **For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.**
14. **Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities, any program authorized by the college beyond class hours and training, workshop and other placement activities during working hours /evening hours / holidays**
15. **Carrying out the activities of sending / advertising college features in academic pursuit, campus beautification, programmes or any other valuable events in any form which involves in promoting our college reputation with proper permission is allowed**
16. **The students can access the social networking sites such as Facebook, Twitter, Instagram for academic purposes only**
17. **All official communication from the dept or college office will be displayed in the notice boards and or sent to students e-mail ids and the students are expected to see immediately all the time and to share the said content with other students also.**
18. **Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.**
19. **Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing- gum, pan masala etc. are strictly prohibited.**
20. **It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.**
21. **Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine including disciplinary action.**
22. **Students are not permitted any forms of dishonesty, including cheating, knowingly furnishing false information to the Institute, forgery, alteration or fraudulent use of Institute documents or instruments, identification with intent to defraud and plagiarism and any violation in this regard will be dealt severely.**

- 23. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus. Indulging in the act of collecting the money for any reasons without the prior permission of authorized authorities will be dealt seriously**
- 24. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, etc. in the campus without the permission of the competent authority.**
- 25. Students are expected to make use of academic, co-curricular and extra curricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.**
- 26. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.**
- 27. Students should fulfill the attendance as per the curriculum requirement and eligibility requirement for appearing examination. However, students availing on duty days for various activities of NSS/NCC/Workshop etc., are to be compensated in extra theory / lab hours on Saturdays / holidays / evening hours.**
- 28. During internal/end semester examinations, students are not allowed to leave the hall before completion of exam time and students have to occupy the seat 5 minutes before the commencement of the examination. Necessary disciplinary action will be initiated for the students indulging malpractices in the examination**
- 29. Students are expected to behave in an ethical and moral manner during their stay at NEC and not engage in any corrupt practices. Failure to observe this could result in dismissal.**
- 30. Students are prohibited to engage in individual or group conduct that is violent (including sexual misconduct, attempted suicide or threats of either), abusive, indecent, unreasonably loud or similar disorderly conduct that infringes upon the privacy, rights or privileges of others or disturbs the peace or the orderly process of education or assembling / gathering without the prior permission from the authorized officials will invite disciplinary action.**
- 31. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as offence / criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India or any other authorized authorities.**
- 32. Pay fees, exam fees, transport fees, mess bills etc. in advance or in time, which will avoid fines.**
- 33. Students are not permitted to use electronic or other means to play games or make a video or photographic record of any person in a location, without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. The storing, sharing,**

and/or distributing of such unauthorized records by any means is also prohibited.

- 34. The students can use the college internet only through their user name, pass word and using any other internet usage (data card) is strictly prohibited.**
- 35. Video shooting or audio recording of unlawful incident is strictly prohibited**
- 36. Chatting through voice or text (video calls) through mobile phones / laptops is strictly prohibited.**
- 37. The authorities can verify the usage and content storage of mobile phones, laptops and at any time and any misuse will be viewed seriously.**
- 38. Expulsion from the college will automatically lead to expel from the hostel.**
- 39. The students staying in the hostel should adhere the hostel rules of the college.**
- 40. Students availing transport facilities should adhere the transport rules, mobile phone, laptop policy of the college, and should come to their pick up point before 5 minutes of the specified time.**
- 41. In case of any instance of noncompliance of requirements that deviates from the vision and mission of NEC, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.**
- 42. Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for college.**
- 43. Political or Religious activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.**
- 44. Contacting outside media such as News papers, TVs etc without the prior permission from the authorized officials will invite disciplinary action**
- 45. The students should follow the rules and regulations of the department / college that are in force or modified or amended at any time during their course of study.**
- 46. Any violation of the above norms, rules and regulations will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure including disciplinary action as found suitable by any staff member or higher authority of the College**

1	Standardized dress and grooming guidelines: Introduction
	<p>The purpose of this policy is to establish clear cut guidelines regarding students' standardized dress and grooming guidelines inside the campus. This policy is applicable to all those who enter the campus including alumini. It is expected that the dress of all students to meet community standards and college policies with regard to safety, health, cleanliness and appearance.</p>
2	<p>Dress code for student:</p> <ul style="list-style-type: none"> • Students are expected to adhere to a dress code while attending classes, the library, labs, during examinations and formal functions of the college. They should be well turned out at all times. • Male students shall come to the college in formal shirts tucked into trousers with black belt and black shoes. In addition, Female students will have chudidhar with well pinned shawl. Besides those who are in laboratories shall wear their respective lab-coat. • Hawai type rubber or plastic chappals are not permitted. • All apparel must fit properly and must be worn in the appropriate manner intended. • Clothing items with provocative, offensive, violent pictures or slogans should not be worn to college. • Students who disregard the dress code will be subject to disciplinary interventions. • It is also recommended that students avoid torn (intentional/otherwise), dirty dresses and related accessories, which is not in keeping with the decorum of the college. • Laboratory/workshop/computer centre – necessary dress code/uniform to be followed by students for safety reasons

1	Mobile Phones/Laptops Policy : Introduction
	<p>The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones/laptops inside the campus in utilizing modern technologies to compete our students with other city students of reputed institutions. This policy is applicable to all students those who enter the campus.</p>
2	Mobile Phones/Laptop Policy
	<ul style="list-style-type: none"> • Students are permitted to use the mobile phones, laptops in a responsible manner according to the professional ethics of engineers. The usage should not hamper the studies of them and not resulting in any nuisance, harm, affecting the freedom of others and institution reputation.

- **Mobile phones must remain in silent mode inside the college premises.**
- **Mobile phones/laptops must be used only for the purpose of education in acquiring knowledge, skills and required competency for their profession.**
- **Use of phones, cameras, etc., is prohibited during the class hours.**
- **Mobile phones/laptops are strictly prohibited inside the library and examination halls.**
- **The students should not use mobile phones while attending meetings, workshops, functions and other activities of the college.**
- **The students should keep their mobile phone and laptops in their safe custody and if it is lost or stolen, the college will not be responsible**
- **Students are prohibited to use college or personal telecommunications, data-communication networks for illegal or improper purposes or in violation of college campus regulations and policies, or related laws.**
- **All department faculty members, non-teaching staff members and security guards are empowered to report to the authorities regarding the misuse or violation of above norms and any interference by students will invite disciplinary action.**
- **The authorized officials / faculty members are empowered to confiscate mobile phones/laptops found with students violating the above rules and the mobile phones/laptops will be returned to the students only after the completion of the semester / academic year**
- **The above said policy is applicable for the students staying in Boys and Girls Hostel also**

Student Signature

Parent Signature

For students staying in Gents and Ladies Hostel

In addition to the above points, the norms as mentioned below will also to be followed by students staying in Gents and Ladies Hostel

- a) During the Study Hours, watching the social media, videos other than the academic purposes is not permitted. Chatting through voice or text (Video calls) through Mobile phones / Laptop is strictly prohibited**
- b) On holidays, the students can watch the authorized websites, films, videos, hearing songs (no open sound) without the disturbance / nuisance to the co-students is permitted**
- c) The Headphones can be used only for authorized purposes.**
- d) The students can use the college internet only through their user name, pass word and using any other internet usage (data card) is strictly prohibited.**
- e) Video shooting or audio recording of unlawful incident is strictly prohibited.**
- f) The rooms and widows should be kept open at all the time including night hours.**
- g) The authorities can verify the usage and content storage of mobile phones, laptops and at any time and any misuse will be viewed seriously.**
- h) Non adherence of above norms will lead to vacating from hostel and discontinuance of their studies**

Hosteller (students) Signature

Parents Signature