



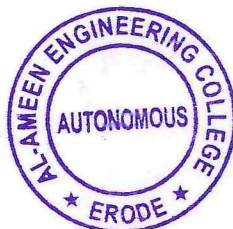
# AL-AMEEN ENGINEERING COLLEGE (AUTONOMOUS)

Accredited by NAAC with 'A' Grade & ISO 9001:2015 Certified Institution  
Karundevanpalayam, Nanjai Uthukkuli Post, Erode - 638104

## CODE OF CONDUCT FOR STUDENTS

### DISCIPLINE

1. The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
2. The student should follow the academic calendar as per the instructions of the Head of the Institution.
3. Any act of indiscipline or misbehavior by any student will attract severe punishment.
4. Damage to Institute & Campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
5. Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
6. Students have to park their vehicles in the parking zone at the entrance of the college only.
7. No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
8. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
9. Disciplinary action will be initiated against students indulging into eve teasing, ragging, harassment and untoward incidents.
10. All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students' and with the written consent of the management.
11. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited.
12. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
13. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.



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## ID CARD

14. Every student must carry with him / her college and campus ID-card every day while attending lectures and appearing for various examinations.
15. The student should carry the identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
16. If student has lost ID-card, it should be reported immediately to the Mentor / HOD with an application.

## DRESS CODE

Permitted Attire:

17. Formal trousers and shirts are acceptable.
18. Girl students should wear formal chudidhars with shawl.
19. Attire should be neat, clean, and appropriate for a learning environment.

Prohibited Attire:

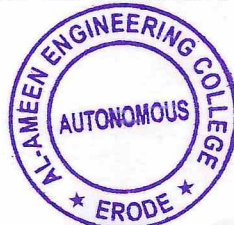
20. Jeans are not permitted.
21. Cargo pants with multiple belts or similar styles are not allowed.
22. Clothing with offensive language or graphics, ripped or torn clothing, and overly casual wear such as shorts, sweatpants, or leggings are prohibited.

## MOBILE PHONES

23. The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification

## ATTENDANCE

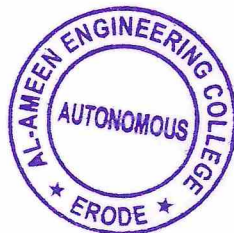
24. Student should be regular in attendance for all sessions during the day.
25. Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
26. If the student is found irregular in attendance, disciplinary action will be taken.
27. The student coming late shall not be allowed to enter the class.
28. The student must report about the sickness to the class coordinator, mentor and head of the department.
29. On no account students will be allowed to remain absent for any continuous assessment exams conducted by Institute. The student will be solely responsible for such absence. This may be detrimental to the overall performance and results of the student.
30. The student should complete all the Practical's and Term - work such as Assignments, Records and Projects.



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## Don'ts

31. Any form of tattooing, body piercing, hairstyling, or actions contrary to political, social, or cultural values, beliefs, and norms will be dealt strictly.
32. Rash driving, wheeling, and the use of powered vehicles are strictly prohibited inside the campus.
33. The sounding of horns is not permitted within the campus.
34. Students will not be allowed to enter the campus without wearing a helmet or seat belt, as mandated by the government.
35. Students' vehicles with altered silencers are not permitted inside the campus.
36. Students using two-wheelers are strictly advised to travel with only one pillion rider.
37. Any deviation from this rule will lead to the permanent removal of the vehicle from the campus.
38. Students are expected to maintain decorum in all academic buildings. Hooting, whistling, loitering or any unacceptable acts will be treated as deviant behavior and will be treated as instances of indiscipline.
39. Sitting in staircases or circulation areas, where it could interfere with free movement, is prohibited.
40. Consumption of intoxicants/banned substances in any form of Smoking or using Chewing Gum, Hans, Pan Masala, inhaling whitener, cool lip etc., are strictly prohibited.
41. Students are urged to refrain from activities such as scribbling on walls, doors, or any furniture that could deface the college and compromise the academic ambiance.
42. Adhere to safety precautions at all times during both class and laboratory hours.
43. Students are not allowed to conduct any unauthorized celebrations inside the college campus.
44. Students are not permitted to distribute or display materials, notices, pamphlets, banners in the campus without the permission of the principal.



*A-m-s-vm*  
**Dr. A.M.J. MD. ZUBAIR RAHMAN**  
M.E., M.S., Ph.D.,  
PRINCIPAL  
AL-AMEEN ENGINEERING COLLEGE  
(AUTONOMOUS)  
KARUNDEVANPALAYAM, ERODE - 638 104.

## CODE OF CONDUCT FOR FACULTY

1. Faculty shall be at the appointed classroom at the appointed time without any exception.
2. Every faculty shall take attendance at the beginning of the teaching hour.
3. Every faculty shall close the hour punctually at the end of the hour.
4. A faculty finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be taking correctional action if it is within his/her power, or reporting the matter to the Dean / Principal.
5. Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
6. Faculties and staff members shall not engage themselves in other activities/businesses, which affects their effective contribution in the Department and the College.
7. Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
8. Faculty shall maintain a respectable work conduct in terms of:
  - i. Preparation for the particular day's Classes, with latest information added to earlier course content.
  - ii. Keeping all teaching aid material required for conducting the class in an orderly manner.
  - iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
  - iv. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
  - v. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
  - vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
9. Faculty shall observe good personal conduct in terms of:
  - i. Not using any abusive language towards students, fellow teachers, parents and other members of public.
  - ii. Not entering into quarrels, fights or any act of disrespectable nature.
  - iii. Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
  - iv. Not to affiliate with any political organization which might cause conflict of interest with the duties of a faculty and the reputation of the Institution.

The above stated list is not exhaustive, and violations not mentioned herein may be added upon by the Institute with careful consideration of the nature of the offence/malpractice

