



### AGNI POLICY ON CODE OF CONDUCT (2022-2023)

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| Policy release date : | 06.06.2022  |
| Approving authority : | Dr.Srinivasan Alavandar, Principal  |
| Approval date :       | 08.06.2023  |
| Reviewed By:          | Dr. R. Pandiyarajan , HOD/Mechatronics  |
| Prepared By:          | Dr.S.Geerthik, HOD/IT   |
| Description:          | This Code of Conduct provides guidance on expected standards of behavior for faculty members, non-teaching staff & students to conduct their duties and related activities. |



**POLICY TITLE:**

POLICY OF AGNI COLLEGE OF TECHNOLOGY ON CODE OF CONDUCT

**APPLICATION:**

Agni College of Technology ensures it's enforcement of the rules and code of conduct through monitoring the activities of the committee formed.

**PREAMBLE:**

Agni College of Technology Chennai was established in the year 2001 by Sri Balaji Charitable and Educational Trust with the objective of producing high quality engineers and technocrats. Since its inception, Agni College of Technology has been ensuring the code of conduct and emphasis the same with all its students, faculty, staff and administrative staffs. In order to maintain the code of conduct and professional ethics, irrespective of any other considerations, Agni College of Technology has framed the policies and formulated this policy to be implemented from the academic year 2015-2016 and these will be monitored by monitoring committee members and will be conducting various program in this regard. Every year in the start of the academic year the policy is reviewed and updated according to the existing need.



### Objective:

To maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.

### For Students:

1. Students should use respectful language and maintain decorum within the campus at all times.
2. All should wear their identity cards and display, if required on demand by authorities.
3. Students should always be punctual to the class and should not leave the campus without prior permission from the HOD duly signed by Principal. This is also for Hostellers before moving from campus.
4. Students should cooperate in keeping the campus clean and tidy.
5. Students are expected to behave respectfully towards members of the faculty, staff and all other students in all their interactions with them.
6. Interactions between boys and girls are expected to be within acceptable norms of our culture and tradition.
7. No food or beverages are allowed inside classrooms, laboratory, library, reading or tutoring room unless necessary situation of crisis arises.
8. Smoking is strictly prohibited within the campus premises.
9. Consumption of Alcoholic beverages and any form of substance abuse is strictly prohibited inside the campus and will be severely dealt with.
10. Possessing any content of obscene nature is unacceptable and will be dealt with severely.
11. Students should not bring any other devices like stereos, radios, cameras, musical instruments etc., to the campus unless otherwise a written permission has been obtained from the concerned authorities.
12. Students shall take responsibility for all their belongings themselves.
13. Students are advised to speak in English, without intimidation in order to acquire Proficiency in the language.
14. Dress Code for students: Formal dress on all days except Friday. Students should Display their ID cards, neatly shaved, polished shoes are compulsory.
15. On Fridays casual dress as per the following.
  - a. Boys": Jeans with shirt, collar T-shirt without any facial designs and wording!
  - b. Girls": Jeans with long kurtis.
16. Students need to wear ID card inside the campus.
17. Students must wear Blazer for attending placements



18. Threatening or causing physical harm or harassment of another person in any manner is strictly prohibited. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus is barred.
19. Students should not furnish any false information to any College official, faculty member, or office.
20. Forgery, alteration, or misuse of any College document, record, or instrument of identification is not allowed. s the health or safety of any
21. Ragging or any conduct which threatens or endanger: person including physical abuse, threats, intimidation, and/or coercion whether verbal, written or otherwise is prohibited.
22. Malpractices committed in Examinations by the students, shall be viewed seriously and attract various penalties which include fine, loss of examination, expulsion from the college etc. All cases of examination malpractices detected by the Faculty / squad shall be referred to the Malpractices Enquiry Committee for taking suitable action / punishment and the award of punishment will be binding on the students.
23. Organizing any meetings or entertainment programmes or collection of money for any purpose within the college or outside the college without the permission of the Principal is strictly prohibited.
24. Criticizing or abusing the girl students in foul language is strictly prohibited in the campus. If such cases are identified, action will be taken.
25. Organizing birthday functions within the campus is strictly prohibited.
26. Not at any time must a cell phone be used in class or during exams. Chatting via social media platforms and texting is not allowed during formal college hours.
27. No inappropriate photos/videos should be ever taken or stored. Any such act can render a student liable to the following:
  - Confiscation of cell phone/ IPAD/ TABLET
  - Intimation to Parent
  - Warning
  - Possible suspension from the college.

#### **For Faculty / Staffs:**

1. Faculty should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
2. Faculty must maintain high standards of punctuality, honesty and professional ethics.
3. Faculty should act in a professional and congenial manner towards colleagues/students, irrespective of their relative position, gender or status within the institutional hierarchy.
4. Faculty should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
5. Faculty should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.



6. Prior written permission should be obtained for leave /reporting late in the morning or leaving early in the evening without loss to their duties. This is subject to restrictions as regards frequency.
7. Dress Code for faculties: The Formal dress with tie, neatly shaved and polished shoes are compulsory.
8. Faculty members should wear their ID cards.
9. No Faculty should involve himself/ herself in any act of depravity on his / her part which may cause impairment or bring discredit to the institution.
10. Faculty should carry out academic, co-curricular and organizational activities that may be assigned to them from time to time with due diligence.

### **For Alumni**

1. Alumni should treat all members of the ACT community with respect, regardless of their position, role, or affiliation. This includes faculty, staff, students, fellow alumni, and guests.
2. Alumni should uphold the highest standards of ethical conduct in all their interactions with the college. This includes being honest, truthful, and transparent in all communications and activities.
3. Alumni should take responsibility for their actions and words, ensuring that their interactions with the college are positive and constructive.

### **For Administrators**

1. Accept and support students / Faculty of all backgrounds /castes / races / gender to help them fulfill all their academic goals without any discrimination.
2. Encourage and support collaborative activities within the institution and with other outside institutions of repute.
3. Approve the concept of interdisciplinary studies in all areas.
4. Maintain and develop associations with alumni as a life-long relationship of mutual support.
5. Initiate and develop institute-industry collaborations to help faculty and students understand how knowledge is applied.
6. Make all efforts to introduce digital technologies to make administrative activities faster and more efficient.
7. Be open to student issues, needs and complaints and set up mechanisms to address them.
8. Be receptive to Faculty requirements and grievances and have means to address them.
9. Facilitate faculty development programs and ensure all faculty members are given enough opportunity for such development.
10. Afford support to students, faculty and staff for recreational activities.



### Application:

- If a student / faculty / administrator / staff is aggrieved on the charges laid on them by the committee. He / She may appeal to HOD / Principal.
- The appeal may be to lower the level of charges or the penalties imposed.
- In any case, Principal's decision is final.

| Role        | Name                | Designation      | Signature |
|-------------|---------------------|------------------|-----------|
| Prepared By | Dr.S.Geerthik       | HOD-IT           |           |
| Reviewed By | Dr. R. Pandiyarajan | HOD/Mechatronics |           |

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| Approved by | <p><u>Name:</u><br/>Dr.Srinivasan Alavandar</p> <p><u>Designation:</u><br/>Principal</p> | Sign:<br><b>PRINCIPAL</b><br>Agni College of Technology<br>OMR Thalambur<br>Chennai - 600 130. |
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