



Kongunadu

College of Engineering & Technology
[Autonomous]

CODE OF CONDUCT STUDENTS



Approved by AICTE,

Affiliated to Anna University,

Accredited by NAAC, Accredited by NBA (CSE, ECE, EEE & MECH),

Recognized by UGC with 2(f) & 12 (B), An ISO 9001:2015 Certified Institution.

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Vision

To become an Internationally Renowned Institution in Technical Education, Research and Development by Transforming the Students into Competent Professionals with Leadership Skills and Ethical Values.

Mission

M1: Providing the Best Resources and Infrastructure

M2: Creating Learner-Centric Environment and Continuous Learning

M3: Promoting Effective Links with Intellectuals and Industries

M4: Enriching Employability and Entrepreneurial Skills

M5: Adapting to Changes for Sustainable Development

Quality Policy

To strive continuously for producing the best results in terms of knowledge, self-discipline and application of the knowledge acquired.

Prologue

This handbook outlines the code of conduct that students of Kongunadu College of Engineering and Technology are expected to follow. The purpose of this code is to promote ethics, professionalism, and moral values within the college environment. Adhering to these guidelines helps create a positive and safe atmosphere for learning. Students are expected to act responsibly, fulfilling their duties toward their parents, society, and nation by abiding by the college rules and maintaining discipline in all aspects.

Since its establishment, the college has consistently upheld high standards of discipline. Students are encouraged to understand and embrace these principles, which have been instrumental in making the institution a preferred choice among stakeholders in society. Upholding the college's reputation is a shared responsibility of both students and staff. Any actions that tarnish the institution's name will be regarded as misconduct.

Parents and guardians are urged to guide their wards in maintaining the college's reputation. As disciplinary measures can affect a student's conduct certificate and eligibility for scholarships, students are strongly advised to avoid any inappropriate or disruptive behaviour.

1. Dress Code

Students must adhere to the dress codes established for safety or health purposes

BOYS

- **Regular classes:** Formal pants and shirt with either black or brown shoes
- **Laboratory classes:** Formal attire with a lab coat and appropriate footwear
- **Sports activities:** Track suits, t-shirts, shorts, and sports shoes

GIRLS

- **Regular classes:** Churidar with dupatta and closed shoes
- **Laboratory classes:** Churidar with dupatta, lab coat, and appropriate footwear
- **Sports activities:** Tracksuits, t-shirts, shorts, and sports shoes

2. Identification of Students

Students must wear their Kongunadu College of Engineering and Technology Identification Card at all time within the campus and may be asked to submit it upon request by the authorities.

3. Attendance

- Students are expected to be punctual and arrive for classes and laboratory on time
- Leaving early is not permitted unless prior approval has been obtained from the HOD
- Leave can be taken only with prior permission from the Class advisor with approval of the HOD
- The leave application in the prescribed format should be submitted with the signatures of the Mentor, Class Advisor, and HOD for Day Scholars. Hostellers should get the leave letter signed by the Mentor, Class Advisor, HOD, and Warden.
- When students fall ill, they must inform their HODs and Class Advisors about the nature of the illness, the duration of leave required, and other relevant details. For absences exceeding three days, a leave application signed by the parents, accompanied by a doctor's certificate, must be submitted on the day they return.



- Students must maintain a minimum attendance of 75%; otherwise, they will not be eligible to appear for the End Semester Examinations.

4. Leave On Duty

- Students who are permitted to take part in paper presentations, hackathons, project contests, seminars, or workshops
- Students are encouraged to participate in cultural, sports, and other competitions hosted by external colleges

5. Canteen Timings

Break Time	: 10.40 am-10.55 am (First year)
	: 11.20 am-11.35 am (Second, Third and Final Year)
Lunch	: 12:20 pm-01.05 pm (First year)
	: 01.05pm-1.45 pm (Second, Third and Final Year)
Break Time	: 03.25 pm-03.40 pm (First year)

6. Mess Timings

Morning Milk & Tea	: 05.00 am - 06.00 am
Breakfast	: 07.30 am - 08.45 am
Lunch	: 12.20 pm - 01.05 pm (First year)
	: 01.05 pm - 1.45 pm (Second, Third and Final Year)
Snacks	: 05.00 pm - 5 .30 pm
Dinner	: 06.45 pm - 8.00 pm
Night Milk & Tea	: 09.00 pm - 10.30pm

7. Campus Cleanliness

An academic institution is a place of knowledge that benefits future students. All students are expected to help maintain the cleanliness and order of the campus and hostel. Students should value cleanliness, a green campus, and a pollution-free environment.

- Writing on walls, pillars, toilets, bathrooms or furniture is strictly prohibited.
- Students must avoid leaning against walls or pillars with one foot raised, whether in the college building, hostel, or other areas. This practice can cause damage to the walls and contribute to their deterioration



- Students are prohibited from leaning on guard walls or barriers, as this may pose a risk and could cause serious injury if they fall.
- Students who buy soft drinks, chocolates, or other items in paper packaging must throw away the empty wrappers in the dustbins provided.
- Waste papers and other waste should be thrown only in the designated dustbins. Dustbins are available along the roadside, and students should use them to dispose of trash properly.
- Classrooms should be respected as they provide a good environment for learning. Eating snacks, lunch, or any other food in classrooms or corridors is not allowed. Students should eat in the designated Day Scholar Dining Rooms or the canteen.

8. Use of Vehicles

- Students who commute through their own vehicle to college must possess valid License with Helmet and the same must be produced to the security on demand.
- Students riding two-wheelers must wear helmets compulsory and ensure the vehicle has valid documents, such as the registration certificate, insurance, and other required papers.
- Students should possess a Driving License for the Vehicle being driven and same must be produced to the security on demand.
- Two-wheelers and four-wheelers are permitted to be parked on campus only in designated areas.
- Students must carry their individual ID card while traveling on the college bus.

9. Transport

- Students should only travel on the bus route listed in the Transport Register and must board and alight at the designated points along the route.
- Students are required to remain seated during the journey; traveling on the footboard is strictly prohibited.
- Students should not move around inside the bus or lie down on the seats during the trip.
- Students should avoid engaging in activities such as dancing, singing, shouting, or disturbing others, to maintain the decorum inside the bus.



- Celebrations for bus days, birthdays, Holi, or any other functions/festivals are strictly prohibited on the bus.

10. Students Contact and Anti-Ragging

- Any verbal or written communication that threatens another person with a crime or offense, or threatens harm to their person, property, or reputation, for any reason, is prohibited
- Smoking, alcohol consumption, and any form of substance abuse are strictly prohibited on campus. Disciplinary action, including possible expulsion from the college, may be taken if necessary.
- Students found indulging in ragging will face immediate suspension from the college/hostel, pending an inquiry. Re-admission will only be considered after the inquiry and may involve a penalty. Based on the severity of the offense, the culprits may be handed over to the police or face permanent expulsion from the college/hostel.
- Any form of ragging is a serious offence anywhere inside or outside the campus or in the college bus and the same is punishable as per the University and Ministry of Human Resources Development's guidelines/rules.
- Regarding ragging, the Tamil Nadu Prohibition of Ragging Act, 1997, has been enforced under the directives of the Special Secretary to Government, Higher Education Department, Secretariat, Chennai. These provisions emphasize the seriousness of maintaining a safe and respectful environment for all students.
- In Accordance with the Anti-Ragging Act:

Section 4 of the Prohibition of Ragging Act, 2011 states that anyone who commits, participates in, abets, or propagates ragging within or outside an educational institution can be punished with up to two years in prison, a fine of up to ten thousand rupees, or both.

Section 5 of the Prohibition of Ragging Act, 2011, covers the procedure for filing a complaint of ragging and the actions to be taken by the educational institution.

11. Examination

11.1. Internal Test & Assignments:

Continuous internal tests and assignments will be conducted for all courses, and students are expected to perform well in the tests and submit the assignments on time. The evaluation of student progress will be based on their performance in these tests as well as their attendance, in accordance with autonomous norms. If a student shows poor progress or fails multiple courses in the internal assessments, their parents will be informed to support the student in improving their performance.

11.2. End Semester Examination:

End Semester examinations are conducted in November/December (Odd Semester) and April/May (Even Semester). Internal marks, external End Semester Exam marks, and passing criteria are determined based on the relevant regulations. Students must complete their B.E. course within a maximum time frame of 7 years.

It is mandatory for students to bring all necessary materials, including their hall ticket, ID card, pen, pencil, appropriate calculator, scale, and eraser, to the test or examination hall. Borrowing items from others during the exam is strictly prohibited. Furthermore, students are not allowed to carry Smart Watches, Digital Watches, Programmable Calculators, or any electronic storage devices into the examination hall

11.3. Revaluation Facility / Photo Copying of the Answer Sheets as per University Norms:

Candidates may apply for a photocopy of their answer sheets or challenge the valuation by paying the prescribed fee per paper. Applications should be submitted to the COE through the college office, following the established norms. Applications that are incomplete or submitted after the deadline will be rejected.

11.4. Certificates:

Students seeking certificates, extracts from college records, or certificate attestation must submit an application along with the applicable fee. The requested documents can be collected from the college office. Applications should be addressed to the Principal through the respective Heads of Departments (HODs). No certificate will be sent by post unless the necessary fee and a self-addressed, stamped envelope are provided.

12. Responsible Usage of Institutional Facilities

At KNCET, students are expected to take responsibility for the proper use and care of college property. These shared resources are meant to serve not only the present generation but also future ones. Students are encouraged to:

- Treat all infrastructure with care and a sense of ownership, and use it responsibly to ensure its long-term maintenance.
- Students who cause damage to college property will be charged for the repairs, and disciplinary action may be taken if necessary.
- Students should remember to turn off fans, lights, and other electrical equipment when leaving classrooms to save energy.
- Classroom furniture should remain in its designated place and should not be moved or displaced.
- Overhead and LCD projectors are important teaching tools and should not be interfered with.
- Writing on desks or damaging furniture in classrooms, seminar halls, smart class room or auditorium is strictly prohibited. Taking care of these resources ensures their longevity and integrity.

13. Industrial Visit, Educational Tours and Festival / Function Celebration

- Students should maintain silence when leaving for or returning from Industrial visit or educational tours. Dancing, shouting, or whistling on the bus, both inside and outside the campus, is not allowed.
- The use of crackers within the institution or hostel premises is strictly prohibited.
- Students are expected to maintain discipline by not throwing colour powder or spraying colour water on others or walls during festivals / Functions such as Pongal, Hostel Day, Annual Day, Flash Mob, and Sports Day, which is strictly prohibited

14. Hostel Students

The hostel serves as a provisional home for students during their studies, and we aim to provide them with the necessary comfort and convenience. While staying away from their parents, students are encouraged to embrace their responsibilities, adapt to living with others, and avoid causing inconvenience to their fellow residents. Their time in the hostel is an opportunity to learn cooperation, focus on academics, and develop as responsible individuals. As this is provisional accommodation, students are expected to maintain the premises in a clean and proper condition for the benefit of future residents.

Rules and regulations to be followed on receiving accommodation:

- Hostel residents must maintain their rooms in a neat and tidy condition at all times.
- Students are not allowed to remain in the hostel during class hours unless they are unwell and have obtained prior permission from the Warden to avail leave.
- Smoking, consuming alcohol, or using drugs/pan masala is strictly prohibited on campus and in hostels.
- Rooms, common areas, and surroundings must be kept clean and hygienic; defacing walls is strictly prohibited.
- Rooms are allotted on a personal responsibility basis. Any damages must be repaired or replaced at the resident's expense.
- Maintenance issues (civil, carpentry, electrical, or sanitation) must be reported to the Warden or Hostel In-Charge immediately.
- Room service of food is prohibited. However, sick students may have food served in their rooms with prior permission.
- Residents must not engage in anti-national, anti-social, or undesirable activities inside or outside the campus.
- Audio systems or devices causing inconvenience to others are not allowed in the hostel.
- Electrical appliances such as immersion heaters, stoves, and irons are prohibited in hostel rooms. Violators will face fines, and the appliances will be confiscated.



- Rooms must be locked, and electrical appliances must be turned off when students leave the premises.
- Students must not remain in hostels during class hours unless permitted by the Hostel Warden with approval from their Head of Department.
- Possession or use of narcotics, alcohol, tobacco products, or related substances is strictly prohibited. Violators will face legal action under the NDPS Act and expulsion from both the hostel and the college.

15. General Discipline

- Students must have their breakfast before the commencement of the first hour.
- Celebrating functions such as Friendship Day, Birthdays, Valentine's Day, New Year, Holi, etc., within the campus is strictly prohibited.
- Students must use dustbins to dispose of waste such as paper, fruit peels, tea cups, and plates.
- Students are encouraged to volunteer to keep the campus clean.
- Walking on lawns and playgrounds is strictly prohibited.
- Eating or chewing inside classrooms during class hours is strictly prohibited.
- The use of crackers by students is not permitted on any occasion.
- Possession of incriminating materials such as documents, books, posters, or cassettes is punishable.
- Possession of lethal weapons is strictly banned and punishable.
- Students causing damage to college assets will face severe punishment and be required to pay for the cost of damages.
- Breaches of conduct will lead to an enquiry by the Enquiry Committee, and appropriate disciplinary actions, including expulsion, may be enforced.
- Students must conduct themselves with integrity and respect towards others in all interactions.



- Absolute honesty is mandatory in academic matters, and any unfair practices will be dealt with seriously.
- Students must respect institute property and adhere to its rules and regulations at all times.
- Organizing events or collecting money without the principal's permission is strictly prohibited.
- Mobile phone use in the classroom is strictly prohibited. If this rule is violated, the phone will be confiscated and sent to the principal's office
- Smoking, consuming alcohol, or using drugs/pan masala is strictly prohibited
- Students are responsible for the safety of their belongings, including laptops, mobile phones, and other valuables.
- Possession or use of narcotics, alcohol, tobacco products, or related substances is strictly prohibited.

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