



A NAAC Accredited Institution
KINGS
COLLEGE OF ENGINEERING
Recognized under 2(f) & 12(B) of UGC
Approved by AICTE, New Delhi
Affiliated to Anna University, Chennai



7.1.10

Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in this regard



Content

S. No.	Particulars	Page No.
I	Policy on Code of Ethics	03
II	Leave Procedure	13
III	Student Hand Book	15
IV	Proceedings of Monitoring Committee	19
V	Circulars and Geo tagged photographs of activity organized	22
VI	Manual on Human values	30
VII	Web Links	32



A NAAC Accredited Institution
KINGS
COLLEGE OF ENGINEERING
Recognized under 2(f) & 12(B) of UGC
Approved by AICTE, New Delhi
Affiliated to Anna University, Chennai



I. Policy on Code of Ethics

Kings College of Engineering is committed to maintain, endorse a culture of conduct that exposes excellence, intellectual progress, justice, fairness, equity and accountability. It expects to uphold this code of conduct in their routine academic and non academic activities. The code conduct is marking the boundaries at all levels of its stakeholders in order to achieve the desired results in all endeavors.

1. Secretary

- Ultimate responsibility for the effective functioning of the institute for the effective implementation of the quality management system. Providing guidance for formulating and promulgating the Quality Policy and quality objectives of the Institution, covering the quality of product and/or service provided to the customers.
- Overall responsibility for recruitment/inducting quality oriented personnel against the nature of job, including Principal, which would affect the quality of product/service provided to its customers.
- Overall control of the financial function of the Institution.
- Overall responsibility for providing resources viz. Human, Infrastructure, other facilities.

2. Chief Executive Officer

- Responsible for formulating and promulgating the Quality Policy and quality objectives of the Institution, covering the quality of product and/or service provided to the customers.
- Responsible for leading the progress and execution of long-term goals of the institution.

3. Principal

- Shall take care of the quality of the educational services and quality management system of the institution.
- Shall take care of promulgating the Quality Policy and quality objectives of the Institution, covering the quality of product and/or service provided to the stake holders
- Functions strictly in accordance with and within the policies and procedures laid down.
- Prepare and execute an effective planning, monitoring and control of functions of various sections/departments to meet the quality objectives and continuous improvement in the functioning of the institution.
- Manage overall responsibility for all activities pertaining to teaching-learning process and administrative activities.

- Reporting authority for all Head of departments and functional heads in order to provide best quality services consistently to the Stakeholders.
- Promote conducive resources viz. Human, Infrastructure, other facilities like library books, journals, laboratory equipments / machinery, consumables, stationery, etc., and suitable environment for the teaching learning process.
- Endeavor to the development and approval of new courses.
- Keep cordial relationship with the University, State Government and Central Government and responding to their instructions.
- Adhere to the instructions of local Government Administrators.
- Evaluating and monitoring the performance of various departments of the Institution and reporting to the Secretary from time to time.
- Reporting periodically the status of various activities being performed in the department to the Management.
- Ensure that periodical counseling is given to students in the departments through faculty advisors so that their problems are identified and solved.
- Ensure that the students develop their interpersonal skills apart from regular curriculum.
- Ensure that the faculty members are motivated towards achieving institute's quality policy
- Ensure to achieve good results in the university examinations.
- Accountable for convening staff council meetings and providing guidance to solve problems, if any, in the departments.
- Maintaining good relationship with industries, so that the students during their final semester studies itself get better employment opportunities through campus interviews.
- Analyzing the feedbacks from both students and parents and to take appropriate corrective/preventive actions for improvement if necessary.
- Arranging programmes which shall be beneficial for the development of students, both academically as well as in developing the students' interpersonal skills.
- Scrutinize the budget proposals from departments / sections and to sanction subject to budget provision made for the specific purpose in consultation with top management.
- In addition to the above, performing all such functions and duties assigned by the Secretary.
- Liaison with external parties on matters relating to quality system requirements.
- Conduct Staff Council Meeting (SCM) every month and discuss all the academic and non academic matters for envisaging collective responsibility.

4. Vice Principal

- Assisting the Principal in all matters related to the academics and administration of the institution.
- Coordinate the activities related with the purchase of Laboratory equipments, Books, Stationeries, Consumables, etc.
- Shall contribute for the better coordination of the Training and Placement cell activities
- Shall coordinate the activities related to the preparation of the students for GATE / GRE / TOEFL / CAT / GMAT etc.

- Shall discharge the duties of Principal in his/her absence at the institution.
- Shall make arrangements for giving news to media regarding any happenings in the college.
- Shall look into the facilities provided for the staff.
- Responsible for maintaining acceptable public relation activities by proper handling of social media accounts of the institute.

5. Administrative Officer

- Purchases pertaining to the Institute / Departments as per the purchase requisition and arranging approval of Secretary for procurement.
- Release of payment to suppliers and contractors after getting approval from Secretary.
- Maintaining salary details and issuing the same to staff
- Maintaining college bank accounts.

6. Head of the Department

- Responsible for the entire working of the department subject to the overall objectives of the institute.
- Ensure that all the required facilities, like laboratory equipments / machinery, consumables, stationery, etc., are made available for the smooth functioning of the department.
- Ensure that the students get good education.
- Responsible for maintaining discipline among the staff members and students.
- Ensure good results of the students in the university examinations.
- Coordinating all the activities conducted by the Training and Placement department for better the betterment of the students.
- Identify academically poor students and shall ensure that special coaching is given to them.
- Organize periodical counseling for students, by allotting groups of students to different faculty advisors, so that their problems are identified and solved.
- Shall communicate to the parents regarding attendance and performance of their wards in various performance tests and model examinations.
- Identify training needs of the students and arrange Industrial visits, Expert lecture, Workshops, Seminars and other Skill development training.
- Ensure that the faculty members are disciplined and motivated.
- Identify training needs of department staff members, directly reporting to the Principal, whose work affects the quality of services, and arrange for faculty development programmes.
- Identify the departmental requirements in adherence to the requirements specified by the University and submitting budget proposal and associated documents before the commencement of the next academic year to the Principal and ensure that the specified requirements are met.
- Liable for proper maintenance and calibration of equipments in their departments.
- Accountable for conducting department staff meetings as per the academic calendar.
- Arranging for 100% in house training to all pre-final year students in the company premises.
- Strengthening Industry- Institute interaction
- Arranging Industrial visit/ local visit to Industry

- Approving In-plant Training.
- Responsible for taking active part in the Staff Council/ Management Review meetings.

7. Internal Quality Assurance Cell Convener

- Establishment of quality initiatives in the institute for the maintaining / upgrading the quality aspects of the educational services provided by the institute.
- Managing the IQAC for the prompt dissemination of knowledge towards academic initiatives to the staff members and the students.
- Arranging for the conduct of regular meetings of IQAC cell student members with the decision makers for better feedback about primarily the teaching – learning process.
- Take initiative and walk through the quality certification / accreditation procedures.
- Taking proper measures for the effective implementation of the Quality Management System.

8. Department Research Committee Convener

- Attain Anna University Research Centre in all the departments at our institution.
- Develop R&D infrastructure and central facilities for optimal resource utilization.
- Attract research grant from a various Government / Non Government funding sectors to a sufficient level till the R&D section becomes self-sustaining after the initial period.
- Encourage UG / PG students to carryout in-house projects.
- Promote research innovation and the integration of research and undergraduate education.
- Motivate the faculty members from each discipline for R&D activities in the area of their interest through In-house / Sponsored Research projects leading to M.E. / Ph.D. degree.
- Promote the publication of research articles of staff members in high quality, peer-reviewed technical papers.

9. Teaching Faculties

- Ensure effective teaching-learning process imbibing institute's vision and mission.
- Responsible to conduct the classes as per the schedule given to them and complete the syllabus within the prescribed time frame.
- Assisting to conduct regular Assessment tests and Model exams
- Responsible to maintain the Course file.
- Shall ensure discipline among the students.
- Inform the HOD about making alternate arrangement for lectures and practical while availing leave / OD.
- Identify academically peer students and motivate them to excel.
- Collect information regarding slow learning students and arrange remedial classes, counseling sessions in consultation with the HOD.
- Respect the right and dignity of the students in expressing his/her opinion
- Shall arrange seminars, conferences and FDP to ensure the escalation of teaching and learning progress.
- Make sure to publish research papers in reputed journals periodically.

- Shall get affluent over ICT Techniques to adopt with current scenario in teaching industry.
- Maintain cordial relationship with superiors, colleagues, students and other stakeholders irrespective of their caste, religion, gender or color.
- Shall sustain membership of professional organizations and make use the resources to improve the teaching and learning progress through them
- Follow Dress code-Shall be in respectable attire, befitting the society's expectations.
- Shall endeavor to assist fellow teachers to discharge their duties effectively and support them for the completion of the tasks.
- Act within the range of an allowed individual authority in all matters and in the best interests of the institute.
- Use Institutes' resources (facilities, equipment, supplies, vehicles, and students) usefully, efficiently by finding innovative solutions.
- Ensure that the highest standards of scholarly conduct and academic integrity are understood and practiced. Complete the work on time, document research and citing the work of others.
- Faculty In-charge should ensure fairness and honesty in relationship with suppliers and purchasers of the Institute's goods and lab suppliers. Transact Institutes business in compliance with all applicable laws and institutes policies and procedures.
- Refuse any gift/favor that could place individual or institute in embarrassing position.
- In addition to the above, they will perform such other functions and duties assigned to him/her by the superiors.

10. Placement Officer

- Prepare a plan for the T&P activities and a budget for the costs involved.
- Help students to prepare for placement interviews / higher studies and help them to place in reputed organization.
- To plan and implement properly the "Add-On" certificate courses to the required students.
- Maintain and upgrade the relations between the industries and institute.
- Work towards attaining 100% placement of all eligible students
- Shall keep abreast of the Job Fairs, Off Campus Interviews, Anna University State Level Placement program and pass the information to the students well in advance.
- Delegate the role and responsibilities to Placement coordinators from each department for effective functioning of the cell.
- Shall identify the training needs of the Students in consultation with the industry and the Heads and arrange to acquire it.
- Shall maintain the Placement records such as students' profiles, training acquired, and industry database
- Shall impartially evaluate and give the report about the trainings/programs about its usefulness to Principal.
- Shall arrange career guidance, workshops, and other skills improvement training to the students in consultation with the HOD concerned / VP after getting proper approval from the higher authorities.

- Interact with the industries regularly and arrange the campus interviews and schedule the Placement Programme by allocating dates and timings of companies' visits in consultation with the Principal.
- Maintain a record of feedback about the placement programs, details of students placed, branch and year wise placements, salary offered, list of companies visited etc.
- Shall develop the Internal Training strength of the staff members so as to carry out programs indigenously.
- Convene short meetings to communicate the status on placement and to discuss the comments made by the recruitment team on our students' performance.
- Any other duties the Principal may assign.

11. Chief Coordinator of Examinations

- Responsible for all the Internal/ External exam related activities of the institute.
- Shall conduct the Examinations (Institute and University) and responsible for the due execution of all processes connected therewith.
- Shall interact and coordinate with University examination body for obtaining necessary approvals on time and for smooth conduct of university examination.
- Responsible for the due custody of the records.
- Carry out Continuous Assessment Tests and Model Exams as per the schedule in Academic Calendar and University Theory and Practical Exams as per the academic schedule issued by the University.
- Shall prepare the relevant time tables for conducting internal assessment tests / University Examination, seating arrangement, and display them on the concerned Notice Board / Website.
- Shall appoint Hall Invigilators and other human resources for smooth conduct of examination in the College. The overall invigilation duty chart will be sent through circulars.
- Shall ensure that the evaluation of answer sheets is completed within 3 days from the date of the last assessment test / model examination and the report on the same be sent to the Principal for further action.
- Shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph, drawing boards, trays, threads, water jugs etc. are made available.
- Shall prepare and send an approved (by Principal) panel of faculty members (provided by the HODs) to the University who may act as Internal/External Examiners for Practical Exams, Invigilators and University Representatives for conducting University for theory exams.
- Ensure smooth and fair conduct of examinations and report irregularities, if any, to the Principal
- Any other duty/responsibility assigned by the Principal

12. Deputy Warden

- Shall look after all the aspects of the administration of the hostel and assist the Principal in it's efficient and smooth running, such as:
 - Visiting the hostel regularly.
 - Monitoring the leave norms of inmates

- Maintaining the discipline inside the hostel
- Sanctioning of leave to the Asst. Warden and Students
- Attending any other emergency task related to the hostel.
- Organize the meeting for Supervisor, Asst. Warden and Students for effective functioning.
- Reporting to the Warden (Principal) regularly.
- Planning and supporting the establishment of resources at the hostel premises
- Conducting periodical meetings with the students and taking appropriate actions with the approval of the Principal
- Maintenance work to be carried out at GH & BH and reporting to the Estate Officer for further action through Warden.

13. Lab-in charges

- Identifying lab requirements, if any, and submission of budget proposals to the Principal through HoD before the commencement of every academic year
- Monitoring regular upkeep of laboratories
- Maintenance of stock registers, Maintenance records

14. Estate Officer

- Overseeing the maintenance of the infrastructure of the institute.
- Construction and maintenance of existing major capital works that are carried out in the Institute premises after securing necessary administrative and financial approval.
- Coordinating and overseeing the functions of civil, electrical maintenance, computing facilities, all buildings in the campus.
- Preparation and submission of proposals in consultation with the members of the Estate Office related to various construction works, maintenance works etc. to the higher authorities depending upon the nature of the work and financial implication; execution and completion of the work with necessary approvals.

15. Students

- Shall be in time to the campus
- Shall wear ID card and follow dress code
- Shall be regular and punctual to the classes and maintain adequate attendance percentage required to appear for semester examination prescribed by the University.
- Understand and adhere to the instruction of the teachers during the class hours.
- Maintain at most discipline and silence in the classrooms, laboratory, seminar hall, drawing hall and corridor.
- Shall carry required study materials as per the schedule of the classes
- Shall finish the assignments, lab records and project works on or before the deadline
- Shall visit library regularly in order to enhance academic and career growth
- Adhere to the rules of laboratories and not damaging equipments
- Shall not use tobacco and harmful products within the campus
- Strictly adhere to the rules laid down by disciplinary committee.

16. Supporting Staff members (Nonteaching):

❖ Librarian

- Responsible for acquisition, safe storage and issue of books, journals and magazines to the students and staff.
- Call requisition of books from various departments consolidate & submit to the Principal, for approval for inviting quotation.
- Collect list of books with latest price, from reputed suppliers
- Invite quotations from approved vendors and take necessary steps to procure through Administration Manager.
- Responsible for identification / Numbering / accession of books.
- Maintenance of files, registers and ledgers related to the library.
- Maintenance of stock and stock verification reports.

❖ Technical Officer

- Electrical Maintenance of the institute and power management, providing necessary physical and electrical arrangements during Institute level programmes, Water Supply, Maintenance of intercom & Lift facilities, Sanitary inspection of all buildings, Garden maintenance

❖ Physical Director

- Promoting sports activities of the students
- Motivating the students to participate in Anna University zonal, inter zone matches, inter university matches, south zone matches , all India university matches and facilitate to fetch medals
- Purchase of sports goods and maintenance
- Maintenance of indoor, outdoor stadiums, play grounds, basket ball & volley ball courts, track & field, gym facility etc.

❖ System Administrator

- Repair, maintain and the safe custody of the computing facilities in the campus and reporting to the Principal through HoD/CSE

❖ Lab Technician

- Ensuring all equipments are calibrated, well maintained, and ready for use for laboratory classes.
- Responsible for proper maintenance of respective departments and laboratories/work shops
- Ensuring regular cleaning and upkeep of the laboratories.
- They shall ensure that all the records in their departments are well maintained.
- They shall assist the teaching faculty members, who are in-charges, in conduct of the laboratory / workshop practical.

- Maintenance of laboratory / workshop instruments/ equipments/ machineries, necessary records including AMC and preventive maintenance.
- Equip laboratory with necessary chemicals, stationery, consumables, etc for uninterrupted performance of practical classes.
- In addition to the above, he/she will perform such other functions and duties assigned to him/her by the superiors.

❖ **Hostel Superintendent**

- Assisting the Deputy Warden for running the hostel.
- Taking attendance during the study hours by visiting all the rooms and maintain separate register for the same.
- Monitoring study hours execution
- Forwarding the leave form to the Deputy Warden for inmates on the basis of genuine reasons.
- Attending any other emergency task related to the hostel.
- Fulfilling the needs of inmates.
- Maintaining the register for the inmates like the list of inmates, allocation of rooms and out-pass entry.
- Custodian of the hostel belongings and room keys
- Attending / providing phone calls for inmates.
- Maintain the entertainment hall (TV/ Audio / Reading Hall /Internet) for the inmates
- Students' discipline inside the hostel, entry & exit of the students with prior permission
- Maintenance of records for all activities pertaining to hostels

❖ **Canteen Supervisor**

- Purchase of canteen requirements
- Maintenance of canteen and ensuring follow up of safe and proper practices related to hygiene, health

❖ **Stores in charge**

- Accumulation and uninterrupted supply of stationery materials
- Issue of notebook and records
- Timely disposal of obsolete and serviceable equipment spares and accessories, etc.
- Process purchase indents received from various departments.
- Arranging for the payments to vendors

❖ **Clerks**

- Responsible for preparation of ledger accounts collection of all fees and dues, maintenance of fee registers and cashbooks.
- Maintenance of attendance and leave register of staff.
- Exam related works – Arrangement of Halls, allotment of seat Nos. etc.
- Keeping dispatch / inward /stamp account register.
- Keeping of vendors list for purchase of stationery items.

❖ **Attenders**

- Opening and closing of Office & Class rooms and ensuring that the lights and fans are switched off, when not in use.
- Supervise the sweeping and cleaning of office block and classrooms for neatness.
- Attending duties assigned by management and other staff members.
- Collecting attendance registers of staff members from various departments in time.
- Arrangement of classrooms and halls for the tests, examinations and such activities related to the staff and students.
- Any other work assigned by the supervisors from time to time.

❖ **Security**

- Entry and exit control of materials and people
- Ensure the safe keeping of the assets of the institute to control any damage or pilferage.
- Shall effectively enforce the vehicle traffic regulations..
- Interface with local law enforcing agencies.
- Shall effectively handle emergency situations.

II. LEAVE RULES

2020 V.1

KINGS COLLEGE OF ENGINEERING, PUNALKULAM

LEAVE RULES

1. Staff members should register their presence by punching in the Biometric machine on or before 9.10 a.m. in the morning and may leave the office after 4.30 p.m. in the evening. If punch is not registered, please make an entry in the Attendance Register at the security office.
2. Punching should be made for every inside/ outside movement of the staff from the college campus during the working hours, otherwise it will be marked as Leave.
3. Leave may be sanctioned, refused, curtailed, revoked or postponed by the Principal according to the exigencies/demands of circumstances.
4. No member of staff shall proceed on leave until the leave request is sanctioned by the Competent Authority. Leave should be availed in a planned manner so that the work of the institution/department does not suffer due to his/her absence on leave.
5. Except in emergencies, application for grant of leave shall be submitted to the Principal through HOD sufficiently in advance, not less than one day. On account of unforeseen circumstances like, sickness/hospitalization/accident etc., leave should be applied in writing at the earliest possible opportunity besides sending information through phone/post immediately to the HOD.
6. If a staff member desires to extend his/her leave on medical grounds, he/she shall make an application in writing to the Principal through his/her HOD along with a Medical Certificate.
7. A staff member placed under suspension shall not be entitled to avail any leave during the period of suspension.
8. Any kind of leave applied for going abroad shall be sanctioned by the Secretary in consultation with the Principal. Application for grant of such leave shall be submitted 10 days in advance.
9. Staff members who have not completed one year of probationary service are eligible for Casual Leave (CL) only.
10. In case a staff member remains unauthorized absent from duty and does not report for any reason for 10 consecutive days from the date of his / her unauthorized absence, he/she shall be deemed to have voluntarily abandoned and left the service of KINGS without notice.
However, if the staff member subsequently substantiates for his /her unauthorized absence from duty within 10 days from the date of his / her unauthorized absence, the Management may regularize his / her unauthorized absence with terms and conditions as it may deem fit and proper.
11. Casual Leave (CL) :
 - 11.1. All regular staff members of KINGS shall be entitled to 12 days Casual Leave in a calendar year. This leave cannot be accumulated and any unutilized leave will lapse at the end of the year. Leave application should state the reason for the leave applied for.
 - 11.2. Staff members can avail one day Casual Leave (CL) per month. However, a maximum of 3 days CL, if available, at a stretch in a month will be permitted.
 - 11.3. Availing advance CL is limited to 6 days per calendar year and can be availed with prior permission from HOD/ In charge of the sections.
 - 11.4. Casual Leave is admissible for half day also. In such case, the lunch interval shall be taken as the dividing line. However, Casual Leave on half working days will be counted as a full day leave.
 - 11.5. Sundays and Public Holidays occurring before or after Casual Leave will not be counted as part of the Casual Leave.
 - 11.6. If a member of staff overstays the Casual Leave granted to him without prior permission, he/she shall be treated as absent for the whole period of Casual Leave.
 - 11.7. Advance CL will be considered as LOP if a staff member is getting relieved from the duty without completing the year.

12. Maternity leave / Medical Leave :

- 12.1. Maternity leave will be given to the female staff member for a period of one month for one child only. There is no casual leave eligibility for the prolonged leave periods. The next day of the end of the maternity leave must be a working day.
- 12.2. There is no permissible medical leave. However, in major cases like accidents, hospitalization and chicken pox a maximum of 7 days will be allowed with medical certificate which is under the discretion of the Principal.

13. Leave on Loss of Pay :

- 13.1. Leave on Loss of Pay is permitted to the staff member only when no other leave is due to him/her.
- 13.2. For LOP calculation, if a declared holiday falls before or after the LOP days, it will not be considered. However if the holiday falls in the midst of the LOP it will be considered as LOP only.

14. Vacation leave :

- 14.1. Teaching staff can avail a vacation leave of 8 days during the winter and 15 days during the summer after one year of service at Kings.
- 14.2. Non-teaching staff members including admin staff who have completed 1 year of service are eligible for vacation leave of 10 days. (4 days during winter and 6 days during summer).
- 14.3. HODs / In charges of various services/sections should ensure at least 20% of staff be available in the department during vacation while granting vacation leave to staff members. No leave will be sanctioned except OD before the commencement or after the end of the vacation leave.
- 14.4. Advance vacation leave is not permitted.

15. Leave ON DUTY:

- 15.1. 5 days leave ON DUTY (OD) are permitted per semester for attending FDPs/Conferences/Workshops.
- 15.2. A maximum of 5 days leave ON DUTY/semester will be granted for the university paper valuation work.
- 15.3. Leave ON DUTY will be granted for faculty members going for Practical examination / external invigilation / AUR / Squad / any other duty of Anna University.
- 15.4. The leave form along with relevant documents/ attendance sheet etc., must be produced to the office for the support of attending On-Duty within a day.

16. Permission:

- 16.1. Only 2 permissions of one hour duration, either at the beginning of the forenoon session or at the end of the afternoon session, are allowed every month.
- 16.2. Taking permission on the last working day of every month for the sake of utilizing the unused permission shall be avoided.

17. Rules for relieving from the duty:

- 17.1. Every staff member who is working with Kings is expected to continue his/her service till his/her legal eligibility. However, in certain cases, if a staff member wants to move away from Kings, he/she shall get relieved from Kings after submitting resignation letter with proper notice period.
- 17.2. During the academic period (contact period with students) if a staff wants to leave, he/she should submit a three months prior notice. During the exam period he/she should submit at least one month notice failing which it attracts three months' / one month's salary as compensation as per the case.
- 17.3. If a staff has completed his/her Ph.D. with KINGS Affiliation, he/she should work for KINGS at least two years after completion of the Ph.D. If a staff member could not work for the two year minimum period, he/she should compensate a minimum of three months' to a maximum of six months' salary as compensation as per the discretion of the Management.

J. Muthu
06/11/2020

PRINCIPAL

Rafiq Khan
SECRETARY 9/11/20

III. Student Hand Book

Our institution is educating the students in code of ethics through our college hand book. At the start of the very semester the class in charges describe about these codes and any changes in it. The hand book includes code of conduct, dress code, codes for classroom discipline, attendance and leave rules and hostel rules & regulations are as given below. The soft copy of hand book is available in our college website.

3.1 Code of Conduct

- College functions between 9.15 a.m. and 4.30 p.m. on all working days with 8 sessions of 45 minutes duration.
- Ragging in any form is totally banned and any one found indulging in ragging will be severely punished which includes dismissal from the College. A committee comprising senior faculty members from every department lead by a convener will ensure no such activity is taking place.
- Students should maintain silence, decency and decorum always.
- Strict discipline is maintained within the premises of the institution. Indiscipline, misconduct, disobedience, damage to the materials or any other irregularity will render a student liable for compensation, suspension or immediate dismissal from the institution.
- All the Faculty Members are authorized to check any misconduct of the students within and outside the campus for disciplinary action.
- Implicit obedience to orders of the staff is demanded from every student.
- Students attending meetings and functions within or outside the campus should maintain perfect order and discipline.
- A student suspended thrice will be dismissed immediately without any enquiry.
- Visitors will not be allowed to contact a student during the class hours. However, under unavoidable circumstances, they will be permitted to meet the students with prior permission from the authority concerned.
- Students are advised to take care of their valuables (such as calculator, watch etc.,) at their own risk.
- Usage of mobile phones/gadgets is restricted only for academic purposes and will not be permitted for entertainment to make this campus conducive for learning. Failure in this aspect will effect in seizure of such gadgets.
- Usage of two-wheelers to reach the campus is not allowed in order to protect the students against any untoward accidents. Students are expected to keep in line with the code.

- Final year U.G & P.G students are allowed to use laptops with prior permission. Students are permitted to use the laptop only on the laptop zone which is available in the department during tea break and lunch sessions. Laptops should not be used during class hours. Hostlers can use laptops before and after study hours with proper prior permission.

3.2 Dress Code

- Boys should come to the classes in formal decent tucked-in shirt and Girls should come in decent churidhars, shoes for the regular classes.
- Students should come in uniform to the labs with shoes on the mentioned days.
- Student should wear their Identity card while inside the campus.
- Wearing unwanted wrist bands, ropes are strictly prohibited inside the campus.
- PG students should also come in formal dress with shoes.
- Wearing jeans and T-shirt are strictly not allowed.

3.3 Codes for Classroom Discipline

- Students are expected to be punctual and regular to their classes.
- Students should not loiter around in the verandah or other places during the class hours.
- Students are expected to be in their respective classes at least 5 minutes before the commencement of the classes.
- Late comers should get permission for entering the class. No student should leave the class without the permission of the faculty.
- Students will not be allowed to come out of a lecture hall during two class hours without any valid reason and prior permission.
- Students are required to attend the classes with text books, note books, calculator, instrument box etc. as prescribed by the faculty.
- In the laboratories, no student will be assigned with new experiment or work until the record of his / her previous work is checked by the faculty-in-charge.
- Every faculty-in-charge of a class is authorized to probe any misconduct of the students and may require student/students to withdraw from his / her classroom and shall escalate the matter to the Principal.
- Disobedience to the order of a faculty will be deemed as breach of code of conduct.
- Attendance is imperative for sports, seminar or library hours and it is accounted for calculating the percentage of attendance.
- Observation and records should be completed in time for smooth conduct of lab.

3.4 Attendance and Leave Rules

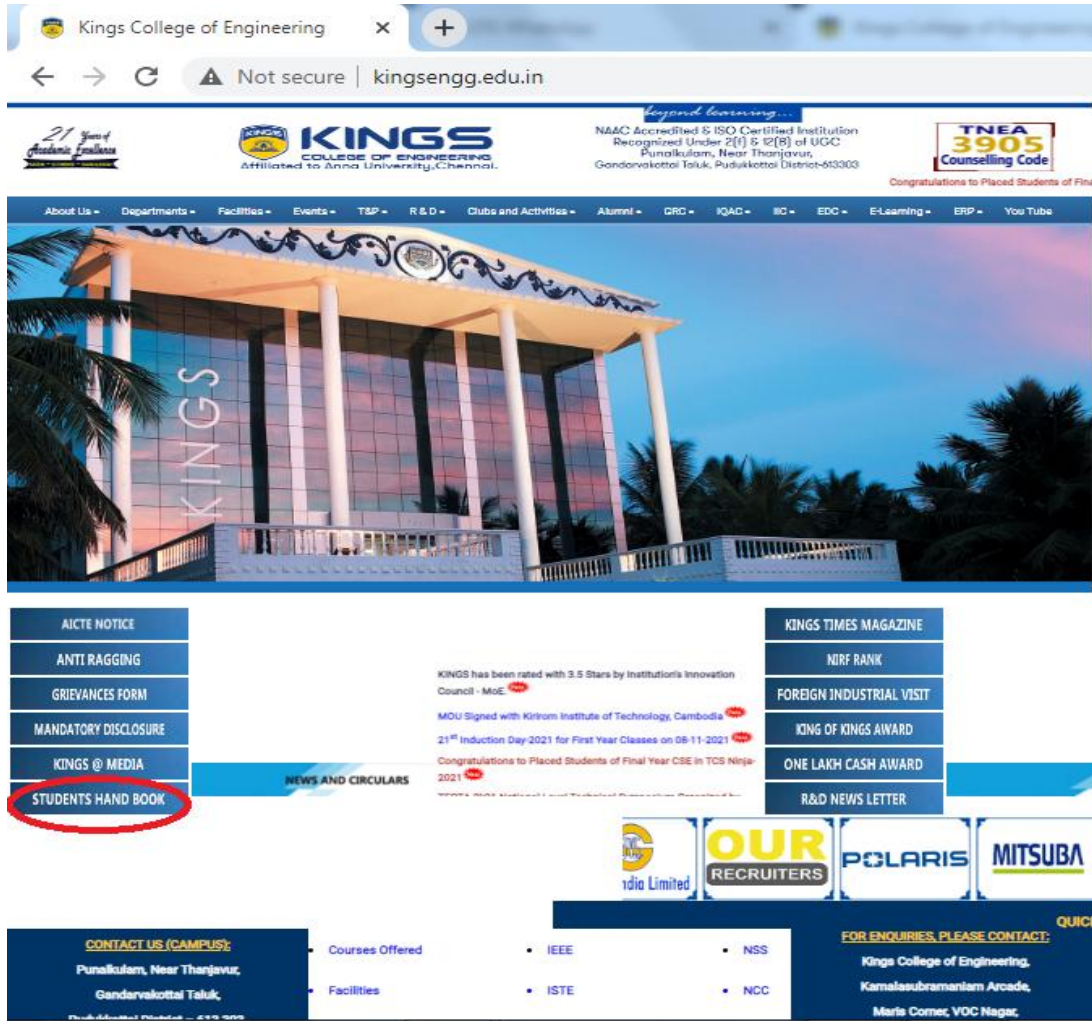
- Although the University prescribes a minimum of 75% of attendance, attendance above 90% in each semester is insisted for a better exposure to subjects.
- The attendance records as per University norms will be entered online through portal in appropriate slots.
- Students are not allowed to avail leave of more than 3 days per semester without valid reasons and with prior permission from class coordinator and HoD.
- On emergencies, leave request may be made by the parent to the class coordinator through phone call.
- Un-authorized absence of students to the college is strictly prohibited and will be considered as indiscipline.
- Student availing leave on medical grounds should submit medical certificate to the class coordinator before the corresponding web portal entry period of Anna University. This has to be forwarded by HOD and approved by Principal. Appropriate entries will be recorded in the student record for future reference.
- Medical ground exception shall be claimed only once during the entire duration of his/her studies.

3.5 Hostel Rules and Regulations

- No student should involve in any kind of disciplinary activity. Students indulging in such activities will be immediately suspended from the hostel.
- Ragging in any form is totally banned and is punishable as per the Anna university/Government Order. If any student is found to be indulging in any sort of ragging or harassment to juniors or other fellow students, inside or outside the hostel, he/she will be dismissed immediately from the college and criminal action will be taken against them as per the norms.
- Study/Silence hours are strictly observed from 8.30 p.m. to 10.30 p.m. Attendance will be taken during the study hours and monitored by the Assistant warden. Students should dedicate these hours only to their studies. (Writing assignments, records, etc., are strictly not permitted). They are required to maintain silence and discipline.
- No student will be allowed to go out of the Hostel after 6.00 p.m.
- Use of mobile phones, cameras, etc., are strictly prohibited inside the hostel. If found in contravention, they will be seized and disciplinary actions are initiated.

- Consumption of tobacco/pan in any form is strictly prohibited inside the hostel. Consumption of any intoxicants or drugs is totally banned and will lead to immediate dismissal from the hostel and the college.
- During instructional days outing is not permitted. Outing is permitted only on Sundays (9.00 a.m. to 6.30 p.m.).
- Hostel Gate will be closed sharply by 9.15 a.m. and opened only after the Lunch

3.6 Screen shot of our college website



Proceedings of Monitoring Committee

IV. Discipline and Anti-ragging Committee

4.1 Form of Procedure



Discipline committee

In order to maintain discipline and smooth functioning of the institution the following procedure and guidelines are framed.

Disciplinary Procedure

- Any charge of misconduct/indiscipline against a student should first be reported to the Principal.
- The concerned department DC member should inform to the Head of the Department.
- The HoD should enquire that issue and based on the seriousness of the issue the matter will be forwarded to the Principal.
- The Principal, after getting satisfied on the availability of the evidence relating to the misconduct / indiscipline, may forward the issue to the DC convener for further action.
- The DC convener will recommend to the Principal for issuing suspension order. The order copy will be issued to the students within 24 hours through the concerned HoD.
- The issue will be brought to the enquiry committee formed by the management to investigate the facts.
- The students those who are involved in misconduct / indiscipline should appear in front of the enquiry committee with their parents at the time of call made by the committee.
- The enquiry committee will do thorough investigations and will submit its report and recommendations to the Principal.
- The Principal will take necessary action based on the report submitted by the committee after getting approval from the management.

J. Romanki
14/7/17
PRINCIPAL

14/7/17
SECRETARY

4.2 Rules and regulation



Academic year-2017-18

14.07.2017

Students are asked to follow the rules and regulations framed below for the smooth conduct of the academic procedures:

1. Students should follow the dress code-(Boys - Formal pant & shirt, black shoes and ID card, Girls - Chudithar with shawl (leggings are strictly prohibited), black cut shoes and ID card).
2. Students should be inside the classroom before 9.15 a.m. They should strictly adhere to the break timings.
3. Students are instructed to avoid roaming inside the campus during class hours.
4. Students are instructed to avoid coming after the commencement of the examination (both internal and AU exams).
5. Students should get proper permission for participating in extra and co-curricular activities during class hours.
6. Students found involved in ragging / misbehaving with girl students will be dismissed from the college immediately without any warning notice.
7. Students are instructed to avoid coming by two wheelers to the college.
8. Mobile phones are strictly prohibited inside the campus and in college bus.
9. Students have to maintain neat formal hairstyle.
10. Hostellers should handover the mobile phones to the Hostel Superintendent; and can use it at a particular time recommended.
11. Hostellers should not come out of the hostel (6.00 a.m. to 9.00 p.m.) in lungies, even for canteen.
12. The dining time of hostel students should be strictly followed
 - > Breakfast - 8.15 a.m. to 8.55 a.m.
 - > Lunch - 12.30 p.m. to 1.05 p.m.
 - > Dinner - 7.45 p.m. to 8.45 p.m.
13. Hostel will be closed from 9.00 a.m. to 12.30 p.m. and 1.15 p.m. to 4.30 p.m.
14. Outside students and visitors are not allowed inside the hostel.
15. Those who get out pass for various reasons should leave the college within 15 minutes.
16. Students should not keep the study material inside the classrooms after working hours.
17. To avoid unnecessary problems the Students are not allowed to enter in to other classrooms.
18. Three times late entry in the morning will be allowed for students. After that they will not be permitted until they bring their parents.
19. Celebrations, in general, are not permitted inside or outside of the college campus.
20. DC squad is formed for monitoring the students.
21. No retest (AT-I, AT-II and Model exam) will be conducted for the students who are absent due to various reasons.
22. Parents will be called for students who have failed in three or more subjects in AT-I, AT-II and Model exam.

DC CONVENER

PRINCIPAL

SECRETARY

4.3 Members of Discipline Committee

S. No.	Name of the Staff	Department	Designation
1	Dr.V.Sureshkumar	HoD / S&H	Overall Coordinator
2	Dr.G.Shankarakalidoss	AP / Maths	Coordinator
3	Mr.R.Sundaram	AP / Civil	Member
4	Dr.D.Sivakumar	AP /CSE	Member
5	Mr.R.Sathiyaraj	AP / ECE	Member
6	Dr. P.Narasimman	AP / EEE	Member
7	Mr.H.Agilan	AP / MECH	Member
8	Mr.V.Rajendran	PED	Member
9	Mr.A.Parivallal	Lab Assistant /ECE	Member
10	Mr. R. Alex	Lab Assistant /EEE	Member
11	Mr.K.Ragublan	Lab Assistant /EEE	Member
12	Mrs. K. Kalpana	Office Assistant	Member
13	Mr. T. Saravana bavanantham	Exam Cell	Member

4.4 Members of Anti Ragging Committee

S. No.	Name	Position	Category	Present Designation / Occupationn
1	Dr. J. Arputha Vijaya Selvi	Chairman	Principal	Principal
2	Mr. R. Singaravel	Member	Police Department	Police Inspector
3	Mr. M. Karuppaiya	Member	Revenue/Taluk/ Civil/Officers	VAO
4	Mr.RS.Kumaravelan	Member	Official of NGO	Member
5	Mr. M. Singaravelu	Member	Representatives of parents	Nodal Officer
6	Mr.M.Aravind	Member	Representatives of Students	IV CIVIL
7	Ms. R. Padmareka	Member	Representatives of Students	IV ECE
8	Mrs. SA.Sindhamani	Member	Representatives Non- Teaching	Accounts Asst
9	Mr. G.Rajiniganth	Member	Representatives Non- Teaching	Technical Asst. Officer

V. Circulars and Geo tagged photographs of activity organized

Kings College of Engineering is organizing the activities regarding code of ethics in every academic year for faculty members, students and other staff members are as given below

5.1 Universal Human Values (UHV) Programme:



DEPARTMENT OF SCIENCE AND HUMANITIES Academic Year 2020-21

Universal Human Values (UHV) Programme

As per the AICTE instructions we are plan to organize "Online UHV Program" on the following Saturdays as per the schedule given below. Google Meet link will be intimated to students and Resource person through class coordinators in advance. Class coordinators are instructed to cooperate for the smooth conduct of the program. Attendance for students is compulsory.

Time: 1.45 pm to 4.00pm

Platform: Google Meet

S.No.	Branch/ Class	Date/ Day	Title of the program	Name of the Resource Person
1.	Common to all First year Students	19.12.2020 Saturday	Human Aspirations – Continuous happiness and Prosperity	Mrs.K.Abhirami, AP/CSE, KCE
			Right Understanding with Human Beings	Mrs.R.Revathi, HoD/CIVIL, KCE
2.		02.01.2021 Saturday	Understanding the needs of self and body	Mrs.N.Mangayarkarsi AP/ECE, KCE
			Understanding harmony in the family	Dr.T.Shanthi, AP/ECE, KCE
3.		09.01.2021 Saturday	To ensure Trust and Respect in human relationship	Mr.R.Sundaramoorthy, AP/EEE, KCE
			Understanding the difference between intention and competency	Dr.K.Sudhakar, AP/T&P. KCE
4.		23.01.2021 Saturday	Respect and differentiation in Human Relationship	Mrs.S.Puvaneswari, AP/CSE, KCE
			Interconnectedness and fulfillment of nature recyclability and self- regulation in nature	Dr.B.Bharankumar, AP/T&P. KCE
5.		30.01.2021 Saturday	Competence in Professional Ethics	Mr.B.Sureshababu, AP/T&P. KCE
			Visualizing a Universal harmonious order in society- undivided society	Dr.T.Pusparaj HoD/MECH, KCE
6.		06.02.2021 Saturday	Holistic perception of harmony at all levels of existence	Dr.A.Albert Martein Ruban HoD/ EEE, KCE
			Natural acceptance of Human Values	Dr.S.Sivakumar, Vice Principal, KCE

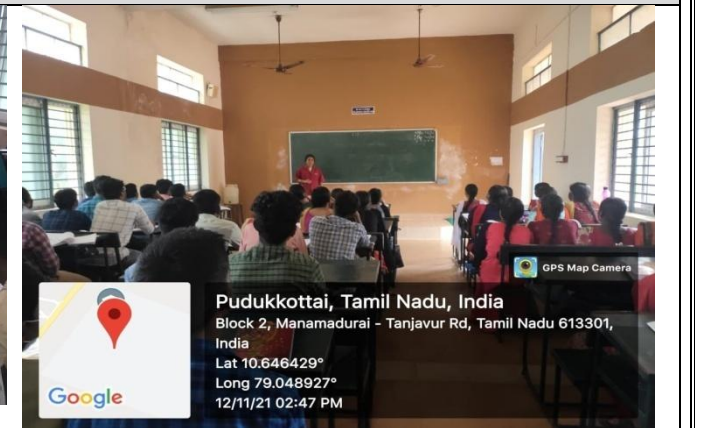
[Signature]
Coordinator UHV
14/12/2020

[Signature]
HoD / S & H
14/12/2020

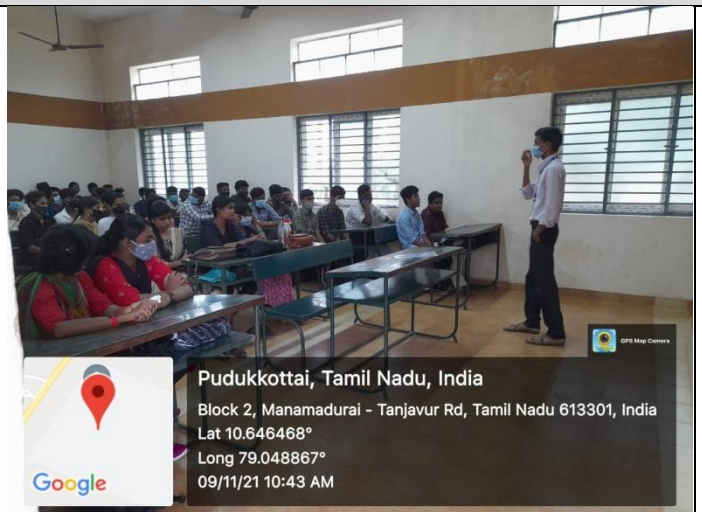
[Signature]
Principal
14/12/2020



Dr.V.Sureshkumar, HEAD, S&H, and Dr.S.Udayakumar, AP, Chemistry, during UHV session



Dr.P.Saravanan, AP, Chemistry, and Dr.S.Geetha, AP, Maths, during UHV session



Mr.G.Dhinesh, AP, English, and Mrs.R.Ranitha, AP, CSE, during UHV session

5.2 Student CHANGE Club (SCC)

About:

- Initiated in the year 2013.
- Aims at accelerating student participation and providing scope for enrichments.
- Provides opportunities to the students to excel in all spheres.
- CHANGE (Conduct **H**ealth **A**ttitude **N**exus **G**ratITUDE **E**xcel) is not the word but the maximum of the club to include good qualities abbreviated among the students.
- Contributes in enhancing moral & ethical values.
- Creates a sense of awareness, commitment, co-ordination and team spirit among students

Objectives:

- To strengthen the unity among the students.
- To impart good qualities among the students.
- To provide opportunity to know the activities of the department.
- To have a planned action for the future.
- To provide a platform for the students to excel in extra and co-curricular activities.
- To expose the educational opportunities to the students.
- To make the student a better human by inculcating the ethics and moral values in them.

Agenda:

The **Agenda** for the Prayer Meeting from 09.00 a.m to 09.15 a.m is as follows:

1. Compere
2. 1 Minute - Silent Prayer
3. 3 Minutes - Sayings from Holy Books
 - a. 1 Minute - Bagavath Geetha
 - b. 1 Minute - Quran
 - c. 1 Minute - Bible
4. 1 Minute - Thirukkural
5. 1 Minute - Awareness Talk
6. 1 Minutes - Appreciation of the work done
7. 1 Minutes - Discussing the action plan for the forthcoming days (**Student, Staff and institution related activities**)
8. 2 Minutes - Moral Story
9. 1 Minute - Technology Update
10. 1 Minutes - Relishing the memories of the week / Technical Speech on new innovations.
11. 1 Minute - English News
12. 1 Minute - Activity of the day
13. 1 Minute - Thanks Giving

Student CHANGE Club Coordinator:

A coordinator from each department and overall staff coordinator will be ensuring the SCC activities

Benefits:

- Achieve leadership and public speaking skills.
- Achieve Sense of team player ability and better co-ordination.
- Molded well in all aspects.
- Develop Sense of gratitude and keep the environment neat & clean.
- Improved presentation and communication skills.
- Become socially responsible in conserving water and electricity.
- Become motivated when their peers achievements and participations are appreciated.

Schedule of SCC Meet

SCC meet is conducted in all departments every week. Schedule of SCC meet is as given below

S.No.	Department	SCC Conducting Day
1	Civil	Friday
2	CSE	Thursday
3	ECE	Monday
4	EEE	Wednesday
5	MECH	Tuesday
6	S&H	Friday

SCC Meet in CIVIL Department



SCC Meet in CSE Department



SCC Meet in ECE Department



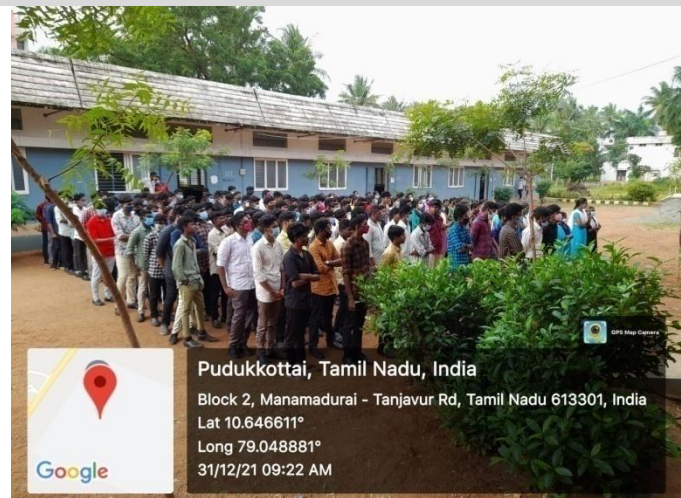
SCC Meet in EEE Department



SCC Meet in MECHNICAL Department



SCC Meet in S & H Department



5.3 Motivational / Awareness Program

A one day motivational program for all students had been conducted on 13.10.2018 & 23.09.2019. "Ilaiya Abdul Kalaam" Dr.I.Jegan, Motivational speaker was the resource person of the program. This programme has changed the attitudes of our students. This is vouched by the tearful confessions made by the students on the stage. Few students have been given an opportunity to showcase their hidden talents. In this programme many of the students, faculty members and other staff members have participated and got benefited.

Motivational Programme on 13.10.2018



Honoring the Chief Guest



Resource Person Dr.I.Jegan started his Programme



Active participation of Students and Staff members



Motivational Programme on 23.09.2019 & Started by lighting the Kutthu Villakku



Honoring the Chief Guest



Resource Person Dr.I.Jegan started his Programme



Student's Response



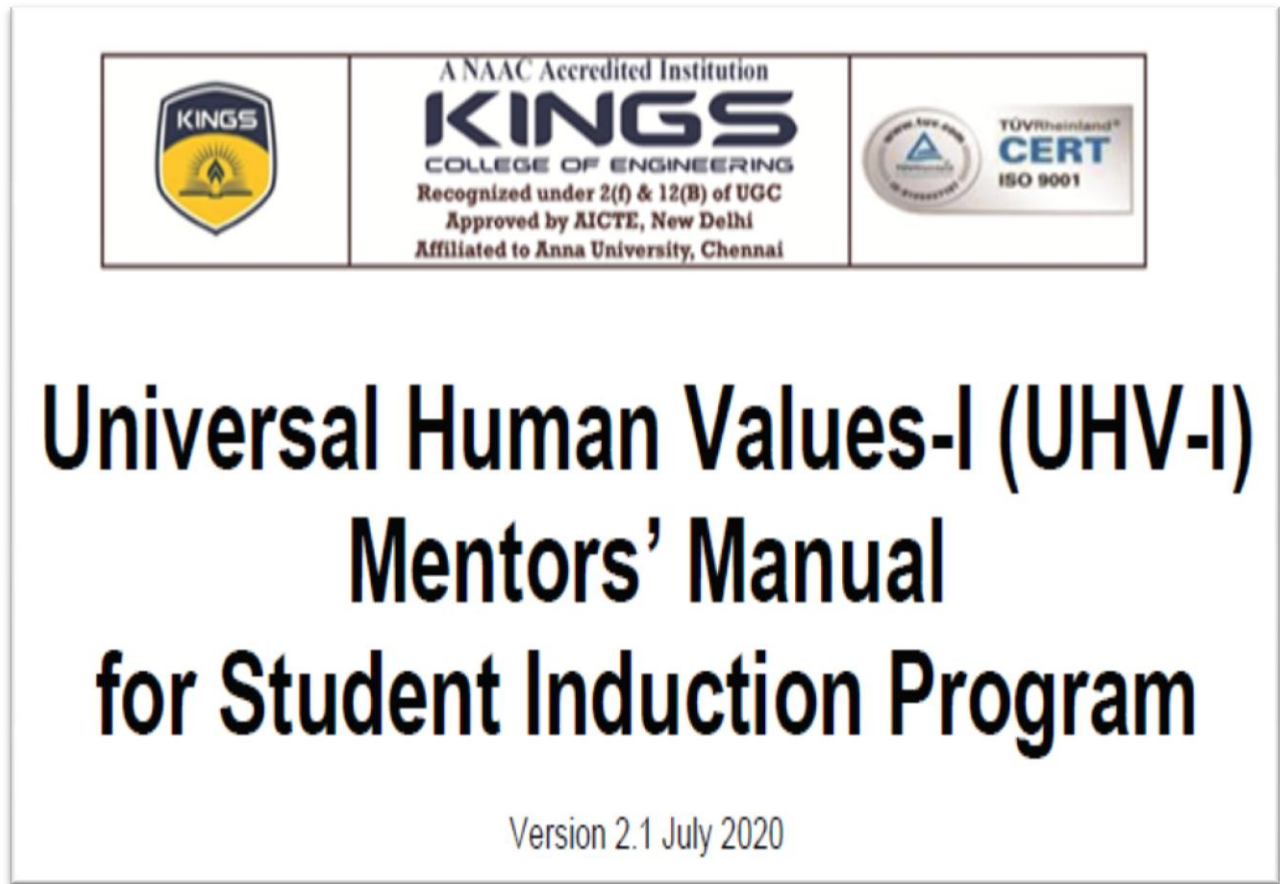
Active participation of Students and Staff members



VI. Manual on Human values

In our institution UHV/ SIP cell is conducting programmes every year for faculty members, students and other staff members through UHV Mentors. In this regard, College is providing UHV manual to faculty members, Students and other staff members.

6.1 Front Page of Manual



6.2 Content of the manual

Contents

Preface.....	3
Context, Background of SIP and UHV in SIP	3
Guidelines for Value Education	4
Methodology for Value Education	5
Guidelines for UHV-I Mentors (Facilitators)	5
Classes in Dialogue Mode.....	5
Solution Approach	6
Be a Co-explorer.....	6
Class Size	6
Language	6
Class Notebook.....	6
Class Summary.....	7
Attendance.....	7
Facilitator, Co-facilitator, Observer and Volunteers.....	7
Other Activities	8
Online Delivery of UHV-I.....	8
Content of UHV-I	8
Schedule (Session-wise List of Topics)	9
Welcome and Introductions.....	11
Aspirations and Concerns	13
Aspirations and Concerns Part 1: Exploring our Aspirations and Concerns.....	13
Aspirations and Concerns Part 2: Basic Human Aspirations and their Fulfilment	16
Self-Management	21
Self-Management Part 1: Aspirations and Concerns at the Individual Level	21
Self-Management Part 2: Peer Pressure – The Concern and its Resolution	24
Health	26
Health Part 1: Understanding Health	26
Health Part 2: Program for Health (Individual Level and Collective level)	29
Relationships	31
Relationships Part 1: The Foundation of Relationship – Trust	31
Relationships Part 2: Respect – Right Evaluation of Intention and Competence	35
Relationships Part 3: Reverence for Excellence	38
Relationships Part 4: Gratitude	41
Society	43
Natural Environment	46
Sum Up	48
Self-evaluation and Closure.....	49
Evaluation of UHV-I	50
Follow up	50
Guidelines emerging out of UHV for Planning the SIP	52
Accompanying Teaching Resources	52

VII. Web Links

S. No.	Content	Web Links
1	Student hand Book	http://kingsengg.edu.in/Main_Page_Files/Hand%20Book-new-website.pdf
2	UHV Manual	https://fdpsi.aicteindia.org/download/Guidelines/G008%20Facilitator%20(Mentor)%20Manual%20Version%202.1.pdf
3	UHV Programmes	https://youtu.be/p6uXALC4J_I
		https://youtu.be/GCTOnsls0Kc
		https://youtu.be/CFzgP0xcHmY
		https://youtu.be/q0copyxcn3E
		https://youtu.be/E4JdljTnmMw
		https://youtu.be/YsgytSSYLn8
		https://youtu.be/ijm4_WuZGGw
		https://youtu.be/RXFh_ewxe5k
		https://youtu.be/y3j2TQOEGP4
		https://youtu.be/eaUMA3bCmr8
		https://youtu.be/h0K7TndwZGs
		https://youtu.be/lfN8q0xUSpw
https://youtu.be/C6WdzIcodXg		
https://youtu.be/hzle6c7Lglk		
4	Student Induction Programme	https://www.youtube.com/playlist?list=PLfZsHr-vn52kNyS1BwWSsTNvWIKkW1-k5

J. Pratheepan

Principal
PRINCIPAL
 Kings College of Engineering,
 PUNALKULAM - 613 303.