



E.G.S. Pillay Engineering College

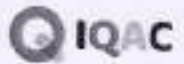
An Autonomous Institution Affiliated to Anna University, Chennai |
Approved by AICTE, New Delhi Accredited by NAAC with A++ Grade |

Accredited by NBA TI

Old Nagore Road, Thethi, Nagore Village, Nagapattinam – 611002,
Tamil Nadu, India

EGSPEC INTERNAL QUALITY CELL -EIQC

Even Semester 2024-2025



CODE OF CONDUCT FOR STUDENTS

PREAMBLE

The institution is not only a place for learning for students, but also to have an overall growth of their intellect, personality, behavior and further more to instill a sense of patriotism and social responsibility. While all conducive environments will be provided by the management towards this, it is also the responsibility of all stake holders to uphold the reputation of the Institution, the department and the faculty.

The following are the guidelines and rules for the students that they must strictly adhere during their tenure of their studies.

DISCIPLINE

- Students are expected to maintain the highest standards of discipline and character, inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that upholds the reputation of the college.
- A six-day flexible working schedule from Monday to Saturday is followed. Classes are scheduled between 9.15 a.m. and 4.05 p.m.
- Students should be respectful towards members of the faculty, staff and maintain mutual respect with their peers of sister institutions.
- Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or fireworks will lead to strict action and punishment / expulsion from the institution
- Narcotics and Smoking is strictly prohibited inside the campus. Any form of possession consumption/distribution of such items will attract severe punishment that can lead to expulsion from the institution.
- Students are not permitted to arrange for any unauthorized gatherings/celebrations and decorations of any magnitude inside the campus.

- Students are not permitted to initiate/join in any form of unauthorized groups, both physically and electronically.
- Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, etc. in the campus without the permission of the competent authority.
- Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within campus and outside the college during their study tenure.
- Intentionally damaging or destroying Institute property or property of other students and/or faculty members will invite disciplinary action and if found guilty, the person has to bear the entire cost of the damaged property.
- Rash driving inside the campus premises and causing inconvenience to others is strictly prohibited. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles will be viewed seriously and must be avoided.
- A Disciplinary committee is constituted to monitor students' discipline effectively. The committee possesses the power to call the students directly for an enquiry on issues related to students' discipline on and off the campus.
- Any student who has been convicted in the court of law will lose his/her studentship. • The campus activities are monitored using CCTV as well as members of the discipline committee.

ACADEMIC CONDUCT

- All the students are expected to come to class well ahead of the scheduled time. Late coming must be avoided and lack of proper reason will attract disciplinary actions.
- Leaving the classroom during the academic hours without proper approval is not permitted.
- All leave applications shall be submitted prior taking leave duly signed by Counsellor/ class coordinator and Head of Department. Medical leave must be intimated on the same day and the same may be regularized upon submission of leave application accompanied with valid medical certificates.
- Male students shall come to the college in formal shirts tucked into trousers / jeans with shoes with well-groomed hair and face to be clean shaved. Collarless T-shirts and Shirts with captions / psychedelic colors and chappals are not permitted.
- Female students shall come to the college in Churidar with dupatta and shoes.

- All the students shall wear their identity cards, well displayed and may be subjected to inspection by any teaching staff and non-teaching staff.
- Students are expected to maintain silence in the academic premises and should maintain the dignity and decorum. Any abnormal behavior such as hooting, whistling and loitering in the corridor will be treated as an instance of indiscipline.
- Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities beyond class hours.
- Accesses to academic buildings beyond the working hours and on holidays strictly to be avoided.
- Students interested in participating at inter college events shall apply for on-duty leave with proper approval of authorities.
- Students are advised to use the social media carefully and responsibly. They must not post derogatory comments about other individuals that degrades the reputation of the Institute.
- Littering or spitting in the classrooms, hallways, playgrounds or the garden area are unacceptable. Students should cooperate in keeping the campus clean and tidy.
- During educational tours students should dress in a way that will be fit the culture and rules of the Institution.
- Students should get prior permission to bring their materials inside the college campus for doing project or any other academic work and also should obtain a gate pass to take back the material.
- Mobile phone usage is strictly restricted . Confiscated phones after authorities discussion will be returned at the end of the academic year.

ANTI RAGGING

- The Institute has a sound and an effective anti-ragging policy on the lines of UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions 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 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 is considered ragging and punishable.

- Any student indulging in undisciplined activities which causes annoyance, hardship, physical or psychological harm is also an act of ragging which is punishable.
- Exploiting the services of a junior student for completing the academic or nonacademic tasks is punishable.
- Any act of financial extortion or forceful expenditure burden put on a student by senior students is punishable.
- Any act of physical abuse including sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person is a criminal offence and attracts stringent punishment.
- All the above acts are punishable which includes cancellation of admission, Suspension from classes, debaring from examinations or even filing an FIR with the local police station.

EXAMINATIONS

- Student should be regular to the classes and to their academic submissions.
- Full attendance is expected but under unavoidable circumstances, a minimum of 75% attendance for every course is required to qualify appearance for end semester examination.
- Under medical grounds, the students are relaxed to have minimum 65% attendance when accompanied with a valid medical certificate.
- On no account will the students be allowed to remain absent for any internal assessment exams conducted by Institute.
- Candidates must appear at the examination hall well before the commencement of the examination.
- Malpractices committed during Examinations (Both Internal and End semester) by the students, shall be viewed seriously and attract various penalties which include fine, loss of examination, expulsion from the college etc, as per Anna University Norms.
- All cases of examination malpractices informed by the faculty / squad shall be referred to the Malpractices Enquiry Committee for taking suitable action / punishment and the award of punishment as per Anna university norms will be binding on the students.
- Mobile phones and other digital gadgets are strictly banned inside the examination hall. • Any one possessing the above gadgets will be booked under malpractice for further actions.

PLACEMENTS

- Students are advised to communicate in English, without intimidation in order to acquire proficiency of the language
- Students are encouraged to participate in all kinds of placement activities without fail.
- Under no circumstances, the student shall absent themselves for any placement training and tests conducted by the institution. Counseling will be provided for such absentees and defaulters will be treated very seriously.
- Students should come in formal attire for all placement interviews.
- Students should behave with utmost responsibility with the prospective company HRs to boost the image of the college.

GENERAL

- Students shall take sole responsibility for the safety of all their belongings.
- Students should not furnish any false information to any College official, faculty member, or office.
- Interactions between boys and girls are expected to be within acceptable norms of our culture and tradition.
- Students should not involve in any activities which may affect national security of our country.
- Sexual misconduct by any student will be viewed very seriously and they are punishable as per the University guidelines and more so, as per the law.
- 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 Head of the Institution.
- If there is shall behave in a manner befitting a student of an educational institution. They shall always remember that the institution would be judged by their behaviour.

Students are advised to switch off the fans and lights while leaving the classrooms / lab. They must handle the projector, its accessories and all other items of the college with utmost care. Any damages to the infrastructure will attract fine or group fine.

- Students are encouraged to participate actively as well as maintain perfect discipline, during all the events, functions and meetings held in the college.

No student is allowed to entertain outsiders inside the premises of the college without prior permission from the college authorities.

- No student should be seen outside the class room or out of the college during class hours.
 - During class hours, students are not permitted to visit office / Food Court/ Canteen.
 - Day-Scholars are not allowed to enter the Hostel without prior permission from the HoD & Principal.
 - A Disciplinary committee is constituted to monitor students' discipline effectively. The committee possesses the power to call the students directly for an enquiry on issues related to students' discipline on and off the campus.
 - Any student who has been convicted in the court of law will lose his/her studentship.
 - 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. Based on the severity of offence they may be subject to following penalties.
 - Suspension from attending classes and this period will be marked as absent leading to low attendance in academics.
- *Debarred from Autonomous End Semester Exam
- *Expulsion from the Institution.
- *Filing FIR in local police station


17/12/25
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