

## **MOHAMED SATHAK AJ COLLEGE OF ENGINEERING, CHENNAI - 603103**

### **CODE OF CONDUCT**

This code of conduct specifies the responsibilities expected from each employee in carrying out their day – to - day duties as well as general ethical and moral behaviors. Employees must adhere to this code of conduct with utmost integrity. This code serves as a reference and guideline for all employees whether full-time, part-time or contract basis. Employees must work with public authorities established by the law and uphold our country's constitution. Employees must strive to attain institutions goals.

#### **A. FOR STUDENTS**

1. All students are bound to follow rules and regulations of the college and maintain strict discipline.
2. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion, Colour, region, language etc., will be viewed very seriously
3. Damaging or destroying the college property or that of other students and/or faculty members intentionally will be viewed seriously
4. No disruptive activity in a class room or in an event sponsored by the Institute will be entertained
5. Students should be regular and punctual to the theory and practical classes.
6. All the students should wear decent dresses with shoes and wear Identity card inside the college campus.
7. Students should be seated in the lecture halls at least five minutes before the commencement of classes.
8. Students should maintain discipline and strict silence inside the class, laboratories and workshops as well as maintain the discipline in the bus, mess and canteen
9. Students should attend the laboratory / workshop classes with the specified uniforms if any.
10. Record of experiments done in a particular class should be submitted before the next laboratory / workshop class.
11. All the students should submit assignments if any given by the faculty before the due date for consideration of internal assessment marks.
12. A minimum of 75% attendance in each semester is to be maintained as per the Anna university norms, otherwise he / she may be detained by the Anna University from end semester examination.
13. Students should get prior written permission before absenting the classes. Continuous absence from classes on medical grounds will be permitted only on submission of medical certificate and parents should meet the HoD.
14. Students should attend all assessment tests sincerely and show good academic progress to get good internal marks.

15. Any student found indulging in malpractice in the tests / exams would be debarred for the rest of the tests / examinations. Any case of malpractice in the University examinations will be reported to the University.
16. Use of mobile phones / laptop is permitted inside the campus but not during the class hours / examination.
17. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals of the college on the social media or indulging in any such related activities which will cause damage on the reputation of the college

## **B. TEACHING FACULTY.**

1. The college gives utmost priority for discipline and all the faculty members are bound to follow rules and regulations of the college and maintain strict discipline
2. All Faculty must be punctual to duty. Be in the class room in time and maintain strict discipline and silent during the lecture.
3. All gents faculties are advised to monitor the boy student's dress code: cleanly shaven face with neat dress, wear shoes and ID cards. They should not have long hair.
4. The lady faculty members handling the class should check the girl students dress code they should be with neat and appropriate dress code with ID card.
5. Exchange of classes not allowed, in emergency cases can be made only with prior approval of the HODs of the concerned faculty members.
6. During the library hour the faculty –in- charge should accompany with the students and maintain strict discipline and monitor the attendance.
7. Library should not be used for discussion between students and faculty. This can be done either in the class room or in the staff room.
8. Faculty members are specially requested not to have any discussions with students standing outside the class rooms or on the way to lab. Discussions should be made only in the class room or in the staff room.
9. Don't allow the students to use the Mobile phone inside the class room / Laboratories.
10. Each student is required to bring a scientific calculator with him / her. Check whether the student brings it or not randomly in the class.
11. Timely completion of Syllabus as per lesson plan, deviation if any should get approval from the HoD.
12. For each subject, a note book must be maintained by the students. During class hours, verify note books of at least 5 students daily.
13. If any student misbehaves in the class room, kindly bring to the notice of HOD / Principal immediately.
14. Evaluate the Assessment Papers / Assignments / Tutorial Papers on the same day and distribute to the students in the next immediate class positively.
15. Be cordial and don't be partial in the class, interact with all the students and find their expectations and sort out the issues.
16. Coordinate with all the activities of Department and Institutional development.

17. Motivate all the interested students to participate in various industrial projects and competitions.
18. Attend the FDPs to upgrade your skills, Publish 2 research paper / year in the SCI / Anna University Annexure 1 / UGC Care Journal.
19. Plan and coordinate / associate to conduct a workshop / seminar / FDP / conference and social activities.
20. Maintain the status of the department and institute by actively involving in all the activity and maintain the self-discipline and students discipline

### **C. NON – TEACHING STAFF**

1. All non – teaching staff are bound to follow rules and regulations of the college and maintain strict discipline
2. All non – teaching staff should be punctual to duty and should adhere to the college timings
3. The non – teaching staff shall stay in the campus during the college working hours.
4. Tea break and lunch break timings shall be strictly adhered to by the non – teaching staff
5. Log book should be maintained for each laboratory
6. During the practical classes, assisting the staff handling the lab classes in conducting experiments.
7. Guiding the students in the performance of practical task / exercise.
8. Ensuring the safety of the students, equipment and machinery while conducting lab class.
9. Assisting the students and faculty members in the fabrication of projects.
10. Making necessary arrangements for conducting university / model practical examinations.
11. Storage and accounting of raw materials, consumables, tools and instruments.
12. Arrangements for issuing of raw materials, tools and instruments for the experiment.
13. Take the guidance and suggestion from the Lab-In-Charge for the periodic and preventive maintenance, numbering of equipment, painting, calibration etc.
14. Maintaining the lab by running the machinery periodically when the lab is free.
15. Any Damage of accessories and equipments by students must be brought to the notice of lab-in-charge.
16. Not allowing the students in lab during their theory class.
17. Providing all assistance to the Lab-in-charge in maintaining and running the laboratory smoothly and ensuring safety and security of the lab.
18. He / She is responsible for opening and closing of their concern Labs. Lab should be open before the students arriving the lab failing which disciplinary action will be initiated.
19. He / She is solely responsible for the all the equipments / machines and other materials available in the labs. If anything is missing / lost it should be brought to the notice of concern HoD`s / Principal immediately, otherwise it will be recovered from your salary. Hence, in order to ensure the safety all the lab assistants are instructed to seal your lab with your sign and date.
20. Don't entertain any sweepers / attenders to clean the lab or machines in your absence

#### **D. ADMINISTRATIVE / SUPPORT STAFF**

1. All administrative staff are bound to follow rules and regulations of the college and maintain strict discipline
2. All administrative staff must be punctual to duty and should stay in the campus during the college working hours.
3. Tea break and lunch break timings shall be strictly adhered to by the administrative staff
4. Computing and communication facilities should be used only for the purpose for which they are authorized to in accomplishing the assigned work
5. Support staff should demonstrate courtesy, respect, patience and willingness to help in all their interaction with students, teachers, parents, guardians, administrative personalities, general public in any context
6. Administrative / support staff should maintain professional ethics in the campus and should maintain proper behavior in the authorities and students.
7. Administrative staff are not allowed to use mobile phones and listen to music, watch videos or surf into any social media inside the college campus during the working hours.
8. Maintain the cleanliness in their respective floor (class rooms, Labs, toilets etc...)
9. Check if any electrical, plumbing and carpentry work is pending in the floor, action should initiate to sort out the issue immediately.
10. Monitoring deep cleaning work in their respective floors.