



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)
(Accredited by NBA-AICTE, New Delhi, Accredited by NAAC with "A" Grade)
Madagadipet, Puducherry - 605 107



UNDERTAKING FOR STUDENTS CODE OF CONDUCT

PREAMBLE:

This Code shall be called as the SMVEC Students' Code of Conduct.

- a. This Code indicates the standard procedures and practices of the Sri Manakula Vinayagar Engineering College, Puducherry (hereinafter referred as 'SMVEC' in the entire statement of the Policy wherever is used) for all the students.
- b. All the students are bound to abide by this Code and the rights, responsibilities including the restrictions flowing from it.
- c. The Institution endeavors to administer student discipline equally pertaining to student conduct and behaviour.
- d. This Code shall be displayed in the Institute website.

ETHICS AND CONDUCT

1. At the time of admission, every student is required to sign a statement abiding by this Code of conduct.
2. Every student shall be regular and must complete his/her studies in the Institute within the prescribed period.
3. In case, a student leaves his studies for any legitimate reason, such student may be relieved from the Institute subject to the written consent from Head of Institution.
4. During relief from the college, the student shall be required to clear pending College / Hostel / Mess dues and if the student had joined the Institute on a scholarship or management freeships, the said grant shall be revoked with the permission of Head of the Institution.
5. Every student shall uphold academic integrity, respect all persons and their rights and property and safety of others etc.,
6. All students must refrain from indulging in any and all forms of misconduct inside or off-campus which can affect the reputation of Institution.

DRESS CODE

- The students are requested to attend the college clean and neatly dressed.
- Students should wear their identity card at all times inside the college campus as well as in the collegebus. ID card must be visible and cannot be worn underneath clothing or carried in student's pocket.
- Male students should wear formal pant and shirt tucked in neatly. Wearing black leather shoes, proper haircut, clean and neat shave are compulsory. Casual wears like **Jeans, T-shirts, Tight fit short shirts, Multi pocket shirts and pants** etc are strictly prohibited. Chains or spiked jewelry are not permitted.
- Female students should wear chudithars with neatly pinned shawls. Netted shawls, Short chudithars, tightpants, sleeveless or short sleeve tops are strictly prohibited. Free hair styles are also not permitted.
- Uniforms are compulsory for the laboratories.

PROHIBITION OF MOBILE PHONES / ELECTRONIC GADGETS

- Possessing **mobile phones/ electronic gadgets** inside the college is **strictly prohibited**. If any student is found using them inside the campus or in the college bus, they would be confiscated and will not be returned back. In case, such materials are found with the student and confiscated, the parents are requested not to request for the return of the same till the completion of course. Hence, the parents are kindly requested not to provide cell phones/ electronic gadgets to their wards during college time.
- However during emergency the parents can contact their wards through the telephone Number:0413-2642000 (20 lines) available at the reception counter of the institution and the students are also permitted to speak to their parents from this number, in case of any urgency / emergency.

AVAILING LEAVE

- As per the Institution regulation the students are not permitted to avail leave without prior permission/intimation to the coordinator/ class advisor. For each student, leave account card has been provided / maintained in the department.

Hostel

- A faculty in the cadre of Professor is appointed as a Warden and a faculty member is appointed as Deputy Warden to take care of the administrative activities of Boys and Girls Hostel. The details of hostel phone numbers and hostel administration are available in notice boards displayed in the respective hostels. Hostellers desiring to go out of station must obtain permission from the concerned warden with parent consent either in writing letter/email or through phone before they leave the hostel and they are bound to obey the rules and regulations of the hostel

Transport:

- The college has full-fledged transport to take care of day scholars, faculty members and staff. Availing transport facility is optional by paying necessary transport fees for students. Those who do not pay transport fees will not be allowed to use college transport services. However if it is noticed, any one student found using college transport without paying transport fees, the necessary charge will be included in their fee dues. It is from our experience that the two wheeler travel to reach the college is not safety for students. Therefore, the parents are requested to make their own arrangements to send their wards to the college and not to provide two wheelers to their wards.

MISCONDUCT

Any act of misconduct committed by a student inside or outside the campus shall be construed as an act of violation of discipline: includes disruption of teaching, student examination, research or administration, curricular or extracurricular, ragging in any form or any other act which causes disruption will be dealt with the provision of rules and regulations of the Institution.

For the purpose of rules, following acts or omission shall constitute as misconduct:

- Any act which involves theft, fraud, dishonesty, damaging or defacing of Institute property or members of Institution
- Continuous absence from attending classes (or) lab sessions (or) absenting without prior permission from Class advisors and HoDs
- Frequent late comers without any reason / permission.
- Continued negligence of college instructions
- Indulging in smoking, gambling, possession or consumption of liquor or narcotic substance or banned chemicals inside the campus or during travel authorized by the Institution
- Directly or indirectly involved in criminal cases
- Refusal to abide by code of dress, non-wearing of ID card (or) refusal to show the ID card etc.,

- Involving in eve teasing or any other act which outrages the modesty of a girl/woman
- Carrying mobile phone (or) any electronic device inside the campus without the proper permission from respective HoD.
- Any physical/mental harassment towards fellow students including ragging, quarrelling, use of abusive language, violent behavior resulting in minor/major injury
- Involving in any disrespectful act inside the campus or in the examination hall
- Involving act of forgery of any document
- Not reporting to hostel in time and without prior permission leaving the hostel
- Entertaining day scholars, friends or any other persons in hostel without the knowledge of Warden

In order to enforce discipline inside the campus various committees have been constituted in which Anti Ragging committee, Disciplinary committee, Anti-Sexual harassment committee are formed to rein in discipline and maintain the dignity and decorum of the Institution.

DISCIPLINARY ACTION

Any student indulging in any misconduct contained herein above shall be dealt in the following manner.

The student will be issued a memo and called upon to submit an explanation. Immediately a disciplinary committee will be formed to conduct enquiry and upon admission of misconduct, the committee may recommend punishment as deemed fit, based on case by case scenario. The punishment may include one or more of the following depending upon the gravity of the misconduct:

Warning and Reprimand, Fines, Restitution, Suspension from college/hostel/, Stopping from participation in placement and Expulsion from Institution.

During enquiry, the parents/guardian of student who indulged in misconduct will be called to appear before enquiry committee and given opportunity to give explanation on behalf of the student. However, the college rule does not permit any advocate or legal officer to defend for the student.

❖ If a student involves in any misconduct like drinking, assaulting or any other form of violation of code of conduct as mentioned above will initially lead to suspension. During suspension period he is not eligible to avail the privileges of a student like services of library, placement, transport, hostel, canteen and participation in curricular and extra-curricular activities. However after the revoke from suspension he/she is entitled to avail

the services of the institution.

APPEAL PROCESS

If the student is not satisfied with the findings of enquiry committee, he/she may prefer to file an appeal to the Registrar in writing. After receiving the detailed disclosing statement from the student, Registrar may decide whether the case can be again sent to disciplinary committee for reconsideration or discussing with the Head of Institution taking final decision. The final decision conveyed by Registrar is final & binding.

- ❖ If the same student repeats his misbehaviour and violates the rule and invite second time suspension, then the student is not eligible to avail placement services of institution and not considered for campus placement. Moreover, the benefit of appealing will not be extended to the student. But he is allowed to participate in any extracurricular, co-curricular events organized by the department and the college.*
- ❖ If the same student invites suspension for the third time he/she will be summarily expelled from the institution.*

Declaration

I _____, S/O/ D/O _____ Register No. _____
studying in the Department of _____, have read the code of conduct of the institution and understood to the best of my knowledge. It is my sole duty and responsibility to read, understand and follow the Code, which is an integral part of my course of study. I also declare that I am solely responsible for any unlawful or indisciplinary acts and deeds whether inside or outside the campus, and shall be liable for punishment as per the institution code of conduct.

Parent's Signature

Student's Signature