



**MAR ATHANASIUS COLLEGE OF
ENGINEERING
CODE OF CONDUCT**



VISION

Excellence in education through resource integration

MISSION

The institution is committed to transform itself into a centre of excellence in Technical Education, upholding the motto “**Knowledge is Power**”. This is to be achieved by imparting quality education to mould technically competent professionals with moral integrity, ethical values and social commitment, and by promoting innovative activities in the thrust areas emerging from time to time.

CODE OF CONDUCT FOR STAFF AND STUDENTS

Mar Athanasius college of Engineering is your foster mother and the campus is your home. The Management, the Teaching/ Technical and Administrative personnel of the college treat all the students with love and affection and they are guided with good interest for the progress and well-being of the students. Do your best to preserve the academic ambience of the campus. Pay special attention to maintain cleanliness in the environment friendly campus.

Every student of the college shall carefully note the following rules and accepted traditions and try to respect them both in letter and in spirit.

CODE OF CONDUCT FOR STUDENTS

1. The students are advised to keep themselves aware of the institute rules. They are also advised to go through detailed hostel rules and prevention of ragging rules. Ignorance of rules shall not be an excuse for violation.
2. All inmates of the college shall pay special attention to good manners, gentlemanly behaviour, modest dress, order, and cleanliness, and shall do everything to maintain their dignity as human beings and to keep the good name of the Institution.
3. Students are expected to be polite, well-behaved, and to respect the Teaching, Non-Teaching, Administrative, and all other personnel of the college in general.
4. Students should show self-respect, responsibility, and respect for other students irrespective of gender.
5. Students should not endanger the lives or the bodily integrity of any person.
6. Students should refrain from involve in or encourage any sort of discrimination, harassment or bullying of any person in the campus.
7. No student, on any account, shall make chalk or pencil/pen marks or drawing on walls and furniture. An appropriate fine will be imposed for such signage.
8. Misusing, disfiguring, damaging or destroying public or college property is prohibited. Violation will lead to the imposition of appropriate fines.
9. No student shall throw any waste materials on the floor or ground carelessly. They shall drop them in the litter bins provided to maintain cleanliness.
10. Students are expected to spend their free hours in the library, central computer centre or IT centre. They should not loiter or crowd inside the campus.
11. Students should park their vehicles only in the prescribed parking area. The Institute will not be responsible for the security of the vehicles. Students should obey all the government traffic rules inside and outside the campus. Defaulters within the campus will be penalised.
12. Politically based student organizations are banned inside the campus. Students indulging in and involving themselves in any kind of political activity in the college campus are liable to be summarily dismissed from the college.
13. Students are forbidden to organize or attend any meeting in the college campus, unless meetings are convened and organised by the college authorities.

14. No student shall circulate any notice or petition of any kind, display posters, banners or boards, use megaphone/loudspeaker, paste or write anything in the campus and premises or collect money without the permission of the Principal.
15. Unauthorized entries of outsiders into the campus as well as the hostels are strictly prohibited.
16. Students shall not respond to any call for any form of strike or agitation including slogan shouting, dharna, gherao, and shall not obstruct entry of fellow students to the college or indulge in anything which may cause disruption to classes or may harm the peaceful atmosphere of the institution. If any student violates the above regulation, he is liable to be dismissed from the college summarily.
17. Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political activities and expressions within the campus and the hostels.
18. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs is prohibited.
19. Students who are charged in criminal offence or under suspension will not be allowed to enter the college campus without the permission of the Principal.
20. Any student who is persistently insubordinate, guilty of mal-practice in connection with examinations or is likely to have an unwholesome influence over his fellow students shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.
21. The authorized means for communication from college to students are notice boards, official whatsapp groups, campus management portal-ETLAB, and the college website. The students are expected to check whatsapp messages in official groups and ETLAB as well as the notice boards regularly. The college will not be responsible for any loss of information to students due to their negligence.
22. All students must possess and exhibit their college identity cards in campus and must produce it on demand to any institute staff member or person authorized by the Institute. If the card is lost or damaged, a replacement card may be issued at the student's expense on request through proper channel. The card must be returned to the office when the student leaves the college permanently by completing the programme. The request for new identity card should reach the Principal through proper channel.
23. Students should adhere to the dress code prescribed by the Institution. Boys should wear pants and shirt; girls should wear a churidar set or pants and shirt. The appearance should be neat and decent. Low waist trousers, short tops, tight dresses, round neck and literature T-shirts, dhotis etc. are not permitted. In workshops and labs, the prescribed uniform is compulsory.
24. Usage of any kind of cell phones in the class room and examination halls are strictly prohibited. Teachers can impound such mobile phones in case of violation and a fine of 1000/- will be charged.

25. No student shall enter or leave a class without the permission of the faculty or until the class is dismissed. Students should arrive to the class on time. Students who are late will not be allowed to enter the class.
26. Absence of a student on any day shall be with prior intimation to the Faculty Advisor / HOD and if that is not possible, an application for leave for the period of absence shall be submitted to the Faculty Advisor on the very first day of his/her return to the college giving reasons thereof, accompanied by relevant documents such as medical/fitness certificates. The Faculty Advisor may recommend the leave application with relevant documents to the HOD. The Principal shall be the sole authority to grant leave for such absence based on the recommendation of the Head of the Department.

CODE OF CONDUCT FOR HOSTEL INMATES

All inmates should adhere to the rules & regulations in the hostels.

1. All inmates are expected to behave courteously and decently with everyone, both inside and outside the campus.
2. Inmates should strictly adhere to the timings of the hostel and mess. Entry to the hostel will not be allowed after 9.00 p.m.
3. Attend all classes/academic programmes in the college regularly and punctually. Inmates will not be permitted to stay back /rest in hostel rooms during class hours.
4. Maintain the hostel rooms and premises neat and tidy. Periodic inspection will be carried out by the authorities.
5. Any maintenance works (civil work/electrical work), complaints or suggestions regarding food, water, etc. should be brought to the notice of manager/warden and it should be entered in the complaint register maintained in the hostel.
6. Switch off lights and fans when not required and lock the rooms when you leave the room.
7. Close the water taps after use and do not waste water.
8. Do not paste/display any postures, pictures etc. anywhere in the hostel.
9. Do not make any disturbances to other hostel mates.
10. Do not shift the furniture from their respective rooms.
11. Smoking, consumption of alcoholic drinks and use of narcotic drugs in the hostel premises is strictly prohibited. Also, the students should not possess such materials and shall not enter the hostel premises in intoxicated state. If violated, they will be expelled from the hostel.
12. Use of powered vehicles by students is not permitted in the hostel zone.
13. Prior sanction of the warden is essential to arrange any celebration or meeting within the hostel premises.
14. Inmates should not take utensils from mess to their rooms.
15. They shall not bring food items from mess/outside to their room without prior permission.
16. The use of electrical appliances such as immersion heater, electrical stove and video/audio systems are not permitted in the hostel.

17. Permission of warden/manager is essential for bringing guests to the hostel, and their names should be entered in the guest's register.
18. Prior sanction of warden/manager is essential for being absent and this should be strictly recorded in the movement register maintained in the security room/manager room. Unauthorised absence will lead to expulsion from the hostel.
19. Students are not permitted to go for any tour/visits without permission of the authorities and parents.
20. The inmates shall be eligible for mess cut, only when he/she is away on academic reasons/medical grounds for more than 4 continuous days and with prior approval of authorities.
21. The right of stay of an inmate in the hostel shall automatically cease if any disciplinary action is initiated against him/her by the college authorities.
22. Room rent will be collected on monthly basis even if the stay is partial in a month.
23. The inmates have to vacate the hostel when the college closes for any reason. If anybody wishes to remain in the hostel during this period, he/she has to obtain prior permission from the warden/manager.
24. Silence hours should be maintained strictly between 10.30 pm and 6.30 a.m.

CODE OF ETHICS FOR PRINCIPAL

- The Principal of the institution shall always be honest, fair, supportive and law abiding.
- Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them effectively.
- Recommend and forward communication to the authorities.
- Monitor and manage the administration of the institution and take remedial measures based on the stake holder's feedback.
- Listen to the student's ideas and set a supportive tone.
- Empower the staff and students to reach their maximum potential.

CODE OF CONDUCT FOR STAFF

Every employee of the MACE irrespective of his cadre, seniority or position, shall be governed by the code of conduct as specified. All the rules and guidelines of Kerala Service Rule (KSR) is applicable to all the employees of the college.

1. Every employee shall be punctual in attendance and in respect of the work and any work connected with the duties assigned to him by the head of the Institution; abide by the rules and regulations of the institution and show due respect to the authority.
2. No employee shall, (i) knowingly or willfully neglect his duties; (ii) while on duty in the institution, absent him/herself from the institution; (iii) remain absent from the institution without leave or without the previous permission of the HOI; (iv) show sustained neglect

- in correcting class-work or home work done by students; (v) indulge, or encourage, any form of malpractice connected with examination work or college activities;
3. Employees shall not indulge knowingly or unknowingly in any act deemed to be contrary to the established laws of the state and/or any other statutory bodies including rules and regulations, terms and conditions made for this purpose.
 4. No employee other than the one authorized by the management shall interact with the media on matters concerning the Institution.
 5. Employees are liable to maintain strict confidentiality of secrets, plans and policies, customer data base and information, software and hardware configuration and technology /software used by the Institution, its reverse engineering, etc., information which may affect the goodwill, rights, titles of the institution and personal information held by and pertaining to the institution and do not divulge such information to any third party or use it for any purpose other than for the affairs of institution.
 6. Employees shall not remain absent from duty without the approval from the appropriate authority.
 7. Employee shall possess valid identity card issued by the Institution, while on duty
 8. Employees shall discharge duties with utmost integrity, discipline, honesty, devotion and diligence. Employees shall not bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.
 9. Employees shall not engage in any sexual harassment or any other behavior which may appear to be sexual harassment or make others feel uncomfortable. The institution reaffirms its policy of zero-tolerance to sexual harassment and is committed to create an environment that respects and protects the rights of all its employees, irrespective of their gender.
 10. Employees shall comply with all laws and regulations concerning environmental protection and actively engage in educational activities related to environmental protection and the efficient use of resources and energy.
 11. Each staff member shall be available in the department during working hours, involved in academic and administrative works assigned to him/her and prior permission is required to leave the college campus during working hours.
 12. Leave applications should be submitted one day before availing the leave with the proper duty adjustments.
 13. Duty leave will be recommended only for academic activities and administrative activities of the college.
 14. Staff members shall comply with the dress code of the college (shirts and pants for gents, saree/churidar for ladies).
 15. For violation of any of the rules contained herein or any orders issued by the Institution or for any other reason considered appropriate, an employee shall be liable for any actions /penalties which refers to and follows disciplinary procedure.



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Dr. MATHEW K.
Principal
Mar Athanasius College of Engineering
Kothamangalam, Kerala - 686 666