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1	STUDENT'S HANDBOOK CODE OF ETHICS & CONDUCT
2	CODE OF CONDUCT FOR FACULTY

PRINCIPAL

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SREE SAKTHI ENGINEERING COLLEGE

KARAMADAI
COIMBATORE

STUDENT'S HANDBOOK
CODE OF ETHICS & CONDUCT

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RULES, REGULATIONS & CODE OF CONDUCT

Sree Sakthi Engineering College

1. PREAMBLE

This Handbook indicates the standard procedures and practices of Sree Sakthi Engineering College, Karamadai, Coimbatore- (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. All Students are requested to be well aware with this Code.

2. JURISDICTION

The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take notice of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.

b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;

c) Possession or use of weapons, explosives, or destructive devices off campus

d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.

e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

3. ETHICS AND CONDUCT

This Code shall apply to all kinds of conduct of students that occurs on the Institute premises and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

1. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

   - He/she shall be regular and must complete his/her studies in the Institute.

   - In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institute subject to written consent of the Principal and Chairman.

   - As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.

2. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

3. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.

4. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

5. Intentionally damaging or destroying Institute property or property of other students and/or faculty members

6. Any disruptive activity in a class room or in an event sponsored by the Institute

7. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards

8. Participating in activities including
   a. Organizing meetings and processions without permission from the Institute.
   b. Accepting membership of religious or terrorist groups banned by the Institute/Government of India
   c. Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, contrary to law or policy.
   d. Unauthorized possession or use of harmful chemicals and banned drugs
   e. Smoking on the campus of the Institute.
   f. Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
   g. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
   h. Rash driving on the campus that may cause any inconvenience to others
   i. Not disclosing a pre-existing health condition, either physical or psychological, which may cause hindrance to the academic progress.
   j. Theft or unauthorized access to others resources
   k. Misbehaviour at the time of student body elections or during any activity of the Institute.
   l. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.

9. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

10. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

11. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

12. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

13. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry ,

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use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

14. Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.

15. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

16. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

4. BREACH OF CODE OF CONDUCT

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

1. WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

2. RESTRICTIONS -Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

3. COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

4. EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.

5. MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

6. SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

7. Ineligibility to reapply for admission to the Institute for a period of three years, and

8. Withholding the mark sheets or certificate for the courses studied or work carried out.

5 APPEAL:

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

1. Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments a as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

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2. Refer the case back to the committee for reconsideration.

In any case the Chairman's decision is final and binding in all the cases where there is a possible misconduct by a student.

6. ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

1. Scope and Purpose
   a) This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and is required to adhere to the said policy. The purpose of the Policy is twofold:
      - To clarify the principles of academic integrity, and
      - To provide examples of dishonest conduct and violations of academic integrity
   b) Failure to uphold these principles of academic integrity threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every member of the Institution community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
   c) The principles of academic integrity require that a student,
      - Properly acknowledges and cites use of the ideas, results, material or words of others.
      - Properly acknowledges all contributors to a given piece of work.
      - Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
      - Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
      - Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.
2. Violations of this policy include, but are not limited to:
   a) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:
      - Reproducing, in whole or part, text/sentences from a report, book, project, publication or the internet.
      - Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.

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- Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or project without proper attribution.
- Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- Paraphrasing or changing an author's words or style without citation.

b) Cheating .Cheating includes, but is not limited to:
- Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- Allowing or facilitating copying, or writing a report or taking examination for someone else.
- Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- Fabricating (making up) or falsifying (manipulating) data and reporting them in project and publications.
- Creating sources, or citations that do not exist
- Altering previously evaluated and re-submitting the work for re-evaluation
- Signing another student's name on an assignment, report, research paper, project or attendance sheet

c) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

d) Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:
- Use proper methodology for experiments and computational work. Accurately describe and compile data.
- Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version

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should be saved for later scrutiny, if required, and the changes made should be clearly described.

- Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").
- Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- Write clearly in your own words. It is necessary to resist the temptation to "copy and paste" from the Internet or other sources for class assignments, manuscripts and project.
- Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

3. Individual and Collective Responsibility: The responsibility varies with the role one plays.

   a) **Student roles:** Before submitting a project to the department, the student is responsible for checking the project for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the project is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.

   b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

7. ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation *on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [*hereinafter referred to as the 'UGC Regulations']*'.*The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

1. Ragging constitutes one or more of the following acts*:*
   a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
   b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;

c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;

d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;

e. exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;

f. any act of financial extortion or forceful expenditure burden put on a student by other students;

g. any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;

i. any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

2. ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Principal and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by students affairs advisors, and can have as its members, the Deans, Student Counselors, Faculty Advisors, Chairperson of the concerned Department.

3. ANTI-RAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

4. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

a. Suspension from attending classes and academic privileges.

b. Withholding/ withdrawing scholarship/ fellowship and other benefits.

c. Debarring from appearing in any test/ examination or other evaluation process.

d. Withholding results.

e. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.

f. Suspension/ expulsion from the hostels and mess.

g. Cancellation of admission.

h. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

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i. In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.

j. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

5. An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to:
   a. In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Principal of the Institute.

8. SEXUAL HARASSMENT

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

Acts amounting to Sexual Harassment
• Unwanted physical contact and advance. Standing too close/ogling/suggestive gestures.
• A demand or request for sexual favours / unwelcome comments / sexual epithets
• Exposing the victim to pornographic material: audio or visual or BOTH or print
• Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Medium of conducting Sexual Harassment
A person can be guilty of sexual harassment if any unwelcome sexually determined behavior is committed through any of the following ways:
• Comments
• Remarks
• Jokes
• Letters
• Phone calls
• Emails
• Chats on any electronic medium like whatsApp, twitter, facebook, etc.
• Gestures
• Remarks
• Showing of pornography clipping
• Lurid stares
• Physical contact
• Molestation
• Stalking
• Sounds or display of a derogatory nature
• Any other understandable medium

Sexual Exploitation
Sexual exploitation is when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or to benefit anyone other than the one being exploited. Examples

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include non-consensual electronically recording, photographing or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved and voyeurism (spying on others who are in intimate or sexual situations).

Sexual Intimidation

Sexual intimidation involves threatening another with a non-consensual sex act such as engaging in indecent exposure. Violence against another person can take many forms. Violence, in the context of this policy, includes domestic violence, dating violence and stalking.

Domestic Violence

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

Dating Violence

Dating violence is a violent act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Stalking

Stalking is a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

ASSISTANCE BY COLLEGE

In order to foster a fearless environment, the COLLEGE shall take proactive steps in preventing sexual harassment and resolving disputes of the above said nature.

•To provide counseling services to the complainant
•To undertake workshops and training programmes at regular intervals.
•Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines
•To pursue the complaint and the safety of the complainant
•To assure confidentiality of the case
•To form the Internal Complaints Committee to deal with the cases relating to Sexual Harassment
•To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place
•Provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting inquiry;
•Assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;
•Make available such information to the Internal Committee as the case may be, as it may Require

Redressal Proces0073

- Any employee/student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with her signature within 10 days of occurrence of incident.
- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

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- The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.
- At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her complaint.
- Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him to give an explanation, where after, an "Enquiry" shall be conducted.
- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

9. STUDENT GRIEVANCE PROCEDURE

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

10. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the Institute, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

Annexure A -LIBRARY RULES AND REGULATIONS

1. All library users are required to enter their names and sign the register provided at the entrance.
2. Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the Librarian.
3. Students can borrow one book for internal use, subject to the condition that they return the book on the same day of issue.
4. Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
5. Borrowers shall replace lost or damaged library materials with new versions of the same.
6. Renewal of library book and of the educational materials are generally allowed if no reservation has been made for the same.
7. Personal items, for example books, folders, files, blazer, jerkins, overcoats, etc. are not allowed in the library.
8. Case studies and project reports will not be issued to students and are for library reference purpose only.
9. Library users are expected to maintain silence at all times in the library. Cell phones and their use prohibited.
10. Library users should present their identity card for the borrowing or renewal of library material. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.
11. Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one.
12. Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments.
13. The membership of the library is not transferable.
14. Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.
15. All library users are expected to read the notice board or browse the library website for library timings and other services.
16. The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
17. Students are requested to maintain the dress code of the Institution while they are in the library.
18. Students should return all the borrowed items from the library, clear all fines and return the library ID card before leaving the Institution.

Annexure B -COMPUTER LAB RULES AND REGULATIONS

A. Entry/Exit

i. Only students, faculty and staff of Institution are allowed inside the computer lab.

ii. Visitors are allowed inside the lab only and with prior permission from the appropriate authorities.

iii. Students are required to sign the register at the time of entry and exit from the computer lab.

iv. Students should be dressed in a formal attire (as per the dress code stipulation of the Institution) to gain entry into the lab during working hours.

v. Any kind of footwear inside the lab is strictly prohibited.

vi. Students shall not carry any storage device such as CDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course.

B. Inside the Lab

i. Students have to maintain silence at all times in the lab.

ii. Students will occupy the computer systems as identified by the lab-in-charge.

iii. Students will login with their username and password.

iv. Where the students have carried storage devices such as pen drives CDs the same will be tested for any presence of computer viruses or any other undesirable content.

v. Students should not attempt to access IT servers.

vi. Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from computers and IT servers located in the Computer lab, or anywhere else on the educational campus machines as well as server.

vii. The Internet facility at the Institution is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.

viii. Whenever a student has copied any data or Computer program from the Computer system, the same should be shown to the lab-in-charge for verification or approval.

ix. The lab-in-charge, system administrators inside the Computer lab or the Institution is not responsible for the loss of any personal property of the students.

x. Beverages and food are prohibited inside the Computer lab.

i. Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned of the student only at the end of the course.

xi. Chatting and talking is prohibited in all the Computer labs of the Institution.

xii. Students are prohibited from visiting any sites that do not add learning value or are illegal.

xiii. Students should use the computer lab only for academic learning. Activities of the students on the campus network tracked using monitoring software for regulation purposes.

Annexure C - STUDENT CODE OF CONDUCT FOR LABORATORY AND WORKSHOP CLASSES

    i.   Students are to report for the required laboratory and workshop sessions on time.

    ii. Students are required to wear laboratory/workshop uniforms as prescribed by the institution. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.

    iii. All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by the students.

    iv. Students must intimate the faculty laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.

    v. Any damage caused to equipment/machinery/appliances will be recovered by the Institution from the concerned student/students.

    vi. Students should adhere to the instructions given by the faculty/laboratory technician/workshop technician during the laboratory class.

    vii. Students are required to report to the laboratory/workshop sessions with their record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behavior such as, unnecessary talking in the laboratory/ Workshop is strictly prohibited.

    viii. All materials used in the laboratory/workshop are the property of the Institution and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.

    ix. Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

Sree Sakthi Engineering College

(Accredited by NAAC, Approved by AICTE, Affiliated to Anna University)
Bettathapuram, Karamadai, Coimbatore - 641104.

Code of Conduct for Faculty

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1. PREAMBLE:

This document is prepared for good and effective functioning of the institute through proper and efficient use of the available resources in the campus. Teaching is a very sacred profession and plays a very important role in nation building. In a developing nation like ours, a teacher has a greater role to play in shaping the character and career of the students. Besides this, good character of a teacher has an everlasting impression in the society at large. All this is expected to contribute a long way to make our country a vibrant and strong nation. With a view to achieve the national and social objectives, it is essential that all the faculty members have certain rules and regulations to abide by and display a good conduct so that the students consider their teachers as their role model. It also ensures the quality of teaching learning process with transparent administration. The college has a great vision of preparing the students to serve the society by their all round development, viz. Communication skills, Leadership quality, Group work, Presentation skills, technical skills, ethics, general aptitude, etc.

This document incorporates the working of various committees for the betterment of the institute and enhancement of quality of education. It also finds mention of the service rules, leave rules and appointment rules.

This document, along with the general rules and regulations provides certain code of conduct to be followed by the faculty, which will undoubtedly set an example for the students.

Vision:

"To develop high quality technical education and personnel with a sound footing on basic engineering principles, technical and managerial skills, innovative research capabilities, and exemplary professional conduct to lead and to use technology for the progress of mankind, adapting them to change technological environment with the highest ethical values as the inner strength."

Mission:

"To be recognized as an international leader in engineering education, research and the application of knowledge to benefit society globally" Sree Sakthi Engineering Coimbatore.
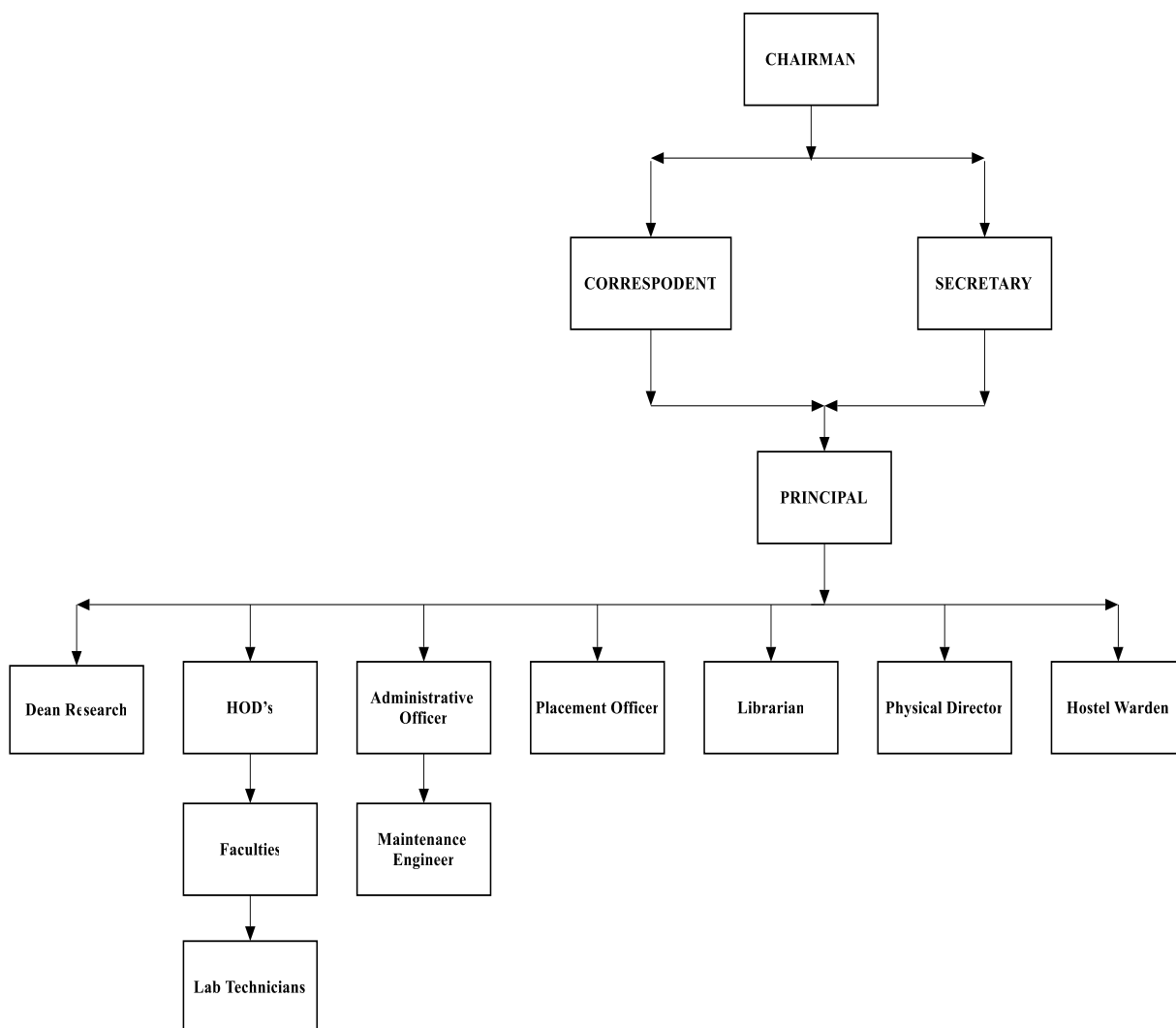
2. ABOUT SSEC:

Sree Sakthi Engineering College believes in Success Tomorrow, Begins with SSEC Today. A private engineering college Founded in 2010 under the auspices of Sree Sakthi Charitable trust by its founder Chairman Shri. N. Dharmalingam and Correspondent Dr. S.Karthikeyan. The College has grown with the community to meet the lifelong learning needs. This College is located at Karamadai, 25Kms away from Coimbatore on the Ooty to Coimbatore National Highways. The College is located in a natural environment. The College offers five bachelor degree, one master degree and three diploma courses.

The college is affiliated to Anna University and Approved by All India Council for Technical Education. Student success is the College's primary goal. With a 20:1 student-faculty ratio, the College is committed to working closely with students to help them reach their educational goals. Students learn from highly qualified facilities. The SSEC provides students with a quality, relevant curriculum. Supporting the College's mission to offer high quality, affordable and accessible educational opportunities. While students at SSEC immerse themselves in academics, the college has a lot in store for them outside the classroom.

Student life includes participation in recreational & co-curricular activities, sports and cultural. In short, at SSEC, students will find an academic and social environment where everyone- from faculty members to peers help shape their future. SSEC is a home to aesthetically designed buildings with state of the-art computer and internet facilities, seminar halls, modern workshops, auditoriums and well stocked libraries, sports and games fields in addition to an indoor stadium with gymnasium.

3. Organizational Structure

4. SSEC Management

Sree Sakthi Engineering College Founded in 2010 under the auspices of Sree Sakthi Charitable trust by its founder Chairman Shri.N.Dharmalingam and Correspondent Dr.S. Karthikeyan. The College has grown with the community to meet the lifelong learning needs. However, the administration of SSEC is the responsibility of the Principal.

Principal

The Principal involved in the implementation of the perspective plans of the College. The Principal ensure that academic and administration functions efficiently through the departments and various committees constituted for the respective cause.

Internal Quality Assurance Cell (IQAC):

IQAC has been established in the college, which meets regularly to assess the quality deliverance of engineering education in the institute leading to achieve the course and program outcomes. IQAC monitors the academic quality regularly. The institution engages in activities that advance both accountability and improvement. The Academic Audit is an approach that can accomplish both accountability and improvement. The institution uses the audit in its academic programs to provide significant improvement and accountability that its stakeholders require. The goal of academic audit is Continuous Quality Improvement. To accomplish that, faculty, administrators, and staff engage in on-going self-assessment, group assessment, teaching through ICT, etc to achieve the quality in Education.

Head(s) of Departments

The Heads of Departments ensure that the academic calendar provided by the university/college is implemented properly and efficiently.

Committees for specific task

Various academic and administrative committees are constituted for specific task as per the academic and administration plans of the college.

The Committees are: Annual Cultural and Sports, Examinations, Scholarships, Purchase, Admissions, Training & Placement, Library, Women Cell, Grievance Redressal, Anti-ragging etc.

Administrative Officer

Administrative Officer is the head of Non-Teaching and Non-Technical staff and ensures the administration of various sections runs properly and efficiently as per the college plans and instructions of the Principal.

5. Perspective / Strategic plan

The leadership provides clear vision and mission to the institution. The functions of the institution and its academic and administrative units are governed by the principles of participation and transparency. Formulation of perspective plans, objectives, directives and guidelines with specific plans for implementation by aligning the academic and administrative aspects improves the overall quality of academics and administration.

The college has the following perspective plans:

- Enhancing the quality of Teaching – Learning.
- Promotion of Research among staff and students.
- Improving Entrepreneurship Development and Industry-Institution Interaction.
- Engaging extension activities.
- Quality Assurance Measures through IQAC.

6. Grievance Redressal Mechanism

The college has Grievance Redress Cell. The cell meets regularly to look into the complaints.

The mechanism to analyze the grievances is given below:

- The grievances/complaints can be given to the Grievances Redress Cell.
- Segregation of the grievance/complaint received is done based on its nature.
- A report is submitted by the Cell to the Principal.
- As per the cell report the action is taken thereon.
- If required, the Principal set up an inquiry committee to study and resolve the matter.

The college has kept a guardian-teacher for group of students who looks into the various issues of the respective students and provides redress.

We have kept suggestion/complaint boxes at prominent places in the college premises to provide easy access for staff and students to put forth their grouses, which are opened regularly and prompt redress is done.

7. Welfare measures

Employee's Provident fund

The institution has the mandatory provision of EPF and contributes the eligible amount to the respective EPF account.

Maternity Leave

College renders a maternity leave to eligible lady staff as per the rules of the institution.

Promotions

Faculty members, based on the qualification, services, and outcome of the performance appraisal, are given promotion on to the higher post or financial benefits.

Publication Incentives

For participation in the National or International Conferences and for publishing research papers in the National or International Journals, its registration fees and the cost for the participation are given.

Sponsorship for knowledge up-gradation

Faculty members are sponsored for attending STTP, workshops, seminar, and conferences for up grading their knowledge. Faculty members, if opting for higher studies, leading to enhancement of quality, are sponsored in terms of on-duty.

Publications and Participation in Seminars and Conferences

Faculty members of the college are motivated to publish their research papers in national and international journals and also for attending seminars and conferences so as to be abreast with the latest technological developments.

8. Responsibilities of Teachers

Teachers must be enthusiastic in taking up the subjects allotted to them by the Head of the Department.

- They should prepare a teaching plan to be followed through the semester.
- After completion of each topic, they should give assignments to the students and return them after correction.

- Guardian teacher scheme must be followed and the mentor teacher should take proper care of his group of students, by guiding, motivating, counseling and monitoring their attendance and performance.
- Teachers should evaluate the answer sheets of the students internal assessments conducted during the semester; show the answer sheets to the students.
- They should mentor the students in a way that human and ethical values are inculcated in them.
- They should responsibly conduct regular classes and practical's and also take extra classes whenever necessary.

9. Code of conduct for the staff of the institute

- Staff must maintain high standards of punctuality, honesty and professional ethics.
- They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
- Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- 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 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.

10. Code for officials

Principal

The Principal shall be the administrative authority in all disciplinary matters for taking appropriate action against the misconduct. His decision shall be final and binding on the students.

Function of Principal:

- Conducting regular meetings with Heads of the Department and various committees.
- Working towards achievement of the vision and mission of the institute, so as to impart quality technical education to students, along with good human and ethical values.
- Motivating the faculty and supporting staff to work efficiently and the interest of the institute.
- Implementing disciplinary initiatives in consultation with the enquiry committee.

Responsibilities of Professor:

- Development of the teaching-learning resources and the laboratories.
- Instigating the students to take up live industry projects.
- Promoting Industry-Institute-Interaction.
- Regulating the activities of the Institute in general and Department in particular.
- Planning and implementing various academic and research activities.
- Taking measures for preparation of project report and guiding research students for Ph.D. degree.

Responsibilities of Associate Professor:

- Conducting regular classes and Practical's laboratory work.
- Assisting in departmental planning for academics.

- Guiding and counseling students as a mentor and inculcating human and ethical values in them.
- Conducting internal examinations i.e. sessional examinations.
- Evaluation of answer sheets and compilation of result.
- Carrying out the responsibilities assigned time to time.

Responsibilities of Assistant Professor:

- Conducting regular classes and practicals.
- Monitoring and maintaining the record attendance.
- Carrying out invigilation during examinations.
- Evaluation of answer sheets and compilation of result.
- Assisting in development of the departmental and institute.
- Monitoring Co-curricular and extra-curricular activities.
- Carrying out the responsibilities assigned time to time.

Responsibilities of Head of the Department:

- Monitoring the academic schedule/attendance/syllabus completion/Internal examinations.
- Monitoring the requirements in laboratories and preparing proposals for purchase.
- Execution of discipline among the students.
- Recommending leaves of faculty and support staff.
- Conducting regular faculty meetings and forwarding the minutes of the meeting to the Principal.
- Carrying out the responsibilities assigned time to time.

Wardens of Hostels:

- The wardens of hostels shall be responsible for maintaining discipline and decorum in the campus and hostels.
- As the persons in charge of the Hostels, they shall take appropriate action against any in- disciplinary behavior inside the campus and hostels.

- For the harmonious functioning, the wardens inform about any act of indiscipline shall be reported to the Principal, for requisite action.

Responsibilities of Non-Teaching Staff/Support Staff:

- All non-teaching staff should remain present in the college, at least 15 min before the start of college.
- The staff should follow the instructions from the higher authorities.
- They should carry out the assigned work with complete zeal.
- They should be regular and punctual.
- They should maintain professional ethics in the campus and should maintain proper behavior in the authorities and students.
- The staff working in laboratories should keep proper maintenance and cleanliness.
- They should carry out additional work assigned to them
- Carrying out the responsibilities assigned time to time.

11. Institutional Core Values

Ethics:-

We, at SSEC, provide a learning environment that develops responsible, moral and integrated behavior, respecting the dignity of the members of society. The Academic activities are solely governed through the prescribed norms and guidelines of statutory authority. The technical papers presented and published are referred through plagiarism software.

Integrity:-

We conduct activities that make us look into our work holistically. We adopt practices that are fair, honest and unprejudiced towards students, staff and stakeholders.

Service:-

We strive for the genuine well being of our student by harnessing our abilities to deliver the curriculum and other essential services and respond to inquiries and requests from the stakeholders in appropriate and timely manner.

Quality:-

We provide quality education by utilizing our intellect, social, physical and ethical abilities. We also plan and prepare programs that lead to acquisition of knowledge and skills

necessary to achieve information for career advancement, personal enrichment, leadership and service to the society. The technical education imparted caters for individual and social responsibility which is the indicator of success