



**K. S. RANGASAMY COLLEGE OF
TECHNOLOGY**

(Autonomous)

Tiruchengode – 637 215, Namakkal, Tamil Nadu

**CODE OF CONDUCT
FOR STUDENT'S**

Version 2.0

AUGUST 2020

Student's Code of Conduct

Our Institution exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. In line with this purpose, the Student's Code of Conduct had been framed. Hence, the students are requested to strictly follow for the smooth functioning of the institution.

Code of Conduct

1. Every student should adhere to the class timings both at the forenoon and afternoon on all working days.
2. No student shall leave the premises before the college timing without the prior permission of HoD/Class Advisor (CA) concerned.
3. As per KSRCT rules, 75% attendance is mandatory to appear in end semester examinations.
4. Every student must always wear around the neck, the unique Identity Card issued by the Institution.
5. Students should behave properly inside the Institutional Premises and observe silence in the academic area.
6. Only urgent/important notice shall be read out in classroom by the faculty/CAs concerned. Students should login into CTCMS and view the circulars regularly for various notifications and other valid information. They should also view the notice board daily and keep themselves well informed about the various notifications from time to time.
7. Students must adhere to the formal dress code. The students should wear the lab uniform and shoes during the laboratory sessions.
8. No student is allowed to have fashionable/cool/unusual/coloured hairstyle, moustache and beards that are not conforming to the physical uprightness.
9. Ragging is a punishable offence under law. Hence, ragging is strictly prohibited in the Institution. Any student/group of students involving in such activities will be immediately and summarily expelled from the Institution, and handed over to police.
10. Any student / students is /are affected by ragging, should inform to the Discipline & Ragging committee Coordinators **Dr.K.Sakthivel, Professor/CSE and Dr.A.M.Venkatachalam, Director (Student Affairs)**. The victims can also inform to any member of faculty nearby.
11. Every student should help to keep the Institutional premises/campus/class rooms & desk- chairs clean and neat. Everyone must use dust bin for depositing the garbage. They

- should no spit or litter the wastes in and around the premises.
12. Institutional Premises are under CCTV surveillance. Everyone must conform to appreciable behavior and attitude inside the Premises.
 13. Usage of mobile phones is not permitted during the class hours at anywhere inside the Campus. Students can use mobiles outside the academic buildings on necessity basis at places where academic activities are not taking place.
 14. Friends/ guests / visitors/any outsiders shall not be allowed with the students unnecessarily in the Institutional premises as well as in the classroom.
 15. Students should make use of College Library and must not loiter in the Institutional Premises whenever they have a free period.
 16. Any student who damages the reputation of the Institution in any way is liable to be expelled and face punitive measures taken by the Institution as per the rules and regulations framed from time to time.
 17. For any kind of misbehavior with faculties / administrative staff or creating disturbances in the Institutional Premises/ in classrooms by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
 18. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & laboratories.
 19. Furniture in the class rooms should not be moved or displaced.
 20. Students must take proper care of all the college property. Any damage done to the property of the Institution by disfiguring and tainting walls, doors, windows, fittings, furniture, pillars, bath rooms, White /glass boards and such other things is breach of discipline of the Institution and will be considered a punishable offence.
 21. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withheld permission for him/her to appear in the end semester examinations.
 22. Any type of malpractice is strictly prohibited in periodical tests, end semester examinations and other screening assessments.
 23. No personal function such as friendship day, Valentine Day or community programmes or birth days should be celebrated individually or in groups in the Institutional Premises / class rooms.

24. Organizing meetings, entertainments and collecting money for any purpose in the Institution, without the permission of the HoDs concerned.
25. No notices are to be circulated among the students or posted on the notice board by anybody without the permission of the Principal.
26. Indulging in any form of Harassment activities including a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition is punishable.
27. Students are encouraged to use official institutional social media sites to propagate the salient features of the Institution. They should not post derogatory comments, postings, status so as to bring disgrace to the Institution and spoiling its reputation. Defaulters will face severe consequences and lose the academic opportunities.
28. Students are prohibited from doing anything inside or outside the Institution that interferes or disturbs the orderly administration or affect its public image.
29. No outside political or any other should be brought into the Institution directly or indirectly.
30. In case of any kind of problem or need of medical emergency in the Institution, student should report to the HoD/faculty concerned, who will help them solve their problems.
31. No two wheelers and cars are permitted inside the Campus. However, they are advised to wear helmet, seat belt with the valid Driving License while driving outside the campus.
32. A student should not knowingly or unknowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of Institution documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited and will face severe actions binding with rules and regulations of the Institution.

The student should note that the Principal's decision shall be the final in matters of punishment of the student for the violation of the rules of the Institution.



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CODE OF CONDUCT FOR FACULTY

Version 2.0

AUGUST 2020

Roles & Responsibilities of Faculty

1. Faculty of the Institution shall be devoted to his/her duty and shall maintain absolute integrity, honesty, discipline, impartiality and a sense of propriety.
2. Faculty of the Institution shall not behave in a manner which is unbecoming of such a faculty or which is derogatory to the prestige of the Institution.
3. Faculty of the Institution shall not act in a manner which will place his/her official position under any kind of embarrassment.
4. Faculty must deal with the students, parents and colleagues in a courteous manner.
5. Faculty of the Institution shall not, in his/her official dealings with the public and students, adopt dilatory tactics or willfully cause delays in disposal of work assigned to him/her.
6. Faculty of the Institution shall not participate in any strike or similar activities including absence from duty without permission, hunger strike, etc; against the Institution.
7. Faculty of the Institution while on duty shall not be in the state of intoxication or inebriated condition under the influence of such drinks or drugs.
8. Obey all the orders, duties assigned by the academic In-charge, Head of the Department, Deans, Principal, and Secretary from time to time.
9. Observe Institution timings from 9:10 AM to 04:00 PM.
10. Do not sit in canteen for a long time and involve in unnecessary gossip.
11. Salary bill will be made based on the biometric report of KSRCTCMS
12. Follow dress code i.e. formal dress with In-shirt and shoe for Male and Saree for Female on all working days. No T Shirt and Jeans to be worn by faculty.
13. Wear ID card all the time and also insist the students to follow the same.
14. Always apply Leave in advance with proper alternate arrangements.
15. Engage Theory and Lab classes as per the time-table and strictly adhere to the timings.
16. Avoid dictation of content from the textbook or from power point presentation during the classes; make sure of explanation of the topic with suitable examples. Make use of Technology of digital classroom for power point presentation, NPTEL Video

Lectures, any other source of videos or audios for better explanation and understanding of the topic.

17. Follow the medium of instruction which is English. Avoid speaking in Tamil or other vernaculars in the class or laboratory. Also, the faculty should converse in English with their colleagues and students inside the Premises
18. Before commencement of class ensure that the students occupy front benches uniformly. Have proper control of class and maintain proper student-faculty, faculty- faculty relationship.
19. Attendance must be taken at the beginning of the class and post it in Institution Automation Software immediately after the class and forward the same to Examination Branch of the Institution at the end of month.
20. Avoid overwriting/modifications of Attendance Registers while marking the attendance 'Please do not apply whitener in the Attendance Registers'
21. Attendance registers should always be kept ready for inspection by the Principal/ the HoD/ Academic In-charge/ Institution Academic Audit Cell
22. Faculty is required to get their Attendance registers duly verified and signed by their respective HoD every fort night. The safe custody of the attendance register is the sole responsibility of the faculty
23. If a student is falling shortage of attendance or is continuously absent, he/she should be warned. And if this continuous, further it should be brought to the notice of his/her parents/guardian, the Academic In-charge, HoD concerned and the Principal.
24. Do not mark absent/send out any student for want of disciplinary action. If the student is creating problem and disturbing the class, the same may be brought to the HoD concerned.
25. Conduct the assignment in the class before the mid examination. Please do not give them questions to write the assignment at home.
26. Ensure that the students to complete the records every week and verify the same every week and award marks/grade based on the performance only.
27. Prepare viva-voce questions of concern laboratory and make them available to the students. Ask the viva-voce questions to the students every week in the laboratory.

28. Please check your official mail every day and go through the circulars and take prompt action.
29. Prepare and maintain Course File of the subject handling.
30. Prepare Lecture Schedule, Tutorial Sheets and Assignments, make it available to the students in advance and submit a copy of the same in HoD office.
31. Review the coverage of Syllabus periodically and complete all the units before scheduled mid/university examinations. In case of any difficulty in completion of syllabus, please approach the HoD for additional classes.
32. Attend all Department Association meets and encourage student participation in the Association meets and also, encourage the students to participate in the club activities.
33. Should feel responsible and actively involved in the development of the Department and Institution. Please come on time for the meetings of the departments/Institution/any other meetings called for.
34. It is your duty to observe the students in the campus for any act of indiscipline irrespective of their department and please bring it to the notice of the HoD concerned.
35. Upload latest information of the department and post assignments, tutorial sheets, viva-voce questions, objective questions, circulars, notices etc., in forums, Institution Management Software on Institution website www.cmrct.ac.in for sharing the information among staff and students.
36. All the correspondence of staff and students must be routed through proper channel only.
37. The faculty must qualify NET/SET examination for consideration of lectureship at the National State level. Hence faculty is advised to write the NET/SET exam and clear the same (Faculty of Humanities & Sciences only). Other faculty is also encouraged to clear NET/SET and take admission for Ph.D.
38. Encourage and suggest students regarding higher studies and motivate them to write exams like GATE, CAT, TOEFL, GRE, etc.
39. Avoid use of mobile phones during the class and lab hours and instruct the students to do the same. USING MOBILES INSIDE THE CLASS ROOM IS STRICTLY PROHIBITED.

40. Become a member of Professional bodies like IEEE, IETE, CSI, IE, ISTE, etc.
41. The faculty is expected to publish at least one research article in an academic year in the national or international conferences/journals in their respective domain.
42. The sanction of On-Duty (OD) will be at the discretion of the HoD/ the Principal. The total no. of ODs should not exceed one week in a semester to attend Workshops, Seminars, Conferences, FDPs, Symposiums, and Exam Duties etc. However, it may be reviewed from case to case.
43. Faculty members should submit a soft copy of Question Bank to the HoD consisting of at least 6 unique questions (Part A & B) from each unit of the concerned subject.
44. Invigilation duties must be carried out with utmost care and responsibility, Avoid late reporting, carelessness and casual approach towards Invigilation duty. Carrying of mobiles to the examination hall is strictly prohibited.
45. Evaluation must be fair, impartial, unbiased and fair parent.
46. The project guide is completely responsible for the execution of the project carried out in-house or outside and at least one paper should be published at the level of national conference of both UG & PG (This is apart from mentioned in Clause 41).
47. Do not encourage unethical practices. Please help the Institution in maintaining congenial environment for learning.
48. Please complete assessment of course outcomes (COs) for the Theory & Laboratory courses engaged by an Individual and submit the same to the HoD by the end of the semester.
49. It is mandatory to be part of AICTE Approval Process/ NBA and NAAC Accreditation Process teams to help the department in preparing the required files for the inspection.
50. Prepare Question Bank and map the questions with the COs and submit a copy of the same to the HoD and in Exam Section.