



**VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN
(Autonomous)**

**Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai.
Elayampalayam, Tiruchengode – 637205.**



POLICY DOCUMENT ON CODE OF ETHICS & CONDUCT

Website: www.vcenggw.ac.in

Email: principal@vcew.ac.in




PRINCIPAL,
Vivekanandha College of Engineering
for Women, (Autonomous)
Tiruchengode (Tk.) Namakkal (Dt.)
Tamilnadu - 637 205.



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To maintain the academic excellence and integrity, the college management has framed the policy of Code of Conduct and Ethics. This policy document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the Institute for the entire Faculty as employees and all the Students. It is displayed on the college website.

A. COLLEGE RULES FOR STUDENTS:

Students shall wear decent attire in style reflecting cultured personality on all days, they should wear churidhar with shawl, on monday wear Blazers and college function days they may wear saree, White / Blue colour coat should be used during lab hours.

1. Students should follow the widely acceptable code of Behavior.
2. Students must wear their identity cards.
3. All students should show obedience and respect to the teachers. Students should salute the teacher and the management people on seeing them for the first time every day.
4. When teacher(s) enter/leave the class room, the students should stand up as a mark of respect.
5. All students have the responsibility of keeping the campus clean.
6. Students shall refrain improper activities that may pollute the peaceful atmosphere of the campus.
7. Students shall maintain cordial, friendly and congenial relationship among themselves. Various amenities provided by the management should be properly utilized.




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8. Students who travel by college bus shall produce the bus pass on demand. The pass is issued for one bus and particular stop only.
9. Students shall keep the Bus pass/ID card in safe custody. In case of loss of the bus pass ID Card, duplicate can be obtained by paying the fine.
10. College fees can be remitted in Account section only.
11. All Students should have gathered in the class before teachers' arrival. The students who come to the class after the arrival of the teacher will not be allowed.
12. While moving from the classroom to the laboratory the students should maintain silence so as not to disturb other classes.
13. Student representatives for respective subjects from each class and teachers of the class and Head of the department will conduct class committee meeting to analyze the performance of the students and to solve the problems faced by the students in the class room and in the laboratories. This will help us to analyze the performance of the students of the class after internal test.
14. Students should treat / handle the college properties as their own. Improper use and damage thereon if any will be recovered from the students.
15. Students shall regularly watch the notice boards displayed in departments and in the college office for notices and circulars of all sorts.
16. Students should not leave their books, valuables and other belongings in the classroom.




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17. Students is expected to attend all classes and secure 100 % attendance. However , in order to allow for certain unavoidable reasons such as Medical/ Participation in sports/ personal, the student is expected to attend at least 75% of the classes. If a student is availing leave, prior information has to be given to the respective class advisors/ HoD.
18. If a student is taking long leave, long absentees letter will be sent to the respective student to meet the principal within the stipulated time period mentioned in the letter.
19. Student shall enroll in any one of the personality and character development programmes such as NSS, YRC, etc.
20. Students who do not travel on college bus should sign in the main gate register while entering and leaving the College. The day scholars shall obtain "VISITOR'S PASS" from the office and the parents will be allowed only with the pass. Visitors shall sign and collect the entry pass at the gate.
21. Students applying for certificates, testimonials, etc. which require the Principal's signature on any kind of document or application should first contact the Institute office.
22. Students should not bring any paper directly to the principal for his/her signature, and it should be proceeded through proper channel.
23. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.
24. Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are





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subject to good behavior, regular attendance and satisfactory progress and good results at the Institute and University Examinations.

25. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HoD or principal.
26. The discipline committee consisting of staff members will monitor the discipline of the students. If any student is found indisciplined, the committee will send its recommendations to the management for appropriate actions.
27. Students were advised not to use cell phone inside the college the course of study, otherwise they will be abiding by the action taken by the management. Keeping and using cell phone/ Audio/Video Equipment's inside the campus without proper permission is strictly prohibited.

B. HOSTEL RULES:

1. Hostellers shall obtain pass for visitors (Maximum three persons in number) at the time of admission and without "VISITOR'S PASS" no one will be allowed to contact the inmates.
2. Hostel fees can be remitted in Account section only.
3. Visitors are allowed only on Sundays.
4. Only parents and guardians as indicated in the visitor's pass will be allowed to contact the inmates. Inmates will be allowed to go home during the holidays only. However, this rule is relaxed for sick students.




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5. Students who are ill, should immediately report to the warden for medical treatment.
6. The inmates are not allowed to remain in the hostel room during the working hours. However, the sick students are exempted from this with prior permission of the warden.
7. Only the parents are allowed to contact the inmates over phone. Calls from others are not entertained.
8. While leaving the room, the inmates should switch off the lights and fans. When the students return to the hostel after holidays, they should reach before 6.00p.m. OUTING IS NOT ALLOWED.
9. Student's letters will be posted/delivered only after scrutiny.
10. The warden reserves the right to inspect the room and the things of inmates at any time.
11. Ragging is an offence. If anybody is found indulged will be punished as per rules.
12. Students are informed to take their food in mess during the allotted time duration which is displayed on the MESS.
13. Students should not conduct any function or anything without the permission of the warden. They shall not display anything on the notice board or at any other Places.
14. Inmates should not keep a large amount of cash, gold or any other costly items in their rooms. The management will not hold any responsibility for the loss of things of individuals.





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15. Visitors should bring their identity cards Otherwise they will not be allowed.
16. Visitors are not allowed to enter the rooms of the students.
17. If a student vacates the hostel, she must collect her belongings within a month.
18. Day scholars are not allowed to enter the hostel without permission.
19. All shall maintain peace, harmony and silence with proper adherence to the code of conduct framed by the management.
20. The decision of the management will be final in all matters.

C. TRANSPORTATION RULES:

1. Rules and Regulations framed for the transport was disseminated among the students and instructions given by the Bus in-charge, faculty and staff members must be followed strictly.
2. Free Transport service is rendered and all students should travel only by the college bus.
3. Students who travel by college bus should produce the free bus pass on demand. Free pass will be given for one bus and particular stop only.
4. They should keep the ID card in their safe custody.
5. Students should treat/handle the college properties as their own. Improper use and damage there on of any will be recovered from the students.





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6. Students who do not travel by college bus should sign in the main gate register while entering and leaving the college.
7. The Day scholars should obtain "VISITOR'S PASS" from the office and the parents will be allowed only with the pass.
8. Visitors should sign and collect the entry pass at the gate.
9. During the Monthly Holidays, special long leave and festival leave our college buses are available for Hostel Students for the easy mobility of various zones in Tamil Nadu. They can avail the college bus facilities before the date of journey with valid gate pass.

D. LIBRARY RULES:

The Library has developed an excellent collection of books. It maintains separate collections of Reference Books, Bound volumes of journals, Thesis, and Compact Discs. The library is using OPAC (Online Public Access Catalogue), wherein the users can search the Library Online Catalogue by Author's name, title, subject, and keywords available on the campus LAN.

1. All the members have to register their details in National Digital Library without fail.
2. When the faculty and students enter the library, all they have to write their name in gate register note book.
3. While entering the library, keep your shoes and bags in belongings area only, do not carry inside the library.
4. While reading any journals, write the name of the faculty or student inside the journal slip.





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5. While standing in front of circulation section to take the book, the student must stand in proper manner.
6. Don't keep your valuable things in belongings area. Keep it yourself safely.
7. The online journals and books are available in the library. You can utilize it through digital library. The electronic resources are as IEEE, DELNET, J Gate, NPTEL and National Digital Library.
8. The printed journals can be taken from the library on daily evening and should be submit that particular journal next day morning 9: 30 A.M in the library. The students are asked to utilize this facility properly.
9. The faculty must accompany the students at the time of library period without fail.
10. The library has established bank section for economically poor students. A student can take six books. They may submit their book at the end of the semester.

E. CODE OF CONDUCT FOR GOVERNING BODY:

The Governing Council is the highest administrative body of the institute and it meets once in a year and its functions are given below:

1. To monitor academic and other related activities of the college.
2. To review important communications, policy decisions or any other similar notices received from the University, Government or AICTE.
3. To pass the annual budget of the college.





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4. To review the audited statements of accounts of the college.
5. To consider introduction of new courses and changes intake for the next academic year.
6. To review the Memorandum of Understanding agreed and Industry collaboration proposal.
7. To review the faculty positions of the college.
8. To review the faculty development initiatives and programs.
9. To review the admissions of the college.
10. To review the academic performance of the students.
11. To review the development activities of the students.
12. To review the training and placement activities.





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Governing Body Members List 2022- 2023

S.No	Members of the Governing Body	Position
1	Prof.Dr.M.Karunanithi Chairman & Secretary Vivekanandha Educational Institutions & Vivekanandha Medical Care Hospital, Elayampalayam.	Chairman
2	Prof. T.Ramamurthy, Former Professor of Civil Engineering, Indian Institute of Technology, New Delhi – 110025.	UGC Nominee
3	Dr.D.Padmini, Professor, Department of Civil, Government College of Technology,BODI	State Government Nominee
4	Dr.G.Kalpana, Professor, Department of Physics, CEG Campus, Anna University, Chennai-6000025	Anna University Nominee
5	Ms.Chandrasekar Chenniappan, Senior director & Head of Human Resources Virtusa Consulting Services Pvt.Ltd, Bangalore.	Industry Nominee
6	Mrs. K. Krishnaveni M. A., Managing Director, Angammal Educational Trust, Elayampalayam.	Management Nominee
7	Dr.S.Arthanareeswaran, M.D. (Gen)., Joint Managing Director, Vivekanandha Educational Institutions & Vivekanandha Medical Care Hospital.	Management Nominee
8	Dr. K. Sreeraaganidhi Arthanareeswaran, M. S. (Ophthal), Joint Secretary,	Management Nominee





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	Vivekanandha Educational Institutions & Vivekanandha Medical Care Hospital.	
9	Dr.K.Krupanidhi M.B.B.S.,M.D., Vice Chairman, Vivekanandha Educational Institutions & Vivekanandha Medical Care Hospital.	Management Nominee
10	Dr.Nivethana Krupanidhi, M.B.B.S.,(M.S.), Director, Vivekanandha Educational Institutions & Vivekanandha Medical Care Hospital.	Management Nominee
11	Mr.M.Chokkalingam, M.Sc., B.Ed., Chief Executive, Vivekanandha Educational Institutions.	Management Nominee
12	Prof.S.Kuppuswamy, Executive Director, Vivekanandha Educational Institutions.	Management Nominee
13	Dr.K.Gunasekaran Additional Secretary at University Grants Commission(Retired)	Management Nominee
14	Dr.C.Poongodi, Professor & Head, Department of Computer Science Engineering, Vivekanandha College of Engineering for Women, Elayampalayam.	Teacher of the College
15	Dr.Kannan Professor, Department of Electrical and Electronics Engineering, Vivekanandha College of Engineering for Women, Elayampalayam.	Teacher of the College
16	Dr.KCK.Vijaya Kumar, Principal, Vivekanandha College of Engineering for Women, Elayampalayam.	Member Secretary






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F. CODE OF CONDUCT FOR FACULTY & SUPPORTING STAFF:

1. Teaching and Non-Teaching staff must adhere to the dress code implemented by the management.
2. Every faculty shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A faculty shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.
3. A faculty shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No faculty shall be absent from duty without prior permission. If a faculty is availing leave/On-Duty, he / she must submit the leave form priorly through proper channel.
4. Every faculty is required to maintain an "Attendance and Assessment Record". The attendance must be taken by the faculty before the class was started.
5. Faculty should not leave the class before the duration of the allotted period.
6. No faculty shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
7. No faculty shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.




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8. No faculty, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
9. Faculty members are encouraged to enhance their teaching skills and sharpening their knowledge by attending various activities like conferences, Seminars, FDP's, Workshops , etc...
10. Faculty members are sponsored for higher study on deputation under QIP Scheme. One staff member from each department can be sponsored at one occasion on seniority basis.
11. On-duty for central valuation, external examiner for practical, invigilator for theory examinations, Anna University Representative, work connected with Ph.D, national, inter-national conferences for Ph.D, and higher studies is restricted to 7 days per semester.
12. There shall be a Provident Fund for the benefit of the employees of the College. Each staff member can start insurance under EPFO and the monthly amount is deducted from their salary as per instructions of EPFO issued from time to time.
13. Angammal Educational Trust (the Governing Body of the College) has approved the Rules for payment of gratuity to the regular teaching and non-teaching staff having regular grades.
14. Faculty were informed to attend the BoS meeting at regular intervals for the framing of curriculum and syllabus.





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15. Faculty members were given financial assistance towards the various research activities carried out by him/her as per the terms & conditions of the research advisory committee.
16. Free Transport for all Teaching and Non-Teaching Staff Members through our college bus.
17. Tution Fee concession for wards of all Staff members.
18. Free Accommodation and Food to all staff members who stay in our Hostel.
19. Free Staff Quarters is provided for staff members.
20. Free Medical Facility and medication to all staff members in our hospital.
21. No faculty shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract deterrent punishment.
22. The institute gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the institute and maintain strict discipline.
23. Faculty appraisal is part of the evaluation. Upon the completion of every academic year, there will be a review for every faculty and benefits will be provided to them based on it.
24. Staff members will be promoted to next cadre based on their qualification, work experience, dedication, Sincerity, promptness and accuracy.





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25. Employee are eligible for Two permissions in a month. The permission may be availed during starting of the day or during end of the day. If the permissions are more than two the subsequent permission will be treated a half a day casual leave.
26. All rules of extra-ordinary leaves will be applicable on study leave also. The condition of minimum service tenure to be five years can be relaxed only for those staff members, who want to go on study leave to do M.Phil / M.Tech. or Ph.D.
27. Those employees, who are in service for five years will be given study leave for two years. Three years study leave can be given to those employees, who want to go in for Ph.D.

G. Other Statutory Bodies constitutions are displayed in the College website:

1. Internal Complaint Committee
2. Antiragging Cell
3. Students Grievance and Redressal Cell

Link: <http://vcenggw.ac.in/#>




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