



# SELVAM COLLEGE OF TECHNOLOGY

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## RULES, REGULATIONS AND CODE OF CONDUCT

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## **College Working Days & Timings**

College working days are from Monday to Friday and some Saturdays in a month. General Timings – 09.15 am to 04.25 pm. College Buses will leave the campus at 04.40 pm. All the Tamil Nadu State government holidays are declared as holidays for the college.

Students are not permitted to enter the campus after 09.10 am and leave the college before 04.25 pm.

In case of emergency students can leave the campus after obtaining permission from the heads and producing out pass at the gate.

## **Transport**

1. College Buses are operated for the convenience of the day scholar students and staff. They can board the buses at their nearest boarding points. All the buses will leave the campus at 04.40 pm in the evening.
2. All day scholar students should obtain bus pass from the college office at the beginning of the academic year.
3. All day scholar students should board the college buses allotted to them only and carry ID card and bus pass while travelling.
4. Students travelling by college buses should follow discipline norms and rules and regulations of the College.
5. Students coming to college by two wheelers must wear helmet and carry required documents such as driving license, vehicle registration certificate and vehicle insurance. They should park their vehicles in the parking lot only.

## **ID Card**

1. ID card will be provided to each student with his / her name, Photo, Address and Blood group printed on it. All students should wear their ID Cards while they are in the campus or travelling by the college bus.
2. If ID card is damaged or lost - Fill in the application for replacement of ID card; get it forwarded by class advisor and HOD and submit the form in the Infrastructure Development Cell after paying a fee of Rs.100/- in the accounts office.

## **CODE OF CONDUCT FOR FACULTY AND STAFF**

1. College working hours is from 9.15 AM to 4.25 PM for faculty and staff.
2. Faculty and staff should sign in the attendance register twice a day (before 9.10 AM in the morning and after 4.25 PM in the evening) in the Principal chamber.
3. All faculty and staff should be available in the college campus during working hours and follow the dress code prescribed by the Principal / Management.
4. All faculty and staff should wear ID card as long as they stay in the college campus.
5. Faculty should handle the theory, laboratory and other classes for the full duration.

6. Faculty and staff should involve in the examination work of the college as it is their legitimate duty.
7. Faculty and staff will be relieved from their duties on their request either by submitting three months' notice or on payment of three months' salary under unavoidable circumstances subject to the decision of the management. The relieving will be considered only at the end of the academic year.
8. Faculty and staff should abide by the rules and regulations of the institution framed from time to time for the effective functioning.
9. The faculty and staff shall not engage themselves either directly or indirectly in conduct of any business or trade, part time job in other concerns, etc.
10. The faculty and staff shall not involve themselves in activities not related to their allotted work, during working hours.
11. The faculty members shall not engage in private tuition. In exceptional cases, the prior permission of the Principal should be obtained.
12. The faculty are encouraged to take up consultancy projects, however, with the knowledge of the management.
13. The faculty and staff should not accept valuable gifts in any form from the students / parents / companies having business transactions with the college.
14. All correspondence to the Management should be routed through proper channel (HOD, Principal and to the Management).
15. Faculty members should take active participation in co-curricular and extra-curricular activities.
16. Faculty should take active participation in conducting value

- added courses to the students to enhance their employability skills.
17. All the faculty should continuously update their knowledge by attending Seminars /Workshops/conferences etc. and by using library.
  18. Faculty Members should attempt to publish textbooks, research papers in reputed International /Indian Journals / Conferences.
  19. Groups of any kind should be strictly avoided. Faculty Members found indulging in such activities will be subject to disciplinary proceedings.
  20. All the faculty should go to class at least 5 minutes before commencement of class and engage effectively. Windup on time and wait for the next period faculty to reach class.
  21. Faculty should prepare and submit the quality question papers for the internal assessment tests and model examinations and maintain strict confidentiality regarding the question papers.
  22. Faculty should ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.
  23. Faculty should engage the class work of the colleague who has assigned his/her class in the leave form.
  24. Faculty should act as Mentor for the group of students who are allotted to him/her by the Head of the Department and be responsible for the proper conduct of the Students.
  25. Faculty Members should be available in the Department during the working hours for consultation by the students.
  26. Faculty Members should not to use Mobile Phones in the class room / exam hall for any reason.

### **Leave Provisions**

1. State Government holidays are holidays for the institution, in general.
2. Faculty/Staff are eligible for 12 days Casual Leave (CL) per academic year. These 12 days of leave cannot be taken in advance.
3. Faculty/Staff should take leave with prior permission from HOD and Principal after proper alternate arrangement. Leave can also be informed over phone only in case of emergency.
4. Faculty/Staff can avail one hour permission twice a month. However, such a facility should be used only for essential needs.
5. Leaves cannot be accumulated and carried forward to the next academic year.
6. Alternate arrangements with the teachers of the same class are mandatory for all types of leave.

### **On – Duty Provisions**

1. On-Duty (OD) permission can be availed for official work (assigned by the college), Career Development Programs (FDP, Conferences, Workshops, Research Work, Course work examinations, STTP and others), and Anna University Examination Duty (AUR, Invigilation, Practical Examinations and Valuations).
2. Prior permission from the HOD and Principal with proper alternate arrangement is essential.
3. A faculty can avail OD upto 10 working days per semester for university examinations related works. Based on special requests from University, Principal can permit the faculty additionally.
4. In general, faculty shall not be eligible for OD for the examination related works of other universities

## **CODE OF CONDUCT FOR STUDENTS**

1. Usage of cell phones inside the classrooms is not permitted.
2. Students shall not enter the college premises in intoxicated state and should not possess such materials.
3. No student is allowed to entertain outsiders inside the premises of the college without prior permission from the college authorities.
4. Students should use dustbins for throwing garbage and any unwanted material.
5. Student should keep the class rooms and college premises absolutely neat and clean. Disfiguring and scribbling on the walls, college buses and doors or breaking the furniture is a violation of discipline and will be severely punished.
6. During class hours, students are not permitted to visit office, Principal, HoD or Class Advisors.
7. No student should be seen outside the class room or out of the college during class hours.
8. Students should be regular and punctual to classes and attend their work with devotion. Students should reach the college on time.
9. During laboratory classes, students should wear their lab uniforms properly.
10. Students should maintain absolute discipline inside the class rooms as well as the college premises.
11. Students should wear their I.D. Cards in the campus and in the college bus compulsorily.
12. Special emphasis is put on maintaining the discipline and good conduct in the institution and students should abide by it.



13. Students are subject to rules of conduct and behavior framed by the authorities of the College.
14. If a student's behavior goes wrong, the parent of the student concerned should come and meet the Class Advisor and the Head of the Department.
15. Day-Scholars are not allowed to enter the Hostel without prior permission from the Principal.
16. Students are not allowed to form any type of unauthorized union / meeting and not allowed to celebrate birthday and any form of parties.
17. If a student is found guilty of indiscipline, the College reserves the right to take disciplinary action against him/her and inform the Parents/Guardians about the action taken.

### **HOSTEL RULES AND REGULATIONS**

1. Students are admitted in the hostel on the understanding that they will remain in the hostel at least for the entire academic year. Students desirous of leaving the hostel may do so, by giving a requisition in writing. The fees paid for food, will not be refunded. They should clear the balance fees if any before leaving.
2. No member of the hostel can vacate the hostel without the permission of the Principal.
3. Ragging and eve teasing are punishable under law. If anybody is found involved, he/she will be expelled from the hostel immediately.
4. Students must show utmost respect to the staff staying in the hostel.
5. Visitors intending to see the students should get permission from the deputy warden / Residential Warden.

6. Consumption/possession of alcohol, smoking or use of tobacco and narcotic drugs, possession of lethal weapons or inflammable materials and the related products are strictly banned in the Hostel and Institution premises. Violation of these rules will be treated as a serious offence resulting in expulsion from the hostels.
7. Students involving in Physical violence namely fighting with other students, causing injuries to other inmates, groupism, cheating and teasing others are liable to be punished.
8. Rooms once allotted are not interchangeable. Guests are not allowed either to enter or to stay in the hostel without permission.
9. Students should not organize or attend any meeting in the hostel without the permission of Principal.
10. The hostellers should not entertain the day scholars in their rooms.
11. Study hours will be from 8.30 pm to 10.30 pm and silence hours from 10.30 pm to 6.00 am.
12. No student is allowed to use electrical appliances like heater, iron box, musical instrument etc. in the room.
13. The electrical fittings, furniture and other appliances provided in the hostel should be maintained in proper condition. Damages to these items must be compensated.
14. Birthday celebration is permissible only after getting the prior permission from the concerned Dy. Warden, and it should be celebrated only between 06.00 pm and 7:00 pm at commonplace.
15. R.O. water supplied in the hostel is costly and precious. Use it economically.
16. Water taps in the bath rooms and toilets should be properly closed after use.

17. Students should ensure that fans and lights are switched off before leaving the rooms. If any fan or light is on in a locked or unoccupied room, the concerned person will be severely dealt with.
18. Lock your room always, even when going out for short durations, for security reasons.
19. Keep your rooms and veranda tidy, neat and clean at all times
20. Students can keep their Laptops and other electronic devices at their own risk. Hostel authorities will not be responsible for any theft or damage of the same.
21. Use the laptop and Mobile phone for academic requirements only, failing which the hostel authority may initiate disciplinary action
22. All rooms are subject to periodic and/or unscheduled inspection by the hostel authorities. The authorities shall be entitled to inspect the room, including personal bags and belongings.
23. Food will be served in the respective mess halls at the scheduled timings. Students should follow the mess timings strictly. No food will be served after the mess hours. Nobody is allowed to take food to their rooms without permission from the Dy.warden.
24. Students should avoid wastage of food. If anybody is found voluntarily wasting food, action will be taken.
25. The hostel accommodation is provided at the discretion of the management. If any student is found violating the rules and regulations of the hostel, the management has every right to expel him/her from the hostel immediately without assigning any reason whatsoever.
26. No student is allowed to leave the hostel without getting out pass and making entry in the movement register. The warden should check whether proper entry has been made in the register before issuing out

pass. Also he/she should enter the in time and sign in the register on return.

27. Boys hostel Students while coming from their native place can enter the gate at anytime.

28. Girls Hostel students while coming from their native place can enter the gate from 05.00 am to 10.00 pm. If they come between 10.00 pm and 05.00 am, they should submit late entry form at the gate.

29. If any girl student has bus connectivity problem from their native place and may not be able to reach college from 05.00 am to 10.00 pm, they must obtain prior permission from the Principal and submit late entry form at the gate.

30. Boys hostel students who wish to go for outing should get out pass and leave the gate before 07.00 pm and come back to the hostel before 08.30 pm.

31. Girls hostel students are permitted to go for outing on Thursdays and Sundays. On Thursdays, they should leave the gate before 7.00 pm and come back to the hostel before 8.30 pm.

32. On Sundays they can go out during daytime and come back within 3 hours of leaving the hostel.