



SRI VENKATESWARA COLLEGE OF ENGINEERING
(Autonomous - Affiliated to Anna University)
Pennalur, Sriperumbudur - 602 117

CODE OF CONDUCT

(Revisited and approved for continuation in the governing council meeting held on 31.12.2021)

FOR STUDENTS

1. Usage of cell phones inside the classrooms is prohibited.
2. Student should keep the class rooms and college premises neat and clean. Disfiguring and scribbling on the walls, college buses and doors or damaging the furniture shall be treated as acts of indiscipline and are liable to severe punishment.
3. Student are not permitted to loiter without proper reason during class hours.
4. Students should be punctual to classes.
5. During laboratory classes, students should wear their lab uniforms so as to protect themselves.
6. Students should maintain proper decorum inside the class rooms and in the college premises.
7. Students should not leave the class or attend late under any pretext.
8. Students are expected to follow dress code conforming to the University guidelines in the campus. Marine Engineering students shall wear the prescribed uniform, and all other students have to follow the given instructions regarding the dress code:
 - Body fit clothing, transparent or revealing outfits should be avoided.
 - Half pants or pants with torn edges and tight pants are not allowed.
 - Shirts with messages / slogans are not allowed.
 - Boys should wear only formal shirts (either half or full sleeves) for taking part in formal events.
 - Round collared T-shirts and shirts with tattoos and any other form of symbols and torn/faded jeans are strictly prohibited inside the campus.
 - For Girls, chudidhar with duppatta, salwar kameez with duppatta, jeans with kurtis and stole are recommended.
9. Students are prohibited from possessing and consuming intoxicating substances.

10. Students should use dustbins for dispersing garbage and any unwanted materials.
11. Students should wear their I.D. Cards in the campus and in the college buses as a proof of identity.
12. Students should avoid using any insulting, inciting, threatening language when talking with fellow students and should totally avoid any kind of violence.
13. Students shall not talk or act in any manner outside the college in such a way that it would bring disrepute to the institution.
14. Spitting, smoking and throwing bits of paper inside the college campus must be avoided. Students are expected to help maintaining the beauty, serenity and greenery of the campus.
15. During conduct of examinations students should not indulge in copying or other deeds of misbehavior.
16. Students are not allowed to entertain outsiders inside the premises of the college without prior permission from the college authorities.
17. Students should follow circulars posted on the Notice Board regularly. Failure to read any notice/circular thus displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
18. Students are advised to avoid use of own vehicles for commuting to college considering the risk of travelling on highways.
19. Students are instructed not to bring any valuable items to the college.
20. Students are subject to rules of conduct and behavior framed by the authorities like AICTE, UGC, Anna University and DOTE.
21. Day-Scholars are not allowed to enter the Hostel without prior permission.
22. Students are not allowed to form any type of unauthorized union / meeting and not allowed to celebrate parties of any kind inside the classroom / in any other place without prior permission authorities concerned.
23. If a student is found guilty of indiscipline, the College reserves the right to initiate disciplinary action against him/her and inform the Parents/Guardians about the action taken.


FOR EMPLOYEES

1. College working hours should strictly be followed by all the employees of the college.
2. All staff members should be available in the Institute during working hours and follow the dress code prescribed by the Management.
3. Faculty should handle the theory, laboratory and other classes for the full duration.
4. Examination related work is mandatory for faculty and supporting staff members.
5. Confidentiality should be maintained in examination related activities.

6. The promotion to higher cadre depends on opening for the position, Faculty Performance Appraisal Score, Teaching, Research and Satisfactory performance in academic and other related activities in the college.
7. Faculty promotions are considered purely based on the educational qualifications, experience and guidelines prescribed by authorities such as AICTE, UGC, Anna University and DOTE.
8. The faculty / staff should abide by the rules and regulations of the institution framed from time to time for the effective functioning.
9. The faculty and staff members shall not engage themselves either directly or indirectly in conduct of any business or trade, part time job in other concerns, etc.
10. The faculty and staff members shall not involve themselves in activities not related to their allotted work, during working hours.
11. The faculty members shall not engage in private tutoring.
12. The faculty and staff members are encouraged to take up consultancy projects only with the knowledge of the management.
13. The faculty and staff members should not accept gifts in any form from the students / parents / companies having business transactions with the college.
14. The details of student feedback and performance appraisal reports given by the superiors shall be treated as confidential.
15. All correspondence to the Management should be routed through proper channel.
16. Faculty members should involve in all activities of the institution.
17. Faculty should actively participate in conducting value added courses, certificate courses, etc. to the students to enhance the employability skills of the students.
18. All the faculty should continuously update their knowledge by attending seminars /Workshops etc.
19. Rules and regulations pertaining to the autonomous system prescribed by the authorities such as UGC, AICTE and Anna University shall be strictly adhered to.
20. Service rules of the institution shall govern the terms of employment and shall prevail over the above.

MANAGEMENT

Page 3 of 3


Prof. S. Ganesh Vaidyanathan, Ph.D
Principal
Sri Venkateswara College of Engineering
Pennalur, Sriperumbudur Tk-602 117,
Tamilnadu State, India.