

K.L.N.COLLEGE OF ENGINEERING



CODE OF CONDUCT FOR STUDENTS

- ❖ Students should maintain the highest standards of discipline and decorum inside the college campus. They shall abide by the rules and regulations of the college and should act in such a way that maintains the dignity and pride of the institute.
- ❖ Students should adhere to the work schedule of 5 days from Monday to Friday. Second and fourth Saturdays of every month are working days. Working hours for the college is from 9 a.m to 4.20 p.m. Students should attend the classes as per the time table, late coming is not encouraged.
- ❖ Identity Card (ID) is given to each student with his/her roll number, name, date of birth, branch, year of study and blood group. All students must wear the ID card while they are in the campus. If a student lost the ID card, he/she has to obtain a new ID card immediately from the office by paying necessary charges. Any change of address should be informed to college office immediately. Students not wearing ID card will be fined.
- ❖ Students must pay the tuition fees, transport fees and hostel fees (if applicable) before the commencement of classes.
- ❖ Students must maintain a minimum of 90% attendance and they should avoid availing unnecessary leave. SMS will be sent to parents if they are absent. Students must avoid coming late to classes after tea / lunch break.
- ❖ Students must submit leave forms to the class coordinator duly signed by parents, counselor / tutor before availing leave. In case of emergency situations, leave forms to be submitted within two working days. In case of medical leave, a medical certificate should be produced. Defaulters will be dealt suitably.

- ❖ **Students must wear uniform on all working days. However, Second, Third and final year students are permitted to wear formal dress on Fridays. Students should wear shoes during laboratory hours. Defaulters will be dealt suitably.**
- ❖ **Students should not avail leave during class tests, centralized internal tests, model exams and placement training classes.**
- ❖ **Students appearing internal tests / end semester examinations should adhere to the code of conduct of Controller of Examinations, Anna University, Chennai.**
- ❖ **In case of any emergency on health problems students shall approach any staff/ Counselor / Coordinator / HOD for making first aid arrangements at college health centre. They should not leave the campus on their own without prior permission.**
- ❖ **In case of any specific reasons, students can leave the campus during class hours, only after getting a gate pass duly signed by the HOD, Principal and signing in the register available in the exit gate. Girl students are allowed to leave the campus accompanied either by parents / guardian.**
- ❖ **Students must get on-duty (OD) approval in prior from Principal through HOD to participate curricular, co-curricular and extracurricular events.**
- ❖ **Students are instructed to make use of academic, co-curricular and extracurricular facilities efficiently to improve their employability / life skills.**
- ❖ **Students are encouraged to attend the extra coaching classes, remedial classes after the college hours. Slow learners must attend the remedial classes to cope up with academic schedule.**
- ❖ **Reading books & journals in the library / working in laboratory after the college hours is highly encouraged.**

- ❖ **Ragging in any form is punishable as per Government norms.**
- ❖ **Any kind of indisciplinary activities such as quarrelling / fighting among themselves, hurting others etc will be treated seriously. Students should maintain silence and decorum in the campus.**
- ❖ **Students are prohibited to bring /use mobile phones inside the class rooms. Also they should not use the mobile phones while travelling in the college bus and inside the canteen.**
- ❖ **Damaging / misusing of college properties either individually or as a group will be considered very seriously. Such students must undergo enquiry by a disciplinary committee and suitable action will be taken on them.**
- ❖ **Students are instructed to keep the campus clean and neat. Celebrations in any form such as cutting cakes, firing crackers etc is completely prohibited.**
- ❖ **Students are instructed to handle the lab equipments carefully during lab hours. If any damage to lab equipments is caused by a student, he / she must bear the equipment cost.**
- ❖ **Students should not bring any valuables like jewels, bulk cash, electronic gadgets etc. Students should keep their belongings under safe custody.**
- ❖ **Uploading of pictures / photographs / videos in any social media, hurting staff / students and spoiling the reputation of the institution will be viewed seriously.**
- ❖ **Loitering inside the campus during class hours, not attending the classes is punishable. Any misbehavior with staff members will be viewed seriously.**
- ❖ **Misbehavior towards girl students will be treated very seriously leading to suspension / termination from the college, after conducting an enquiry by Prevention Of Sexual Harassment (POSH) cell.**

- ❖ **Access to college campus beyond the working hours and on holidays without written permission from the concerned HOD and Principal will be treated as case of trespassing leading to disciplinary action.**

- ❖ **In the event of non compliance relating to prevailing rules and norms which violates the college quality policy, an enquiry committee constituted by Principal is empowered to proceed further in accordance with Institution / University norms.**