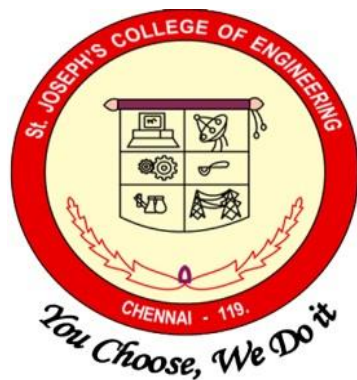


St. Joseph's College of Engineering
St. Joseph's Group of Institutions
OMR, Chennai – 119



**CODE OF CONDUCT
HANDBOOK**

Code of Conduct for Students

- Student must attend the lectures and practical's regularly as per the time tables.
- Students' conduct should be satisfactory.
- Student must appear for all the tests and examinations and show satisfactory progress.
- The conduct of the student in the premises of the institute as well as in their classes should cause no disturbance to fellow students or other classes.
- No society or association must be formed in the institute or in the hostels and no person should be invited to a dress a meeting without principal's prior permission.
- Students are expected to take proper care of the institute's property. Any damage done to the property of the institute by disfiguring the walls, doors, fittings or breaking the furniture, etc. is a breach of discipline.

Dress Code : All the students in the campus should be neatly dressed-on all days including during all

BOYS	GIRLS
Dos	
Neatly dressed.	Neatly dressed.
Wear self-coloured Pants & Shirts neatly tucked in.	Wear saree/ churidhar with dhupatta neatly pinned in 'V' shape.
Wear tie after putting the neck button with Black or Brown colour leather shoes.	Wear lengthy tops for Churidhar below knee level without slit /Anarkali churidhar/churidhar with Umbrella cut.
Donts	
Wearing Jeans, Low- hip Pants.	Wearing leggings (Stretch pants).
Short length shirts, T- Shirts.	Wearing transparent net dhupatta.
Folding the sleeves of the shirt.	Churidhar with slit.
Wearing Slippers.	Short tops and tops with net sleeves.
Wearing bangle or bracelet, ring or stud in the	Colouring / Bleaching the hair.
Colouring / Bleaching the hair.	
Having beard or long hair.	

Physics, Chemistry, Computer, Electronics, Instrumentation, Metrology, Biotech, Chemical and Communication skills labs.	For both boys and girls – long white over coat, leather black or brown shoes.
Basic workshop, Dynamics, Thermal, F.M, S.M, Machine shop, Welding, Foundry, all Electrical Labs and Chemicallabs.	For both boys and girls – Green pants and Green Half-sleeved shirts, leather black or brown shoes.

The following Dress Regulations should be followed in the Lab / Workshop

Students are allowed to grow beard with prior permission obtained through the HOD in the following cases:

- Lord Ayyappan devotees for the period of Pilgrimage
- During Ramzan Season for Muslim Students
- In case of dermatological problems with proper medical documents
- To Tonsure the Head: If a student wishes tonsure the head as per religious practice or rite they have to do so with prior permission.
- Boy students are exempted from wearing neck tie from 15th April to 15th June.

Leave Regulations:

As per Anna University Regulations for completion of a semester, a student has to attend at least 75% of the classes, the college insists on a minimum of 96% attendance for theory classes and 100% for the laboratory classes, so that

- (i) Students can perform well in the model and university examinations
- (ii) No one will be detained from writing the Anna University examinations due to shortage of attendance.

Continuous Assessment:

The following exams are conducted every semester and the results are sent by SMS to the parents by periodically. Parents are requested to note these marks in our Student's Portal and monitor the academic performance of their wards.

Theory Subjects

a. Internal Assessment Exams 1 – 4

4 Internal Assessment Exams are conducted for Units 1 – 4 respectively. IAEs are conducted for 75 marks - 15 Part A questions (15x2=30 marks) and 3 Part B questions (3x15=45 marks) out of 4 questions. This makes the students concentrate on every Unit on the syllabus and develop a sound knowledge of all the units of all the subjects.

The total marks secured in IAE 1 and 2 out of 150 marks will be converted to 100 marks and entered in Anna University Internal Assessment Exams Entry I.

Similarly, the marks secured in IAE 3 and 4 will be entered in Anna University Internal Assessment Exams Entry II.

b. Model Theory Examinations

Model Theory Examinations are conducted for 100 marks on all the five Units in the same question pattern as the Anna University Theory Examinations - 10 Part A and 5 Part B (and 1 Part C for applicable subjects). The marks obtained in Model Theory Examinations are entered in Anna University Internal Assessment Exams Entry III.

Internal Assessment	Portion	Timings	Part – A	Part – B	Max. Marks	Anna University entry
Internal Assessment Exam – 1	Unit - I	7.50 to 10.00 am	15 X 2 = 30	3 X 15 = 45 (any 3 out of 4) (2 application-oriented questions)	75	Total 150 marks will be converted to 100 marks. Entry – I
Internal Assessment Exam – 2	Unit - II	7.50 to 10.00 am	15 X 2 = 30	3 X 15 = 45 (any 3 out of 4) (2 application-oriented questions)	75	
Internal Assessment Exam – 3	Unit - III	7.50 to 10.00 am	15 X 2 = 30	3 X 15 = 45 (any 3 out of 4) (2 application-oriented questions)	75	Total 150 marks will be converted to 100 marks. Entry – II
Internal Assessment Exam – 4	Unit - IV	7.50 to 10.00 am	15 X 2 = 30	3 X 15 = 45 (any 3 out of 4) (2 application-oriented questions)	75	
Model Theory Examinations	All five units	7.50 to 11.00 am	As per University Pattern 10 Part A + Part B + Part C (for applicable subjects)		100	Entry – III

Practical Subjects

Model Practical Examinations: before the week of the Last working day (schedule will be given by the respective departments)

In order to appear for the Model Practical Examinations,

The students must have completed all the lab manuals and record works and obtain the signature from the respective staff before the week of the Last Working Day.

Those who have not completed and obtained the staff's signature in the manuals/ record work will not be permitted to appear for the Model Practical Examinations and Repeat Model

Absence for Examinations

A student who was absent even for one IAE/ Model Theory/ Model Practical examinations will not be allowed to write the rest of the examinations.

Students are expected to

1. not avail more than 4 days leave
2. not involve in any in disciplinary activities
3. not indulge in any Examination malpractice
4. not absent themselves for IAEs 1 - 4, Model Theory Examinations and Model Practical Examinations

so that they will be able to perform well in the Continuous Assessment examinations and score high Internal marks and also obtain good grades in the University examinations.

Repeat Examinations

The Repeat Model examinations will be conducted in the following cases in the respective departments:

Leave due to genuine Medical reason – Hospitalization with all Medical Documents – Parents should inform the Year In-charge immediately after the hospitalization and Parents should report and submit all the Medical Documents to the Year In-charge on the first day of their ward returning to the college.

Leave granted in advance Own Sister's /Brother's Marriage.

OD granted in advance for Sports, Symposium and Cultural.

However, students who were absent for the IAEs/ Model Theory Examinations will not be permitted to appear for the Repeat Theory Examinations

Model Practical Repeat Examinations :During the week after the model practical examinations – 3.00 to 5.00 PM.

For all the failed students –

Marks will not be awarded. Record note-books will be returned only for the students who passed in the Model Practical Examinations with the Bonafide Certificate signed by the Lab-incharge and the Lab HOD.

Anna University Examinations- Withdrawal:

A candidate may, for valid reasons, be granted permission to withdraw from appearing for any course(s) of only one semester examinations during the entire duration of the degree programme. Also, only one application for withdrawal is permitted for that semester examinations in which withdrawal is sought.

Withdrawal application shall be valid only if the candidate is eligible to write the examination and it is made prior to the examination in that course(s) and also recommended by the Head of Department and the Head of the Institution. Xerox copy of the hall ticket must be closed along with the withdrawal form.

Students with arrears

Parents are requested to pay the Anna University arrear examination fee in person to the College within 15 days after receiving the SMS about their ward's result.

Examination Rules:

Students should not enter the Exam Hall without proper college dress code & ID Card.

1. Silence should be maintained in the examination hall.

all the examinations.

3. Students themselves should check the Hall tickets, ID cards and calculators before entering the Exam Hall.

Wallets, pouches should be kept on the stage before the commencement of the examinations while other belongings should be kept outside the exam hall only.

4. Candidates should not carry any written/printed material, cellphone, pendrive, iPod, programmable calculator (other than the calculators given by the college)/any unauthorized data sheet/tables/data books into the examination hall. Possession of any of the above materials will be considered as malpractice.

5. Students are not allowed to exchange pencil, eraser, scale and calculator inside the exam hall.

6. Students should check whether the answer booklet contains 44pages including first page for Anna University Exams.

7. Candidates should use only blue or black pen for writing in the booklet.

8. Students should write their Register number on the question paper and they should not write anything else on the question paper.

9. Students should verify the subject code and subject name with hall ticket as soon as they receive the question paper .If there is any discrepancy, they should report it to the invigilator immediately, since some subjects with same subject name and different subject code may be prescribed for other branches.

10. Candidates should write and shade his/her register number, semester, subject and date of examination in the appropriate space provided in the first page of the answer booklet and nowhere else in the answer booklet.

11. If a candidate writes his/her register number on any part of the answer booklet/sheets other than the columns provided for or put any special mark or write anything ,it will be treated as malpractice.

12. Sufficient attention should be paid while signing on the attendance sheet.

13. Students are not allowed to go to toilets during the examination. He / She may be allowed after submitting the answer booklet only.

14. Students writing regular exams should not leave the exam hall before 1.00 pm (Forenoon session) / 5 pm (Afternoon session) i.e. for the full 3 hours and they should leave the corridor immediately after coming out of the exam halls.

15. Students writing arrear exams are allowed to leave the exam hall one hour after the commencement of the exams.

16. University/Model Exam Malpractice:

Strict action will be taken against misbehaviour and malpractice during the examinations, for theory as well as practical subjects conducted by the College and the University.

a. IAEs and Model Examinations conducted by the college.

In order to eliminate the chances of malpractice by the students in the examinations, the students must be made to un-tuck their shirts and remove the shoes and socks. However, there is no compromise in the dress code to be followed before and after the examination timings.

17. A thorough physical check should be carried out to prevent any student from carrying any in discriminating material/any writing on the dress and on their person.

18. Study materials such as books and class notes are not allowed to be kept in the corridors of the exam halls.

19. A thorough checking of essential items such as calculators, hall ticket, both sides of ID card should be done by the staff members on exam duty.

20. If any student indulged in mal practice during University Examinations, the student will not be allowed to participate in any activities in the college until the completion of University enquiry and subsequent enquiry conducted by the college disciplinary committee.

21. If any student indulged in malpractice during Model Examinations and the student will be allowed to participate in the college activities only after completion of the enquiry conducted by the college disciplinary committee.

b. Examinations conducted by the University – Rules given by Anna University

A candidate is permitted to use geometric tools, non-programmable calculators, approved tables and data books only during the theory and practical examinations. No other material / gadget (including cell phone) should be brought inside the examination hall.

A candidate should neither possess or refer any forbidden material in any form nor should seek/ obtain assistance in any form from any person/source towards answering the questions during the examinations. He /She should not assist other candidates in any form towards answering the questions during the examination. The candidate should not reveal his/her identity in any form in the answer scripts. The candidate should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. Candidate should maintain discipline and decorum during the examinations.

Violation of the above rules in any form during the examinations will attract punishment studies as given below.

Exam Timings:

Internal Assessment Exams	:	7.50 am	to	10.00 am
Model Theory Exams	:	7.50 am	to	11.00 am
University Theory Exams	:	10.00 am	to	1.00 pm (F.N)
:	:	2.00 pm	to	5.00pm(A.N)

Use of Electronic Gadgets including Cell Phones:

- Electronic gadget worth less than Rs. 4500/- – Donate the needed materials worth Rs. 1500/- to recognized Non-Governmental Organizations listed in the calendar in consultation with the NSS Program Officer. The gadget will be returned to the parents in person.
- Electronic gadget worth Rs. 4500/- or more than Rs. 4500/- - Donate the needed materials worth 1/3rd.of the cost of the gadget to recognized Non-Governmental Organizations listed in the calendar in consultation with the NSS Program Officer. The gadget will be returned to the parents in person.
- Repeated violation–Confiscation of the gadget/s and one week suspension.
- However, hostel students are allowed to use iPods and MP3 Players only in the Hostel rooms.

Industrial Visits:

Industrial Visits are Compulsory for all students.

Only one relevant industrial visit per semester, either local visit or one day visit will be arranged for each class. No amount will be collected for the Industrial Visit.

1.In and Around Chennai

City Industrial Visit- From 9.00am to 2.30pm.

City Industrial Visit- from 9.00 am to 5.00pm. Parents will be informed about the late arrival.

NOTE: Students are not allowed to get down from the bus on the way to the industry, or while coming back. They are also not allowed to go for buying any soft drink so eatables at the time of lunch. Also, students are not allowed to have cell phone so any other electronic gadgets with them during industrial visits.

2. One full Day Industrial Visit - from 5.00 am to 10.00 pm

Sriharikota, Cheyyar, Thiruvannamalai, Sriperumbudur, Nellikuppam, Ariyalur, Jeppiaar Steel Plant, Trichy, Hosur, Neyveli, Pondicherry, Ranipet, Cuddalore, etc.-by College Bus only.

During the 3rd to 7th Semesters, Students can go for any of the above places and also for Chennai

Disciplinary Actions

- Students should not disturb other students, especially their juniors.
- Students should not quarrel or fight either with their year mates or with the other year students.
- Any damage to the property of the college-identified students/whole class/batch will be given Punishment.
- Physical assault, mental harassment or any other activities that are considered as Ragging–Punishment as per the Ragging Rules by Anna University, Chennai, Government of Tamil Nadu and Government of India.
- Use of abusive/ un-parliamentary words and misbehaviour- 1 Week suspension
- Inducing and provoking others to form groups- 1 week suspension
- Violating dress code - One day absent.

Industrial visits can be arranged as given below:

Year	Odd Sem.	Even Sem.
IV	June 4 th week	----
III	July 1 st week	Feb. 1 st week
II	July 2 nd week	Feb. 2 nd week

No other dates are allowed for Industrial visits other than the above mentioned. During outstation Industrial Visits, the staff and day scholar students have to stay in the hostel on the previous evening to ensure timely departure and early return.

Daily Allowance–Rs.150/-per head (for Lunch & evening Snacks).

Attendance is compulsory on the next day.

No separate Industrial Visits for Boys & Girls.

Minimum 7 days needed for all arrangements.

Form I–should be submitted before the Industrial visit, 7 days in advance–with the Industry’s acceptance letter and students confirmation list.

Form II – should be submitted 2 days before the Industrial Visit.

Form III – should be submitted on the following working day after the Industrial Visit.

Once students have given their name for the Industrial Visit and all the arrangements are made by the college–students are not allowed to withdraw/skip the Industrial Visit. If they do so, they have to pay Rs. 200/–the amount which has been spent for the arrangements and they would lose 2 days attendance.

For the Industrial Visits, student HOD scan approach College Transport In-charge, well in advance for making travel arrangements.

COLLEGE WORKING DAYS, TIMINGS AND GENERAL RULES

College working days are from Monday to Friday, and some Saturdays in a month.

- General Timings–7.50am to 3.00pm. Buses will leave the campus at 3.10 pm.
- Monthly alternate Saturdays are working days and on one Saturday NGO Visit
- Students are not permitted to enter the campus after 7.40 am and not allowed to leave the college before 3.10 pm.
- Visitors are strictly not allowed during the college hours.
- Visitors – Days & Timings: 2.00pm to 3.00pm
- CHAIRMAN : 3.00pm to 4.00pm
- Hostel Visitors Timings: Only on Government Holidays & Sundays: 9.00am to 5.00 pm

Vacation:

- Semester break for odd semester is only during Christmas holidays.
- After even semester regular examinations, students will have one week of break as semester holidays.
- All the students must undergo two weeks of internships during both odd and even semester vacation.

Transport

- Our college buses cover every nook and corner of Chennai city and suburbs other students staying near the college bus routes are not considered for hostel accommodation.
- No private vehicles are allowed inside the campus. Hence, parents are kindly requested not to provide two wheelers or any other vehicles to your wards to come to the college.
- Day scholars availing transport facilities should board only the college bus which is allotted to them with proper dress code and wearing their ID card before boarding the bus and till getting out of the bus in the evening. They are not allowed to board any bus other than the one which is allotted to them.
- Since 3/4 sets of buses are running in the return trips during Model Practical, Model Theory and University Examinations (11.30am, 3.10pm & 5.10pm during Model Theory and Model practical examinations and 1.00pm, 3.00pm and 5.10pm during the University examinations), it may not be possible to cover all the boarding points. Morning trips will be operated as per the regular schedule.

Code of Conduct for Teaching Staff

- Be updated in the knowledge of subject and the current affairs.
- Prepare thoroughly the lecture to be delivered in advance.
- Use modern tools to make the lectures more interesting (Audio/ Visual Aids).
- Attendance of the students should be recorded regularly.
- Complete the syllabus in stipulated time.
- Conduct all the examinations as per the scheduled time table.
- To conduct examinations that minimize the opportunity for scholastic dishonesty.
- Be polite to the students- listen their problems and should make efforts to solve them.
- Be in contact with the parents / guardians of the students.
- Take the prior approval of leave from respective authority and make the alternative arrangements for the lecture and practical.
- Follow the rules, regulations and instructions of the institute from time to time.
- Motivating the students to take part in Symposia and Conferences in the institutions of high repute.
- Forwarding the OD for students for the above purpose.
- Motivating the students to take up innovative projects, that can be nominated for awards like INAE.
- Conducting Department Club Activities like technical quiz, product display etc. under Students' Chapters
- Meeting the students undergone the disciplinary proceedings every week and counsel them about the intentions of the disciplinary action taken on them in a way to assuage their grief
- Counseling students, who may need emotional support to overcome their problems apart from academics.
- Identifying Alumni Mentors and coordinating the activities with our students

R&D Coordinator

- Securing Funded Consultancy Assignments from industries Planning and arranging for Industrial Visits.
- Forwarding In-plant Training requests from students.
- Planning and arranging for Guest Lectures for students.
- Identifying and organizing of Value Added Courses.

Sports and Cultural in charges

- To motivate students to take part in sports and cultural events organized in the college
- To maintain a data base of students achievement in sports and cultural events
- Coordinating Common Club Activities

Placement Coordinator

- Preparing and maintaining students' data such as university results, communication details, etc.
- The above data in any form sought by the placement office / ABHS should be submitted on the same day.
- Identifying Alumni Mentors and coordinating the activities with our students

Code of Conduct for HODs

- Monitoring the uploading of all subject related contents such as Class notes and assignment questions.
- They should also verify the students' assignment book randomly after submission in the department.
- Meeting the students undergone the disciplinary proceedings every week and counsel them about the intentions of the disciplinary action taken on them in a way to assuage their grief.
- Counseling students, who may need emotional support to overcome their problems apart from academics.
- Preparing and maintaining students' data such as university results, communication details, etc.
- The above data in any form sought by the placement office / ABHS should be submitted on the same day.
- Securing Funded Consultancy Assignments from industries Planning and arranging for Industrial Visits.
- Forwarding In-plant Training requests from students.
- Identifying and organizing of Value Added Courses.
- Organizing FDPs, Workshops for faculty members.
- Planning and arranging for training the students to become entrepreneurs in coordination with Entrepreneurship Development Agencies of Govt. and University

Code of Conduct for Principal

The Principal as the Academic Head of the College/Recognized Institution, shall be responsible for

- Academic growth of the college.
- Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars organized by College for the academic competence of the faculty member.
- Admission of the students and maintenance of discipline of the college.
- The overall administration of the college and their Libraries and Hostels.
- Administration and supervision of curricular, co-curricular/extra-curricular or extra mural, students welfare activities of the College.
- Observance of the act, statutes, ordinance, regulations, rules and other orders issued there under by the University authorities and bodies from time to time.
- Overall supervision of the University Examinations.
- Maintenance of self-assessment reports of teachers and their service books.
- Development and implementation of strategic plan for short term and long term development of the institute and sustainable quality improvement.
- Discuss and approve financial estimates, annual reports, accounts and audit reports time to time. Maintain necessary records of the institute in stipulated formats.
- To lead the accreditation activities of institute for various quality standards.
- Any other work relating to the administration of the college may be assigned by management from time to time.

Code of Conduct for Governing Body

- To regularly conduct meetings of the academic committees on which they serve, and acquire appropriate knowledge to contribute effectively to decision making.
- To Consider the perspective plan for the academic development of the institute.
- To Present the budget estimates as received from the HODs and accounts committee with modifications, if any, to the principal for its final approval.
- Provide infrastructure, premises, furniture, apparatus and other means needed for the smooth conduct of the institute.