



---

# **K. S. RANGASAMY COLLEGE OF TECHNOLOGY**

**(Autonomous)**

Tiruchengode – 637 215, Namakkal, Tamil Nadu

---

# **CODE OF CONDUCT FOR STUDENT'S**

**Version 2.0**

**AUGUST 2020**

## Student's Code of Conduct

Our Institution exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. In line with this purpose, the Student's Code of Conduct had been framed. Hence, the students are requested to strictly follow for the smooth functioning of the institution.

### Code of Conduct

1. Every student should adhere to the class timings both at the forenoon and afternoon on all working days.
2. No student shall leave the premises before the college timing without the prior permission of HoD/Class Advisor (CA) concerned.
3. As per KSRCT rules, 75% attendance is mandatory to appear in end semester examinations.
4. Every student must always wear around the neck, the unique Identity Card issued by the Institution.
5. Students should behave properly inside the Institutional Premises and observe silence in the academic area.
6. Only urgent/important notice shall be read out in classroom by the faculty/CAs concerned. Students should login into CTCMS and view the circulars regularly for various notifications and other valid information. They should also view the notice board daily and keep themselves well informed about the various notifications from time to time.
7. Students must adhere to the formal dress code. The students should wear the lab uniform and shoes during the laboratory sessions.
8. No student is allowed to have fashionable/cool/unusual/coloured hairstyle, moustache and beards that are not conforming to the physical uprightness.
9. Ragging is a punishable offence under law. Hence, ragging is strictly prohibited in the Institution. Any student/group of students involving in such activities will be immediately and summarily expelled from the Institution, and handed over to police.
10. Any student / students is /are affected by ragging, should inform to the Discipline & Ragging committee Coordinators **Dr.K.Sakthivel, Professor/CSE and Dr.A.M.Venkatachalam, Director (Student Affairs)**. The victims can also inform to any member of faculty nearby.
11. Every student should help to keep the Institutional premises/campus/class rooms & desk- chairs clean and neat. Everyone must use dust bin for depositing the garbage. They

- should no spit or litter the wastes in and around the premises.
12. Institutional Premises are under CCTV surveillance. Everyone must conform to appreciable behavior and attitude inside the Premises.
  13. Usage of mobile phones is not permitted during the class hours at anywhere inside the Campus. Students can use mobiles outside the academic buildings on necessity basis at places where academic activities are not taking place.
  14. Friends/ guests / visitors/any outsiders shall not be allowed with the students unnecessarily in the Institutional premises as well as in the classroom.
  15. Students should make use of College Library and must not loiter in the Institutional Premises whenever they have a free period.
  16. Any student who damages the reputation of the Institution in any way is liable to be expelled and face punitive measures taken by the Institution as per the rules and regulations framed from time to time.
  17. For any kind of misbehavior with faculties / administrative staff or creating disturbances in the Institutional Premises/ in classrooms by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
  18. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & laboratories.
  19. Furniture in the class rooms should not be moved or displaced.
  20. Students must take proper care of all the college property. Any damage done to the property of the Institution by disfiguring and tainting walls, doors, windows, fittings, furniture, pillars, bath rooms, White /glass boards and such other things is breach of discipline of the Institution and will be considered a punishable offence.
  21. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear in the end semester examinations.
  22. Any type of malpractice is strictly prohibited in periodical tests, end semester examinations and other screening assessments.
  23. No personal function such as friendship day, Valentine Day or community programmes or birth days should be celebrated individually or in groups in the Institutional Premises / class rooms.

24. Organizing meetings, entertainments and collecting money for any purpose in the Institution, without the permission of the HoDs concerned.
25. No notices are to be circulated among the students or posted on the notice board by anybody without the permission of the Principal.
26. Indulging in any form of Harassment activities including a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition is punishable.
27. Students are encouraged to use official institutional social media sites to propagate the salient features of the Institution. They should not post derogatory comments, postings, status so as to bring disgrace to the Institution and spoiling its reputation. Defaulters will face severe consequences and lose the academic opportunities.
28. Students are prohibited from doing anything inside or outside the Institution that interferes or disturbs the orderly administration or affect its public image.
29. No outside political or any other should be brought into the Institution directly or indirectly.
30. In case of any kind of problem or need of medical emergency in the Institution, student should report to the HoD/faculty concerned, who will help them solve their problems.
31. No two wheelers and cars are permitted inside the Campus. However, they are advised to wear helmet, seat belt with the valid Driving License while driving outside the campus.
32. A student should not knowingly or unknowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of Institution documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited and will face severe actions binding with rules and regulations of the Institution.

The student should note that the Principal's decision shall be the final in matters of punishment of the student for the violation of the rules of the Institution.