



# KCG

**COLLEGE OF TECHNOLOGY**

(A Unit of Hindustan Group of Institutions)

# **STUDENTS CODE OF CONDUCT**

## CONTENT

- **PREFACE**
- **GENERAL CODE OF CONDUCT**
- **LEAVE APPLICATION**
- **BOOKS AND INSTRUMENTS**
- **LIBRARY**
- **HOSTEL**
- **RAGGING**
- **SEXUAL HARASSMENT**

## 1. PREFACE

This Handbook indicates the standard procedures and practices of KCG College of Technology (A Unit of Hindustan Group of Institutions) for all students enrolling with the Institution for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. All Students are requested to be well aware with this Code.

## 2. GENERAL CODE OF CONDUCT

1. The college maintains strict discipline. Students violating this are liable for severe penalty including expulsion. Students expelled on grounds of indiscipline will not be entitled to any certificate and refund of fees and deposits.
2. Ragging of any sort is strictly prohibited. Students found guilty of ragging are liable to severe punishment including dismissal from the college / hostel. The matter will also be referred to the police as the government has declared ragging as a criminal offence.
3. The use of mobile phones by the students is strictly prohibited in the academic buildings. Defaulters will be imposed penalty including confiscation of the instruments at the discretion of the Principal / Management.
4. Students should strictly follow the dress code. They should maintain decorum befitting dignity with proper dress and hairstyle. The recommended dress for boys is long trousers with shirts tucked in and shoes. Girl students may opt for salwars with dupatta or sarees. T-shirts, sleeveless tops and jeans are not allowed. Students should avoid hawai / bath-room chappals while attending classes and official functions.

5. Any student found responsible for any damage to the college building, furniture or equipment will be punished severely and the cost of damages along with a fine will be recovered. The college reserves the right to expel such students.
6. Absolute silence should be maintained in the library and laboratories and while moving from class to class in the corridors.
7. Students are strictly forbidden from organizing or attending any unauthorized meeting in the college or collecting money for any purpose without the prior written permission from the Principal.
8. Organized absence from classes and instigation of students to absent themselves or to go on strike is a serious breach of discipline and may result in expulsion from the College.
9. Students shall not take part in any anti-social or subversive activities. No student shall be a member of any organization / association not connected with the college without the prior written permission from the Principal.
10. Students are forbidden from organizing unions or associations based on caste, colour, creed, language, nationality or political ideology within the campus.
11. Students must conduct themselves at all times in a fitting manner to bring credit to themselves and to the College.
12. The Campus is a 'No Smoking Campus'. Consumption of alcohol, drugs and smoking will result in dismissal from the college.
13. Students must take care of the tools, apparatus and other equipment given to them and should maintain the cleanliness of the laboratories and the workshops. The damage caused to any equipment should be reported immediately to the laboratory in-charge.
14. Students should make use of all opportunities provided to them to acquire engineering skills and knowledge during their period of study.
15. Students should help maintain peace in the campus
16. Students are advised not to eat or drink at any of the restaurants outside the campus to safeguard their health.
17. All students are expected to see the notice board daily for circulars, university related matters, instructions and news on placement and training.
18. Every student should use power and water sparingly. Lights and fans should be switched off when not in need. Water taps should be properly closed to avoid wastage.
19. All students should wear their identity cards visibly.

### **3. LEAVE APPLICATION**

Leave forms are available at the college office/department. Students are to use only these leave forms for availing any leave. Students are not permitted to take more than 3 days of leave at a stretch. If the students have to take leave for

more than 3 days at a stretch for any reason, the parents concerned must meet the respective class teacher/ HOD. Students not fulfilling the above conditions will be marked absent until they fulfil the conditions

## **4. BOOKS AND INSTRUMENTS**

1. All students should possess textbooks as per the syllabus. The same will be verified by the respective class-teachers during the first few classes. Only if the students purchase all the books, he / she will be permitted to attend the classes.
2. Lab record books should be purchased only from the College Stores. Outside record books will not be entertained.
3. Only University specified scientific calculators will be allowed during class/examinations.
4. Students will not be allowed to attend drawing classes without Drawing instruments like instrument box, drafter, scale set, drawing paper, etc.
5. The College also arranges to supply books / instrument kit on payment.

## **5. LIBRARY**

### **General Library**

1. Strict silence should be observed inside the library.
2. Library functions from Monday to Friday from 08.30 am to 05.00 pm and Saturday from 08.30 am to 12.30 pm. The library remains closed on Sundays and government holidays.
3. While entering the library, the users are expected to log in using their smart card.
4. Users are required to deposit their bags / belongings at the property counter.
5. Students must wear their ID cards when they are inside the library.
6. Students will be allowed to make use of the reference books in the library only on submission of the identity card.
7. Misuse of library facilities is an offence and calls for punishment as decided by the competent authority.
8. Users are required to keep the library neat and tidy.
9. Mobile phones are to be switched off in the library.
10. Students may approach the staff of the library for any queries.

### **Borrowing books**

1. Users should verify the physical condition of the books (for missing pages, chapters, pictures, etc.) before borrowing the books.

2. Users can borrow books as per the following norms: Sl.No. Particulars No. of Books Lending Period
  - 1 UG Students 4 15 days
  - 2 PG Students 7 30 days
  - 3 Teaching Staff 8 90 days
  - 4 Non-Teaching Staff 4 30 days
3. Books borrowed must be returned on or before the due date. In case of delay, a late fee of 1 will be charged per day (including holidays).
4. The loan period may be renewed for the period of another fortnight. Books can be renewed if there are no reservations.
5. Books that are in special demand, the borrower will have to return them immediately.
6. Books will have to be physically presented for renewals.
7. Only one copy of a book will be issued to a user.
8. All members are hereby informed that they must replace the library resources like books, CDs, DVDs, question papers, periodicals etc., if that are lost or damaged. However, in case of internal / external members, if they are not able to replace the above mentioned items (original), they are required to pay three times of the latest price of the resources including processing charges and overdue charges if any. Loss of book(s) must be reported immediately.
9. No book in damaged condition will be accepted from the borrower; the book will have to be replaced by the borrower.
10. Reference books, projects, back volumes of journals, Journals, magazines are only for reference and will be issued only for overnight during working days.
11. When the students finally leave the college, they should return all the library books borrowed by them. They should obtain 'No Dues' certificate from the librarian before collecting the certificate from the office.

## **Digital Library**

1. Students must write their names and registration numbers in the library register book both while entering and leaving the digital library.
2. They should use the Internet for only education, training, placement and publication purposes.
3. Students are not allowed to use the digital library during class hours.
4. The systems and accessories should be handled properly.
5. Downloading of software, songs, and unauthorized files is strictly not allowed.
6. Students are not allowed to change the settings of the system.
7. Unnecessary movement of the monitor or CPU is strictly prohibited.
8. CD / DVD / PEN DRIVE can be used with special permission from the librarian.

## 6. HOSTEL

1. Application for admission to the Hostel should be made in the prescribed form. A passport size photograph must be affixed in the application form. The students seeking hostel admission must give an undertaking in writing that he/she will abide by the rules of the Hostel. This shall be endorsed by the Parent or Guardian in writing. 1st Session: 6.00 p.m. to 08.00 p.m. & 2nd Session: 9.00 p.m. to 10.15 p.m.
2. Students should get prior permission from the warden to leave the hostel after 6.00 p.m. if necessary.
3. Strict silence should be observed in the hostel during study hours.
  - a) TV hall will be closed during the study hours and during the period of university examinations.
  - b) Mobile phones, laptops should not be used during study hours.
  - c) Students will not be allowed to move out of their own rooms after 09.00 p.m.
4. No woman should be entertained in the men's hostel and vice versa.
5. Male students are not allowed to stand in front of women's hostel and vice versa.
6. The inmates are not permitted to go out of the campus without the permission of the warden. They should get the gate pass and submit it to the security guard at the main gate. A student can get only two gate passes per month during weekends and holidays. Students should get prior permission from the Principal or Vice-Principal for getting gate passes on week days for project work/tuition. Gate passes will be issued to the students during these timings:  
Evening: 9.00 p.m. to 10.00 p.m. Holidays: 8 a.m. to 10 a.m.
7. Students are not allowed to stay in the hostel during college hours without any valid reason / permission from their respective warden and the chief warden.
8. Hostel inmates are not allowed to leave the campus during class hours. In case of emergency, permission must be taken from the chief warden/ respective warden to leave the campus.
9. Cleanliness should be maintained in hostel rooms, toilets and the college premises. The inmates of the rooms which are not kept clean will be fined or asked to vacate the hostel.
10. All the occupants of a room are equally responsible for any damage, loss of furniture, fittings etc. in the room and in such cases the cost will be recovered through a collective fine system.
11. Ragging in any form is not permitted on the campus. If any student is found guilty of ragging, he/she will be expelled from the hostel immediately.
12. No guest is permitted to stay in the hostel without availing permission from the chief warden and the respective hostel warden.

13. No student should deface his or her respective room in any manner by sticking posters, papers, etc.
14. Students are required to switch off the lights and fans of the room when they leave their rooms.
15. All lights in rooms should be switched off by 11 p.m.
16. The electrical appliances such as heater, iron box, kettle, high voltage music system are not permitted.
17. Permission should be obtained from the warden for use of table fans, computers or any other low-power consumption electrical appliances.
18. Hostel inmates shall not organize or address any meeting in the hostel without prior permission of the chief warden and the respective warden.
19. Prior permission should be obtained from the chief warden for celebration of festivities or any other functions.
20. Bursting of crackers inside the premises is strictly prohibited.
21. Students should not encourage unauthorized vendors / persons in the hostel.
22. Visits to the local guardians are restricted to once a month during week-ends and on declared holidays.
23. Visitors are to be entertained in the lobby and should not be allowed into the rooms. Their names are to be recorded in the Visitor's Register.
24. Hostel inmates are instructed to dine only from their respective hostel mess and follow the mess rules and regulations strictly.
25. Consumption of drugs, alcohol, smoking & chewing of pan is strictly prohibited on the campus.
26. Playing cards or any other form of gambling is strictly prohibited in the hostel.
27. In case of serious illness and infectious diseases, the students should report the same to the concerned resident warden for necessary action.
28. Special permission has to be obtained from the Principal for use of personal vehicles by inmates. If permission is granted, they can keep their vehicles only in the college parking slots.
29. Students should maintain decent dress code in the mess and outside the hostel area.
30. Private cooking is not permitted in the hostel rooms or in the hostel premises.
31. Students are advised not to keep valuables such as jewellery and cash in their rooms.
32. Food items from the mess should not be taken out of the dining hall.
33. Washing of clothes is not allowed.
34. Complaints regarding the quality of food and any suggestions should be entered in the suggestion book available with the warden.
35. There will not be any reduction in mess charges when a student is on leave from the hostel.

36. Students indulging in wastage of water and electricity will be fined or dismissed from the hostel.

37. Disciplinary action will be taken for violation of rules and misconduct by hostel inmates. In all matters of discipline, the decision of the Management will be final. A student expelled on disciplinary grounds will forfeit fees and deposit paid.

## **Hostel Leave Rules**

1. Students, who are sick and want to go home or to meet their local guardian, must obtain permission from the Principal / Chief Warden.
2. Leave for reasons other than sickness, should be obtained in advance, from the Chief Warden through the respective wardens.
3. Visits to the local guardian are restricted to once a month. Special prior permission has to be obtained for overnight stay and the consent of parent for such stay has to be communicated to the Chief Warden / respective Warden in writing in advance.
4. All grievances and problems should be reported to the Hostel Warden/ Dean Student Affairs.

## **Additional Rules for Women Students**

1. Women students will not be permitted to go out of the campus except with prior permission of the Resident Warden. They are advised to avoid going out alone and to return on time to the Hostel.
2. Parents / Relatives will be permitted to visit on Saturdays and Sundays between 2:00 and 6:00 pm only.
3. Students will be permitted to go out during the weekend to visit relatives or local guardians once a month with the written approval of the parents. Overnight stay is not permitted unless the stay is with the parents.
4. Students are warned not to keep jewels and any valuables including cash with them in their rooms. The college bears no responsibility for loss of such items.

## **7. RAGGING**

### **‘Ragging is a Criminal Offence’**

Ragging in any form is a criminal offence. Students indulging in ragging will be suspended from the college / hostel pending enquiry. They will be permitted to enter college / hostel after enquiry with re-admission and penalty. Depending on the severity of the case the culprits will be handed over to the police or expelled from the college / hostel.

## **Extract from Tamilnadu Government Gazette (Extra Ordinary)**

The following Act of the Tamil Nadu Legislative Assembly received the assent of the Governor on the 14th February 1997 and is hereby published for general information. An Act to prohibit ragging in educational institutions in the State of Tamil Nadu is as follows:

- (i) This Act may be called the Tamil Nadu Prohibition of Ragging Act, 1997
- (ii) It extends to the whole of the State of Tamil Nadu
- (iii) It shall be deemed to have come into force on the 9th day of December 1996.

### **1. Definition**

In this Act unless the context otherwise requires, “ragging means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any educational institution and includes Teasing, abusing, playing practical jokes on, or causing hurt. Asking the student to do any act or perform something which such student will not in the ordinary course willingly do.

### **2. Prohibition of ragging**

Ragging inside or outside any educational institution is prohibited.

### **3. Penalty for ragging**

Whoever directly or indirectly commits, participates in, abets or propagates “ragging” inside or outside any educational institution shall be punished with imprisonment for a term which may extend to two years and also be liable to a fine which may extend to twenty-five thousand rupees.

### **4. Dismissal of student**

Any student convicted of an offence under section 1 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

### **5. Suspension of student**

- i) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the Head of an educational institution, or to any other person responsible for management of the educational institution, such Head of the educational institution or person responsible for the management of the

educational institution shall enquire into the same immediately and, if found true, shall suspend the student who has committed the offence from the educational institution.

ii) The decision of the Head of the educational institution or the person responsible for the management of the educational institution that any student has indulged under sub-section (1) shall be final.

## **6. Deemed abetment**

If the Head of an educational institution or the person responsible for the management of the educational institution fails or neglects to take action in the manner specified in subsection (1) of section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall be punished as provided in Section 4. 8. The Tamil Nadu Prohibition of Ragging Ordinance, 1996 is hereby repealed. Notwithstanding such repeal, anything done or any action taken under the ordinance shall be deemed to have been done or taken under this Act.

## **8. SEXUAL HARASSMENT**

### **Definition**

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

### Acts amounting to Sexual Harassment

- Unwanted physical contact and advance. Standing too close/ogling/suggestive gestures.
- A demand or request for sexual favours / unwelcome comments / sexual epithets
  - Exposing the victim to pornographic material: audio or visual or BOTH or print
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

### Medium of conducting Sexual Harassment

A person can be guilty of sexual harassment if any unwelcome sexually determined behavior is committed through any of the following ways:

- Comments
- Remarks

- Jokes
- Letters
- Phone calls
- Emails
- Chats on any electronic medium like whatsapp, twitter, facebook, etc.
- Gestures
- Remarks
- Showing of pornography clipping
- Lurid stares
- Physical contact
- Molestation
- Stalking
- Sounds or display of a derogatory nature
- Any other understandable medium

## Sexual Exploitation

Sexual exploitation is when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or to benefit anyone other than the one being exploited. Examples include non-consensual electronically recording, photographing or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved and voyeurism (spying on others who are in intimate or sexual situations).

## Sexual Intimidation

Sexual intimidation involves threatening another with a non-consensual sex act such as engaging in indecent exposure. Violence against another person can take many forms. Violence, in the context of this policy, includes domestic violence, dating violence and stalking.

## Domestic Violence

Domestic violence is a pattern of abusive behaviour in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

## Dating Violence

Dating violence is a violent act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

## Stalking

Stalking is a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

**Any complaint on the above said issues should be brought immediately to the notice of the women's redressal cell**