

# CODE OF CONDUCT POLICY



## **MOUNT ZION COLLEGE OF ENGINEERING AND TECHNOLOGY**

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# Vision & Mission

## Vision

- To be the preferred choice of students who aspire to become Engineers of the highest calibre.

## Mission

- Provide world-class physical and digital infrastructure and learning environment.
- Develop the competencies of students to make them job-ready and entrepreneurs.
- Facilitate mental, physical, emotional and spiritual development of students and ensure their holistic development.
- Preserve the environment through the implementation of eco-friendly and sustainable practices.
- Serve the community through skill development and other need-based services.
- Establish sustainable partnerships with industries and R&D laboratories for mutual benefit.

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## 1.INTRODUCTION

The Institute is a community of cultured intellectuals. It is expected that the freedom should be with sense of responsibility. Being aware of the rights should go together with consciousness towards duties. All pleasures are to be enjoyed with sense of morality.

## 2.OBJECTIVES

All arguments should take place maintaining the dignity. The character of the Institution is built with the discipline and harmony in the functioning. Certain policies are to be formed and communicated to all the elements to strike a balance between the freedom and responsibilities, rights and duties, in pursuit of knowledge, respecting all the individuals.

## 3.DESCRPTION OF POLICY

Code of conduct manual is provided.

## 4.PERSON RESPONSIBLE

Management, Principal, Dean & Anti-ragging committee.

## CODE OF CONDUCT

### CODE OF CONDUCT FOR STUDENTS

- Students should be punctual to college.
- Students should maintain discipline and Decorum of the college.
- Students should wear identity cards in college campus.
- Student should maintain 75% of attendance, if not he/she will not be eligible to appear for the university examination.
- Students are advised to utilize facilities available in our college.
- Students should maintain cleanliness in the campus.
- Students are advised to participate in all the events, programmes and cultural & sports activities conducted by the college.
- Ragging is strictly prohibited. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. Those found guilty will be dismissed from the institute and a case will be filed with the local police authorities.
- Administrative action in the event of ragging: The anti-ragging committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established on the recommendations of the anti-ragging squad.
- Students should not involve in any kind of illegal activities.
- The institute prohibits any political activities inside the campus and forbids students from conducting and attending any political meetings within the institute campus.
- Students are not allowed to use mobile phones during the lecture hours.
- Students should protect property of the college.
- Student should not remain absent without prior permission.

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- Students are expected to spend their free time in the library.
  - Students must not roam in the premises of institute while the classes are going on.
  - Any disruptive behaviors by the students are not permitted during class hours.
  - Students have to ensure their participation in continuous assessment test, submission of assignments to score well for internals.
  - Students are advised strictly to be present in the lecture hours.
  - Smoking and consumption of alcohol and any other drugs in the premises of Institute are prohibited.
  - Be polite and respectful towards others, staff and other students.
  - Students should not leave their books, valuables and other belongings in the classroom. The Institute is not responsible for any lost property of the students.
  - Students must reach the campus, must reach the campus before 8.55am.
  - Leaving the campus before the classes are over, is not allowed. If any student wants to avail leave, they have to give letter to their respective faculty advisors.
  - Students must be confined to the room numbers allotted to them. Unnecessary entry to other classrooms is not allowed.

## **DRESS CODE FOR STUDENTS**

### **For Boys**

- Boys should wear formal/Jean's pants, with shirts, shoes.
- Boys should have clean shave and hair cut neatly.
- Wearing of any type of bracelets, bands, should be avoided.

## For Girls

- Girls should wear churidar with knee length top and dupatta pinned in both sides.
- Flared dresses, gowns, jeans with tops, t-shirts etc. are not allowed.
- Free/loose hair are not allowed.

## CODE OF CONDUCT FOR HOSTELLERS

- Hostellers must occupy the room allotted to them and must not change the room without permission of the warden. They have to keep their rooms clean and hygienic.
- All the inmates should leave the hostel at least 10 minutes before the commencement of the classes.
- No student is allowed to stay in the hostel during the college hours without prior permission of the warden.
- Hostellers falling sick should be reported to the warden who will take necessary steps for the treatment.
- Inmates should not involve themselves in any unlawful or undesirable activities (such as smoking, drinking, gambling, writing on walls and doors, etc....).
- Hostellers will be held responsible for the damage to the rooms they occupy and items like fan, furniture, tube light, switches, toilet sink, etc. In case of damage or disfigurement of any hostel property they will have to pay the cost as fixed by the warden.
- Students are advised not to bring any valuables to the hostel.
- The management will not be responsible for any loss due to their negligence.
- The rooms should be locked whenever the students are away and the room keys should not be given to anyone except the warden.
- If the students go on long leave, they should inform to warden.
- Boys are not allowed to enter the girl's hostel and vice versa.
- Ragging is strictly prohibited inside the hostel. If found guilty they will be expelled from the hostel.

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- Celebrations of any kind and partying in the hostel are not allowed.
  - Students are permitted to go out of the hostel within the campus like library, canteen and internet center with prior permission from the warden.
  - If the student wants to go out of the hostel on leave/outing they must produce permission letter from the parents via regular post/speed post/ at least one day in advance.
  - The letter should be duly acknowledged by the Warden and the ward.

## **CODE OF CONDUCT FOR LABORATORY**

- Students will be permitted inside the laboratory only when the instructors are present.
- Students should bring graph sheet, calculator and other required stationery things.
- Students are allowed to enter the lab only after the completion of previous experiments.
- Students are strictly instructed to get signature from the faculty in the observation note for their respective experiment before leaving the lab.
- The received apparatus should be handed over to the lab instructor without any damage.

## **CODE OF CONDUCT FOR TEACHING FACULTY MEMBERS**

- As aim of the teaching profession is to educate and kindle the thirst for knowledge the faculties should be concerned and dedicated towards achieving the same.
- Faculties should be open to hear the students view point and also be concerned to take extra efforts for the needy group of students.

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- Faculties should create an educational ambience in the classroom and also should not show favoritism to any set of students and treat them alike irrespective of caste, creed, color, gender, religion and socio-economic status.
  - Faculties should set an example and be a role model to the students in making them an inquisitive and explorer of knowledge.
  - Faculties in addition to making the students professionally competent also should inculcate in them patriotism, community service and social responsibility.
  - Faculties should be conscious to maintain the dignity of the profession.
  - Faculties should aware of making every student to understand basics of prepare the students to face the challenges thrown across during the practice and nurture the habit of exploring the new horizons of health care.
  - Faculties should be enthusiastic in learning the recent advances, innovations and apply the same to become a Faculty member of updated knowledge.
  - Faculties should find time to do research and create an opportunity for the students to follow it up.
  - Faculties should involve themselves as a mentor for students in conducting seminars, Workshops, Interactive sessions, sports and cultural activities.
  - Faculties should behave and function in a manner described by the institution and make it a collective effort for the student's educational, mental health and social well-being.
  - Faculties should interact with parents of the students during Parent Faculty member's Meeting.
  - Faculties should follow the professional ethics.
  - Faculties should adhere to the principles of scientific research and writing.

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- Professional faculties should give respect to the professional fellow in a commendable manner and treat non-professional and support staff in the same line.
  - Teaching Staff should maintain dignity and Decorum of the post they are holding. They should perform his or her duty honestly.
  - Faculty members should actively involve with the students in co-curricular and extracurricular activities.
  - Faculty member should prepare teaching Lesson Delivery Plan of the allotted subjects.
  - Faculty member should inculcate patriotism and discipline among students.
  - Faculty member should avail leaves with prior intimation.
  - Faculty member should make alternate arrangements on the day when they are taking leave.
  - Faculty member should discharge all the duties assigned by the HoD.
  - Faculty member should work for the betterment of the Institution.
  - Faculty member should be available for interaction among students.
  - Faculty member should not indulge in any casteism.
  - Faculty member should not engage in any sort of business.

## **CODE OF CONDUCT FOR NON-TEACHING STAFF**

- Staff shall be responsible to the area of work allotted to them.
- Staff should behave politely and compassionately with parents/guardians.
- Staff should develop co-operative and friendly relationship with faculty members.
- Staff should perform all professional activities through proper channels.
- Staff should not involve in unethical practices.
- Staff should not remain absent from duties without prior permission.
- Staff should not engage directly or indirectly in any trade or business.

- Lab assistants have to set Lab equipment/Apparatus, maintain stock, breakage, daily basis record Register.
- House Keeping supervisor have to maintain checklist for entry and exit of unskilled employees.
- Unskilled employee have to maintain toilets, common area, stair and surrounding with utmost cleanliness.
- Transport Department should co-ordinate educational trips and field visits organized by different departments. They should inspect the condition of buses and should carry out necessary actions on continuous basis.
- Transport department must coordinate various bus routes according to the needs of students. They should appoint route –in-charges. They should supervise and manage daily transport operations.
- Unskilled employees should develop co-operative and friendly relationship with faculty members. They should not involve in unethical practices. They should not engage directly or indirectly in any trade or business.
- Electrical Maintenance Department should check operation of light switches, replace as required. They should check for missing or broken light, diffusers, or reflectors. Replace as required. Regular check of Electrical panel boxes must be done.
- Supporting staff should make alternate arrangements and priorly inform when they are availing leave.

## CODE OF CONDUCT FOR LIBRARY USAGE

- Students must strictly observe silence while in library.
- Students must enter in the register provided by the library about the usage of the books.
- Log in and log out time register must be maintained.
- Students must return the book after the usage.
- Excessive talking, noise bleed from other electronic equipment's must be avoided.

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- Consuming food is not entertained in library.
  - Mobile phones must be in silent mode.
  - Usage of tobacco, cigarettes are prohibited
  - Loitering in and around the library hall must be avoided.
  - A student does not cause any nuisance to others while they are using library.
  - Wear your ID card while entering the Library always.
  - Keep your personal belongings like bag, files, personal books, note books etc., at the property counter. However they are advised not to leave valuable things like cell phones, purse, laptop etc. outside the Library.
  - If the borrower is unable to return the book due to loss or damage the recovery is made on the following basis: Replacing the lost or damaged book with another good copy having similar descriptions. In the absence of replacement, the recovery is made by collecting the double the amount of the existing price in the market if the loss is reported within the due date.
  - After the expiry of the due date the recovery is made by collecting double the amount of the existing price in the market plus overdue charges.



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