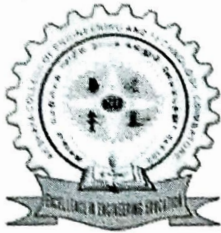


1,4. POLICY DOCUMENTS



Akshaya College of Engineering and Technology Coimbatore – 642 109

12.11.2011

CODE OF CONDUCT FOR STUDENTS

The college is an institution of learning and teaching and strives to maintain a climate of respect, sensitivity, and courtesy. Students joining the Institute are bound by the rules and regulations of the Institute.

1. Every student shall wear clean, neat and formal dress. Casual wear such as T-Shirts, shorts and jeans are not allowed during working days.
2. During class hours, a student cannot go out of the classroom without the permission of the teacher concerned.
3. The use of mobile phones is strictly prohibited in the college campus. Students who violate this rule will have to face disciplinary action.
4. The college expects students of both sexes to foster a healthy and decent relationship both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.
5. Late comers are forbidden from entering the classrooms.
6. They must get prior permission for leave, participating in Competitions, Internship, Industrial visits or any other events.
7. Students shall maintain discipline and silence while moving from one classroom to another or get out of the classroom or while crossing in corridors.
8. It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
9. Defacing the blackboards or walls will be severely dealt with.
10. Students are instructed to switch off the fans and lights while leaving the class room.
11. Students are instructed to use dustbin to keep the campus green and clean.

12. Students should handle the furniture and other properties with care. Damaging institute property is breach of discipline. Damage fee will be collected for any damage caused by the students knowingly or unknowingly.
13. Students should stay away from anti social activities. They are forbidden from conducting and attending political meetings within the institute campus.
14. Students should be polite and respectful towards others, instructors and other students.
15. Students should wear their identity cards inside the campus daily.
16. Students should remove their shoes outside the computer labs before entering and shut down the computers before leaving the lab.
17. Students are not permitted to circulate any printed materials or pamphlets without permission from Principal.
18. Ragging in any form is a serious offence and it will be dealt with severely.
19. Visitors are not allowed to meet the students in the classrooms.
20. Students should not leave their books, valuables and other belongings in the classroom.
The institution will not be responsible for any loss.
21. Fees once paid are not refundable.
22. Engaging in behavior that disrupts or interferes with the learning experience, including talking in class while the faculty member or other students are speaking, using offensive language or personal attack, creating distractions or disturbances, sleeping, and reading unrelated materials will be dealt with severely.
23. Copying during a test or allowing another student to copy during a test will be treated as a serious misconduct and suitable action will be taken as per the guidelines stipulated by the Anna University.
24. Accessing computerized College records or systems without authorization will be dealt with severely.
25. Smoking and consumption of alcohol in the Institute premises or entering the institute premises after consuming alcoholic drinks are strictly prohibited.
26. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited. Bike race / motor car race or similar activities will not be permitted inside the campus.

27. Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress and good results at the Institute and University Examinations.
28. No student shall communicate any information or write about matters dealing with the Institute administration to the Press.
29. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal.
30. Students applying for certificates, testimonials, etc. which requires the HOD and Principal signature on any kind of document or application should first contact the Institute office.

K. Fathima Fathima
PRINCIPAL
AKSHAYA COLLEGE OF ENGINEERING AND TECHNOLOGY
BAGAVATHYIPALAYAM ROAD
KINATHUKADAVU
COIMBATORE-642 109

AKSHAYA CHARITABLE TRUST

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Ref. :

Date :

12.11.2011

Code of Conduct for Teaching and Non-Teaching Staff

1. Every staff shall at all times be courteous towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
2. No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution/college management or members of the staff.
3. During the duty, Staff Members shall always be neatly dressed, in clean, ironed clothes and shall wear identity card and shall keep their personal and work-places tidy and clean and at all times maintain cleanliness of the institution.
4. All Employees shall take proper care of machines, tools, materials, equipment, furniture and all other property of the institution, movable and immovable. Misuse or careless use of the material and facilities provided by the institution will be taken seriously and may lead to appropriate punishment.
5. Staff members shall promptly report of an accident or hazard noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith and to apply for Insurance.
6. Employees are not permitted to accept gifts in cash or kind from visitors, parents of the students, businessmen or any other party connected with the activities of the institution. They are also restricted to make a borrowing or lending money to a person on interest in any manner on the premises of the institution.
7. No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution. They should not interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.
8. No employee shall bring alcohol or intoxicant drugs to the premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
9. No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.

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10. No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
11. No female employee shall be sexually harassed at the workplace.
12. Employees should report at least five minutes in advance for the class work or any other work assigned to them by the authorities.

Note: The above said code of conduct applicable to all teaching and Non-teaching staff members serving at Akshaya College of Engineering and Technology, Coimbatore.

For AKSHAYA CHARITABLE TRUST



CHAIRMAN

Chairman

For AKSHAYA CHARITABLE TRUST



MANAGING TRUSTEE

Managing Trustee