

Dr. N. Mahalingam
Founder Chairman

Dr. M. Manickam
Chairman

Mr. M. Hari Hara Sudhan
Correspondent

Dr. C. Ramaswamy
Secretary

Dr. P. Govindasamy
Principal

Policy on Code of Ethics

Code of Ethics for Administrator:

- Administrators must treat all members of the institute community with fairness, respect, and equality, regardless of their race, gender, religion, nationality, or background.
- Carryout official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances
- Administrators must prioritize the well-being, safety, and holistic development of students, providing appropriate support services and resources.
- Make every effort for the development of labs and space for students knowledge and skill development
- Encourage and support collaborative activities within the institution and other outside institution of repute.
- Encourage research in all academic areas. Promote and encourage these research activities to support nearby villages.
- Maintain and develop associations with Alumni as a lifelong relationship for mutual benefits
- They should promote diversity and inclusivity within the institute, fostering an environment free from discrimination, harassment, or any form of bias.
- Make all efforts to introduce digital technologies to make administrative activities faster and more efficient.
- Administrators must conduct themselves with professionalism, honesty, and integrity at all times.

Code of Ethics for Staff

1. Every employee shall maintain absolute integrity at all times and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
2. An employee shall be courteous in his / her dealings with other members of the staff, students and members of the public.

3. An employee shall be required to observe the scheduled hours of work, as maybe notified from time to time, during which he/she must be present at the place of his/her duty and is required to work effectively.
4. Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.
5. All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should be a model and inspiration to the youth and other learners.
6. All employees are expected to behave according to the ideals of national Integration showing love, concern, respect to all without any discrimination whatsoever of caste, religious or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.
7. Every employee shall strive to instil in the students under his/her care a high sense of values, social conscientiousness, and pride in their Institute and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all the students.
8. No employee shall leave college / work place during working hours except with the prior Permission of the designated authority.
9. Employee should not participate in any unapproved association, active or passive. It will be viewed seriously.
10. Consumption or distribution of alcohol, drugs or any other intoxicant including smoking by whatsoever name called, by an employee within the institute's premises is strictly prohibited.
11. All correspondence addressed to an employee, goods, apparatus etc relating to the Institute shall be the absolute property of the Institute and he/she shall, at any time, deliver up the same to the Institute on demand and without claiming any lieu thereon.
12. An employee shall receive all correspondence sent to him/her by MCET and not refuse to receive it. Any such correspondence shall be deemed to have been served to him/her in the event of refusal or non-availability. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date in the office of the college.
13. Employee shall only be relieved from their duties upon resignation etc. at the end of the semester or upon fulfilment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc have been evaluated and submitted to the appropriate office or the duly assigned.
14. Respect the right and dignity of the student in expressing their opinion.
15. Dress code should be strictly followed as per the notification prescribed.
16. The staff members shall enter their attendance in biometric reader whenever entering and leaving the college premises (Even leaving / entering between 9.00am to 5.00pm).

Code of Ethics for Students:

1. Attendance

Every student must attend all the classes and laboratories without fail. They should be inside their classes and laboratories at least 5 minutes before the commencement of their class. Leave must be informed to mentor / class coordinator / PC.

2. Disruption

Disruption shall include but not be limited to, the following:

Deliberate interference with academic freedom and freedom of speech, including not only disruption of a class but also interfering with the freedom of any speaker invited by any section of the college. In case of noise making, or any other forms of disruptive behaviour, affecting the smooth conduction of classes or meeting, or any other authorized event, any faculty members is authorized to have students removed from class, if warranted.

- Physical violence or abuse of any person or college-owned or controlled property, or at college sponsored or supervised functions, or conduct that threatens or endangers the health or safety of any person.
- Congregating in such a fashion as to create a situation that could endanger life or Property.
- Incitement to any of the above mentioned actions or to other violations of college policies that could result in such actions through oral, written materials or pictures.

3. Dress code

Students must comply/ adhere to the standards of dress code established for safety or health reasons in specific classes.

Boys:

Regular class	Shirts tucked in + shoes
Lab	Lab uniform + shoes
Functions	Shirts tucked in + shoes
Sports	Track suits / T- shirts + shorts + shoes

Note: Text / Image printed Trim shirts and pants are not permitted.

Girls:

Regular class	Chudithar with dupatta + cut shoes
Lab	Lab uniform + cut shoes
Functions	Saree + cut shoes
Sports	Track suits / T- shirts + shorts + shoes

4. Identification of Students

Students are required to wear their MCET identification card at all times. Any misrepresentation, alteration, or misuse of identification is prohibited.

5. Academic Dishonesty

Academic dishonesty includes, but is not limited to the following:

- cheating in an examination in any means;
- Receiving help from others in work to be submitted, if contrary to the stated rules of the course
- Plagiarizing, that is, taking and claiming as others' ideas, writings, or work as ones' own, without citing the sources;
- Falsifying records;
- Assisting anyone to do any of the above.

In the events where the students are suspected of classroom cheating, plagiarism, or misrepresenting their work, they will be subjected to disciplinary actions as per College and / or University regulations.

6. Mobile phone usage

- Use of mobile phone in the classrooms is strictly prohibited. If violated, mobile phone will be seized and will not be returned till the completion of the course.
- Taking snap shots / pictures or videos inside the campus is strictly prohibited, since it may create havoc to girl students.
- Wrong usages of mobile phones through any means are punishable and action will be taken, if misused.

7. Ragging

Indian Government prohibits students from engaging in any form of ragging, either on campus or off campus. Ragging means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student. Such term shall include, but not limited to, any brutality of physical nature, or any other forced physical activity that could adversely affect the physical health or safety of the individual. It shall include any activity that would subject the individual to extreme mental stress.

8. Obeying orders of college officials

Students are required to comply with requests or orders by authorized college officials or representatives acting on behalf of the college. This requirement includes requests for students to arrive for appointments in administrative offices and at disciplinary investigations and hearings in a timely manner.

9. Payments with insufficient funds

Students shall not make and/or deliver any cheque to the college that is not supported by sufficient funds on deposit or is in any way worthless.

10. Theft, Unauthorized Possession and/or Sale of Property

Students involved in theft, unauthorized possession, and/or sale of property not belonging to them are subjected to disciplinary action as well as arrest and prosecution by legal authorities.

11. Alcohol

Alcohol is prohibited in campus at all times. Disciplinary action against a student under college policy does not preclude the possibility of criminal action against that individual.

12. Narcotics and Illegal Drugs

Students who possess, use or deliver controlled substances are subject to disciplinary action including expulsion from the college. Disciplinary action against a student under college policy does not preclude the possibility of criminal action against that individual.

Students shall not enter the college in inebriated condition, failing which they will be expelled from the institution and they will not be permitted inside the college campus.

13. Smoking

The college is smoking free campus. Smoking is prohibited inside the campus.

14. Gambling

Gambling of any kind is prohibited.

15. Assault and Threat

No student shall threaten, physically harm or cause discomfort to another person which would constitute an assault. Nor shall any student commit or aid in the intentional commission of an act that causes bodily harm or discomfort to another person. Verbal or written communication that threatens another person, property or reputation for whatever reason is prohibited.

16. Complicity

A student present during the commission of an act by another student that constitutes a violation of college policy may also be charged if his/ her subsequent behaviour constitutes an approval or encouragement of the violation.

17. Damage or Destruction of Property

Accidental damages, vandalism, and malicious damages to the college property or others may require restitution from persons responsible for such damage and will be subjected to disciplinary action.

18. Breach of Peace

Conduct or expression on college-owned or controlled property or at college-sponsored events that disrupts the orderly functioning of the college, or which is lewd, indecent, or obscene is prohibited.

19. Search for the evidence

College officials reserve the right to search lockers or other college property when deemed necessary to uphold the basic responsibility of the college regarding discipline, safety and maintenance of an educational atmosphere. Contraband items will be confiscated and may be used as an evidence in disciplinary cases. Briefcases, handbags, and other such containers may be examined in the classroom, library, laboratories, and book store and at other places within the campus when it is considered necessary by the management.

20. Falsification of Records

Falsification of college records, including but not limited to admission, registration, affidavit, student disciplinary and health records by forgery or other means of deception, is prohibited.

21. Arson

No student shall commit, or aid in the intentional commission of an act that would result in a fire being ignited which would cause damage or is intended to cause damage to the property of the college or to the property of any other person.

22. College Information Systems and Facilities

Students have the privilege to access and make use of the college's technological resources such as computers, printers, networks, internet, software and instructional laboratories. Students must utilize these services in an ethical and legal manner consistently with the government law as well as the college policy and procedures.

Students must conduct themselves in a manner that reflects respect for the rights of other users that protect the integrity of data, physical facilities, equipment and software license copyright.

Students shall not use any college' technological resources for any improper, illegal, or unauthorized use. If misuse occurs, student's privileges may be revoked immediately and the student may be subjected to disciplinary action.

23. Contracting or Representation in the Name of the College

Students are prohibited from contracting in the name of college or claiming to be official representatives of the college or using the college's name, logo or likeness for any purpose including, but not limited to commercial purposes.

24. Misuse of Emergency Equipment

Fire escapes, fire hoses and extinguishers are to be used only in emergencies. Tampering with, or misuse of these emergency devices is prohibited.

25. Unauthorized Use of College Facilities

The unauthorized use of or entry into any college facilities (i.e., classrooms, laboratories, athletic fields) is prohibited.

26. Providing False Information

No student shall knowingly provide false testimony in any college investigation or proceeding and render false information to the college. No student shall knowingly provide false information to a college official or show reckless disregard for the truth.

27. Public Laws

Any act by a student that constitutes a charge of a violation of Government law, occurring either on or off campus, may establish cause for legal and/or disciplinary action by the college.

28. Distribution or Sale of Literature

Distribution or sale of literature on the campus must be approved by the Secretary.

29. Use of Vehicles

- Students riding two wheelers should wear their helmets compulsorily, and the vehicle should have valid documents (Registration certificate, insurance etc.)
- Students should possess a driving license for the vehicle being driven and shall avoid borrowing vehicles. The vehicle pass cum identity card must be possessed by every student.
- Motorized vehicles are prohibited in areas other than designated roadways and parking lots.

30. Parking

Two wheelers are allowed to be parked inside the campus at designated places. Parking of four wheelers is not allowed inside the campus.

Students must comply with the above parking regulations. Failure to do so will result in loss of the parking privilege inside the campus.

31. On-Campus Activities and Events

On-campus activities and events shall be conducted only in areas designated by the college authorities and subjected to any limitations and provisions established.

32. Residing outside the campus

Hostellers must obtain written permission from HoD/Principal/ Warden to reside temporarily or permanently outside the campus. Under such conditions, the students must provide their full residential address and other details of the student to the HoD.


PRINCIPAL