

# CODE OF CONDUCT HANDBOOK





## **ABOUT CHENDHURAN COLLEGE**

Chendhuran College of Engineering and Technology is affiliated to Anna University, Chennai and in the short period since it was started, has grown into an institution that provides excellent technical education, while keeping the overall growth and development of the students in mind. Both academic and non-academic activities are given equal importance. Accomplished staff, quality driven, innovation and superior accountability are the reasons for the student's achievements both in academic and co-curricular activities. The College is committed to equip future graduates with the knowledge and skills necessary to work and excel in the ever more competitive global environment. The Institution offers courses in 5 Undergraduate and 5 Postgraduate Programmes. It has excellent infrastructural facilities including contemporary laboratories, library, Internet and other general amenities.

The extensive campus provides a holistic education in an ambience that makes no compromise on discipline, dedication and commitment. The result of which, students of the college turn out to be academically brilliant, morally upright and empowered individuals.





## **CODE OF CONDUCT**

Code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behavior.

### **Why Code of Conduct is important?**

A well-written code of conduct clarifies an organization's mission, values and principles, linking them with standards of professional conduct. The code articulates the values the organization wishes to foster in leaders and employees and, in doing so, defines desired behavior. As a result, written codes of conduct or ethics can become benchmarks against which individual and organizational performance can be measured.

Additionally, a code is a central guide and reference for employees to support day-to-day decision making. A code encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization.



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### **CODE OF CONDUCT FOR FACULTIES**

- Staff must maintain high standards of punctuality, honesty and professional ethics.
- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.
- Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- All staff of the college should maintain harmonious relations with other staff and students.
- Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- All staff should follow the instructions and directions of the authority.
- All staff should constructively contribute toward the development of the college and university.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- All staff shall extend their services for the welfare of the community & society at large.
- All staff should properly maintain the records of respective portfolio.
- All staff should make an effort for the continuous development through training programs, Workshops and research and development activities.

### **PROTOCOLS FOR FACULTIES**

A faculty shall live and lead by example in every sphere of conduct particularly include a culture in students.

- Shall have a sense of belonging to the institution.
- Shall assume total dedication to the teaching profession.
- Shall always have an urge to excel in professional acumen.
- Shall wear a respectable attire, benefitting the society's expectations.
- Shall keep up immaculate personal hygiene at all times.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wear.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expression.

### **DRESS CODE FOR FACULTIES**

Following is the dress code for the faculty of Institute:

**Gents Staff:** Tucked in neat full hand/Half hand shirts and proper shoes.

**Ladies Staff:** Proper saree with White Coat

It is mandatory for staff to wear College ID cards at all times when they are in the campus.

### **CODE OF CONDUCT FOR STUDENTS:**

- Students should obeyed the rules and regulations of the college and maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the college campus.
- Students should refrain from using any insulting, inciting and intimating language, while talking to their fellow students.
- A College working schedule is followed as per the College Academic Calendar. Classes are scheduled from 09.10 AM to 04.40 PM. All the students are expected to be seated on the classroom/lab by 09.05 AM.
- Late coming will result in loss of attendance for the corresponding hour and shall be added to the student records.
- Students shall rise from their seats when the teachers enters the classroom and shall remain standing till the teacher takes her/his seat or they are allowed to sit. Silence shall be observed during class hours.
- No students shall enter or leave the class room when the is on without the permission of the teacher concerned.
- In the events of student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- Students can leave the campus during class hours only after getting proper permission/ gate pass from the Head of the Department / Principal.
- All students shall leave the classes immediately after the last hour. Students are not to stay back in the class room/lab beyond normal working hours unless there is special permission/special class.
- No student shall wander or gather in verandah, corridor, and staircase etc. Canteen/office to be visited only during intervals and non-working hours.
- All leave application shall be submitted in time, for sanction be Head of the Department and concerned teachers.
- Boy students shall come to college with formal shirts tucked into pants with belt and black shoes. Hawai type rubber or plastic cheppals are not permitted.



- All girl students should wear churidhar with dhupatta.
- Students those who are in laboratories shall wear uniform and safety shoes.
- All the students shall wear their identity cards, well displayed.
- All students are expected to come with proper hair style.
- Students are expected to maintain silence in the academic buildings.
- 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 beyond class hours also.
- No student shall use mobile phones in the class rooms/ labs/ Examination hall/ Practical Examination/ Library and during events of the institution.
- Accessing social networking sites such as Facebook, Twitter etc., is banned within the college campus.
- Keep the campus neat and tidy. Degradable and non-degradable wastes should be discarded in appropriate places and not anywhere in the campus.
- Consumption of intoxicants/ psychotropic substances in any form or smoking or using chewing gum, pan masala etc., are strictly prohibited.
- It is strong 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.
- Students are advised to handle the furniture's, equipment and fixtures carefully.
- Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the concern students will have to bear the cost of replacement/repair with fine.
- Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus and not permitted to distribute or display (both physically and electronically) material such notices, banners, etc., in the campus without the permission of the competent authority.
- Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels.
- Students who intent to represent the college in intercollegiate events shall take prior permission from the concerned Head of the Department.

- Appearing the internal examinations is mandatory for all students. During internal examinations, students are not allowed to leave the hall and students have to occupy the seat 5 minutes before the commencement of the examination.
- Students shall comply with all the instructions of accompanying staff during industrial visits and educational tours.
- Harassing juniors, ill-treating fellow students or any form of ragging is prohibited and liable to be treated as a criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme court of India.
- Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- Pay tuition fees, mess bills etc. in advance or in time to avoid fines.
- In case of any instance of noncompliance of existing rules or any observed matter/behavior that violates the code of conduct of CCET, all the staff members are empowered tour/visit. Students are therefore, cautioned to conduct themselves in a careful manner wherever they are.

### **CODE OF CONDUCT FOR NON-TEACHING STAFF**

- Every faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the college.
- Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- Take leave as per rules with prior intimation and follow particular college rules and regulations.
- All staff should follow the instructions and directions of the authority.
- Being supportive and cooperate with other staff members.
- Responsibility by meeting the required standards for every assigned task.
- Dignity by treating students by care and kindness.
- Respect confidentiality of all information about the university exams as well as matters of students and colleagues unless legally or legitimately demanded.

### **DRESS CODE FOR NON-TEACHING STAFF**

Following is the dress code for the faculty of Institute:

**Gents Staff:** Tucked with neat formal Dress code.

**Ladies Staff:** Proper neat saree.

It is mandatory for staff to wear College ID cards at all times when they are in the campus.