



## AAA COLLEGE OF ENGINEERING & TECHNOLOGY

(An ISO 9001: 2015 Certified Institution)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

Amathur, Sivakasi - 626 005.

### CODE OF CONDUCT FOR STUDENTS

All the students are required to

- Foster and maintain a vibrant academic, intellectual, cultural, and social atmosphere which is consistent with the Vision & Mission of the college.
- Adhere to the rules and regulations of the college and discharge their responsibilities with diligence, sincerity, fidelity and commitment.
- Conduct themselves appropriately and not indulge in any act of indiscipline inside the campus.
- Be polite and courteous to all and obedient to the faculty members.
- Maintain decorum on campus and an ambience for learning and scholastic pursuits.
- Be aware of societal concerns and participate in social service activities offered through NSS, YRC, Rotract.

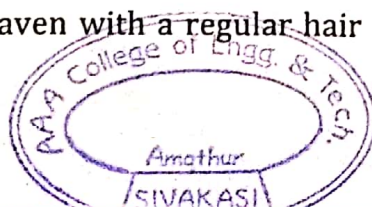
### IDENTITY CARD

- All students are required to compulsorily wear their identity cards inside the campus and also in the college bus. They should be in possession of the identity card at all times and present them for verification whenever required. Identity card shall be valid only for the period stated in the card. Loss of identity card due to theft/misplacement/otherwise can be replaced.

### DRESS CODE

All students are advised to adhere to the following dress code inside the college campus on all working days.

**Boys :** Students should wear only formal shirts and tuck-in their shirts with shoes and should be clean-shaven with a regular hair cut at all times. Ear rings/Ear studs

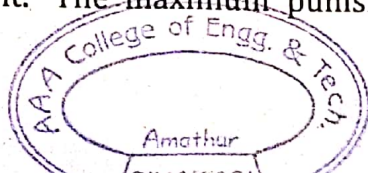


are not permitted. During lab classes and lab examinations, student should wear lab uniforms. Students are advised not to wear loose-fitting shirts or pants while doing workshop practical.

**Girls :** Students should wear either salwar kameez or churidhar with dupatta. During college/department functions they are permitted to wear saree. During lab classes and lab examinations, student should wear lab uniforms.

### **RULES AND REGULATIONS TO BE FOLLOWED INSIDE CAMPUS**

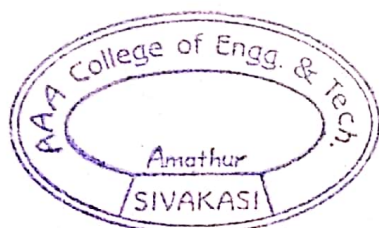
- Students should present in the college in time.
- Students should attend all classes. If the attendance of any students falls below 75% (65% on medical/Sports ground) he/she will not be allowed to sit for the University Examinations.
- No leave or absence will be granted except on written application of the student/parent, addressed to the HoD in advance.
- Student should keep the class rooms and college premises absolutely clean.
- Damage to college property, disfiguring of walls, damage to electrical items, indecent language or behavior are serious offences which may entail punishment and even dismissal.
- Students should maintain the decorum of the college and discipline inside the class room as well as the college premises.
- Students are not allowed to form any type of unauthorized union/meeting and not allowed to celebrate birthday and any form of parties.
- No student is allowed to entertain outsiders inside the premises of the college without prior permission from the college authorities.
- Smoking, drinking alcohols, taking intoxicants and drugs are strictly prohibited inside the college premises.
- Use of cell phones within the campus is prohibited.
- Ragging or harassment of any student of the college anywhere, in any form, is strictly prohibited. In any case of ragging, the college will lodge police complaint against the miscreant which will be dealt with as per law. College may also impose penalty as deem fit. The maximum punishment is expulsion from the college.



College authorities have such power to award any punishment to the student without assigning any reason or even without giving any opportunity to defend. All such cases will be intimated to the university, which may lead to cancellation of register number of the concerned student.

The college will send the academic performance of the students to the Parents/Guardians periodically.

- If a student is found guilty of indiscipline, the college reserves the right to take disciplinary action against him/her and inform the Parents/Guardians about the action so taken.
- In some cases the college may call the Parents/Guardians for a meeting to discuss various issues of students. Healthy co-operation in this regard is ever solicited.
- Students should not leave the college premises during working hours without prior permission of HoD/competent authority.
- Students are encouraged to take part in co curricular and extra-curricular activities.
- Students should not throw waste papers, covers etc inside the class rooms, veranda, laboratories etc. Writing on walls, pillars, bathrooms, furniture or black boards is strictly prohibited.
- Students must avail leave only after getting prior permission from Proctor and HoD.
- In case of emergency/sickness, the leave should be informed to the Class Advisor/Proctor by parent and leave letter should be submitted immediately after returning to the college. For medical reasons, the leave letter should be supported by medical certificate.
- Eating snacks/taking lunch inside the class rooms or along corridors are not permitted.
- Students are advised to switch off fans and lights when they leave the class rooms.



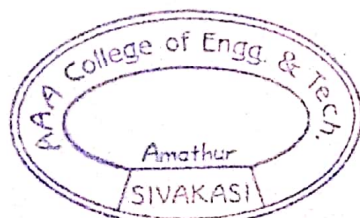


### **RULES AND REGULATIONS TO BE FOLLOWED INSIDE LABORATORY**

- Reference books, Observation and Record note books should be brought to the laboratory classes. Record of experiments done in a particular lab class should be completed before the next laboratory/workshop class.
- The students should attend the laboratory/workshop classes with the specified uniform. Lab uniform with shoes is compulsory for laboratory classes (except Computer Lab) in order to ensure the safety.
- Students are advised not to wear loose-fitting shirts or pants while doing workshop practical.

### **RULES AND REGULATIONS TO BE FOLLOWED INSIDE HOSTEL**

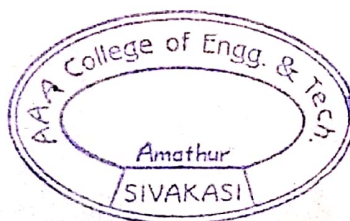
- Inmates of the hostels should strictly abide by the rules and regulations of the hostels. A declaration to this effect should be signed at the time of admission.
- The Warden/Deputy Warden shall act as the local guardian of the inmates of the hostel.
- No student is permitted to leave the hostel without the consent of parents and without permission from the Deputy Warden.
- While going outside the hostel premises, the inmates should maintain discipline and their behavior and conduct should be impeccable so as to keep up the honor and prestige of the college. If there is any complaint against any of the inmates regarding his/her misbehavior, severe disciplinary action will be taken, which may even lead to expulsion from the Hostel or College.
- Guests/day scholars are not allowed to stay in the hostels. Action will be taken against if any guest/day scholar is found in the rooms.
- Rooms shall be kept neat and tidy. The inmates are responsible for the care of the furniture and fittings in their respective rooms. For loss or damage to hostel property the inmates will be penalized and the cost will be recovered from them.
- The study hours will be from 8.00 P.M. to 10.00 P.M. During study hours visiting other rooms should be avoided.
- Visitors will be permitted only on Sundays and other holidays between 7.00 A.M. and 6.30 P.M.



- In order to reach the classes in time, all students residing in the hostels should start from the hostel at 10 minutes before the commencement of 1<sup>st</sup> period classes both in the forenoon and in the afternoon. Late arrival in the class will be viewed seriously and such students may be asked to vacate the hostel in the event of repeated violation of the rule.
- Misbehavior with Deputy/Asst. wardens or any employee of the institution will attract strict action.
- When vacating the hostel, the inmates shall get the signature from the Deputy Warden/Asst. Warden certifying that all the furniture and the room are returned in good condition.
- Smoking and consumption of alcoholic drinks and/or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and suspended from the college.
- Birthday celebrations, bursting crackers (during Diwali, Pongal, etc.), throwing colors are not allowed in hostels and on the campus.
- Inmates are not allowed to bring bikes and motor vehicles to the hostel premises.
- Residents are expected to dress decently while visiting the mess hall.
- Residents shall not fix posters, notices, pictures, or anything that might deface or damage the walls and/or other infrastructure.
- Study hours are observed compulsorily between 8 p.m and 10 p.m on all days at a common venue. All inmates must attend the study hours without fail.

#### **RULES AND REGULATIONS TO BE FOLLOWED INSIDE LIBRARY**

- Complete silence is to be observed in the library.
- Usage of cell phones is totally prohibited inside the library.
- Users should leave the Books and Journals on the prescribed table after reading.
- Underlining, scribbling and/or tearing of pages or any other types of mutilation of books and journals, mishandling or misuse of computers is punishable.

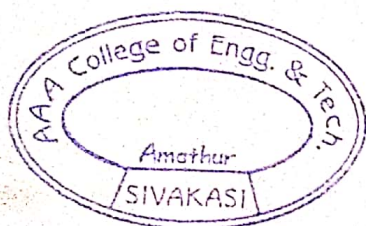




- If any book/journal is brought out of the library without proper entry, serious action will be taken.
- The borrowed books may be renewed for one more period, if no one has reserved same if a borrowed book or other material is not returned/renewed within the due date of return, an overdue charge of Rs. 0.50 per day will be charged.
- When obtaining the 'clearance certificate' from the library, students have to pay the overdue charges pending in their account at the end of each semester.
- If a borrowed book is lost or damaged, the borrower is required to replace the same edition or the latest edition of the same book. If it is not done so, triple the cost of the latest edition of the book has to be remitted.
- Eligibility of borrowing number of books for students is 3 for 30 days and for the faculty is 5 for 2 months.

#### **RULES AND REGULATIONS TO BE FOLLOWED INSIDE COLLEGE BUS**

- Being a co-educational institution, the students should maintain dignity and decorum with the opposite gender. Free conversation with the opposite gender is strictly forbidden. Cracking jokes and passing comments on the opposite gender is an offence.
- Students should bring bus pass every day and produce it on demand by competent authority.
- Students are advised to come to the bus stop well in advance.
- Students should not shout, hoot or whistle while travelling in the college bus.
- If any student misbehaves or makes a noise or whistles, he/she will be immediately asked to get down from the bus.
- Students should not bring and use electronic gadgets while travelling in the bus.
- Students should be in dress code while travelling.



  
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