

# **KINGS**

## **ENGINEERING COLLEGE**

**An Autonomous Institution**

**Affiliated to Anna University, Chennai**



## **CODE OF CONDUCT POLICY**

As per the Approval of Governing Council

(Updated in 2025)

## **PREFACE**

Education is not only the process of acquiring knowledge and technical skills but also the development of discipline, ethics, responsibility, and character. An educational institution plays a vital role in shaping students into competent professionals and responsible citizens who contribute positively to society. In this regard, maintaining a disciplined and value-based academic environment is essential for achieving excellence in education and professional growth.

The Code of Conduct Policy has been framed to establish clear guidelines regarding the expected behavior and responsibilities of students within the institution. The policy aims to promote academic integrity, mutual respect, moral values, professionalism, and social responsibility among all members of the college community. It also seeks to ensure a safe, secure, inclusive, and harmonious atmosphere that supports effective teaching-learning practices and holistic student development.

This policy outlines the standards of conduct to be followed by students in matters related to academic discipline, attendance, dress code, respect towards faculty and fellow students, use of institutional facilities, anti-ragging measures, and adherence to administrative and university regulations. The institution expects every student to uphold the dignity and reputation of the college through responsible behavior both within and outside the campus. The successful implementation of this policy depends upon the cooperation, commitment, and active participation of students, faculty members, administrative staff, parents, and all stakeholders of the institution. By adhering to these principles and regulations, students will not only achieve academic success but also develop the ethical and professional qualities required for their future careers and societal responsibilities.

This Code of Conduct Policy shall serve as a guiding framework for maintaining discipline, fostering positive values, and strengthening the culture of excellence within the institution.

## **CODE OF CONDUCT POLICY**

### **1. PREAMBLE**

The institution is committed to maintaining a disciplined, ethical, safe, and academically enriching environment for all students. The Code of Conduct Policy is established to promote responsible behavior, uphold institutional values, and ensure that every student contributes positively to the reputation and growth of the college. Every student admitted to the institution shall strictly adhere to the rules and regulations prescribed by the college and the affiliating university.

The policy serves as a framework for maintaining discipline, academic integrity, mutual respect, and professional ethics within the campus and during all institutional activities.

### **2. PURPOSE OF THE POLICY**

The purpose of this policy is to:

- Promote academic excellence and moral responsibility.
- Ensure disciplined behavior among students.
- Create a safe and respectful learning environment.
- Prevent misconduct, ragging, malpractice, and unlawful activities.
- Encourage ethical values, punctuality, and professionalism.
- Protect institutional property and maintain campus harmony.

### **3. STUDENT RESPONSIBILITIES**

Every student admitted to the institution shall accept the responsibility of obeying the rules and regulations of the college and shall perform their duties with sincerity, discipline, honesty, fidelity, and honor. Students are expected to maintain behavior that reflects positively on themselves and the institution both within and outside the campus premises.

Students shall maintain socially accepted standards of morality and conduct themselves in a respectful and dignified manner at all times. Courtesy and respect shall be shown towards faculty members, administrative staff, non-teaching staff, seniors, visitors, and fellow students.

### **4. ACADEMIC DISCIPLINE AND ATTENDANCE**

Students shall regularly attend all classes, laboratory sessions, examinations, seminars, and academic activities conducted by the institution. They are expected to complete every academic requirement prescribed by the institution and affiliating university.

Students shall strive to maintain full attendance and actively participate in classroom

learning activities. Attendance requirements prescribed by the institution and university shall be strictly followed. Habitual absenteeism, late coming, or negligence in academic activities may invite disciplinary action.

Students are also expected to secure satisfactory performance in tests, assignments, internal assessments, and university examinations through honest effort and regular preparation.

#### **5. DRESS CODE AND IDENTITY CARD**

Students shall adhere to the approved dress code prescribed by the institution. Dressing shall be decent, neat, and appropriate to maintain the professional atmosphere of the campus.

Every student shall wear and display the college identity card while inside the campus and during all institutional activities. Failure to carry or produce the identity card when required may result in restriction from attending classes or utilizing campus facilities.

#### **6. RESPECT TOWARDS COLLEGE COMMUNITY**

Students shall maintain proper respect and courtesy towards teaching and non-teaching staff, senior students, guests, and fellow students. Use of abusive language, threatening behavior, harassment, discrimination, or any act affecting the dignity of others shall be treated as misconduct.

Students are expected to cooperate with faculty members and institutional authorities in maintaining discipline and academic standards.

#### **7. PROTECTION OF INSTITUTIONAL PROPERTY**

Students shall safeguard the property and infrastructure of the institution including classrooms, laboratories, library resources, furniture, transport facilities, hostel facilities, equipment, and other assets.

Any act involving damage, destruction, defacement, misuse, or unauthorized removal of institutional property shall be considered a serious violation of discipline. Students responsible for such acts shall be liable for disciplinary action and recovery of damages.

#### **8. PARTICIPATION IN MORNING ASSEMBLY AND OFFICIAL ACTIVITIES**

Students shall attend the morning assembly and all official academic or institutional programs conducted by the college. Such activities are organized to impart moral values, discipline, leadership qualities, and to communicate important announcements and institutional information.

Students shall maintain discipline and decorum during all institutional events and gatherings.

### **9. COMPLIANCE WITH ACADEMIC AND ADMINISTRATIVE RULES**

Students shall abide by all academic and administrative rules framed by the institution and the affiliating university. They shall accept the evaluation procedures, examination regulations, attendance requirements, and disciplinary decisions of the institution and university authorities.

Students are expected to comply with all instructions issued by the Principal, Heads of Departments, faculty members, and authorized administrative officials from time to time.

### **10. PAYMENT OF FEES AND FINANCIAL RESPONSIBILITY**

Students shall pay tuition fees, examination fees, transport fees, hostel fees, and any other prescribed fees within the stipulated time period.

Failure to pay fees on time may result in restriction from attending classes, appearing for examinations, receiving hall tickets, or accessing institutional services as per institutional regulations.

Students discontinuing the course before completion shall comply with the fee regulations and obligations prescribed by the institution.

### **11. USE OF COLLEGE TRANSPORT AND LIBRARY FACILITIES**

Students utilizing college transport facilities shall carry valid bus passes and follow all transport rules and regulations. Misconduct during travel or misuse of transport facilities shall invite disciplinary action.

Students using library facilities shall handle books and learning resources responsibly and return them on time without damage. Loss or damage of library materials shall be compensated as per library rules.

### **12. PROHIBITED ACTIVITIES**

Students shall strictly refrain from engaging in any unlawful, unethical, or prohibited activities inside or outside the campus during institutional activities.

The following actions are strictly prohibited:

- Possession, consumption, distribution, or influence of alcohol, tobacco, smoking products, narcotic substances, or harmful drugs.
- Disturbing peace and harmony within the campus.

- Damaging or defacing college property.
- Physical assault, threats, intimidation, or violent behavior.
- Political activities or inviting external persons for unauthorized activities inside the campus.
- Organizing celebrations, meetings, or functions without prior permission from the management.
- Participation in any form of malpractice during examinations or academic activities.

Violation of these rules shall attract severe disciplinary action.

### **13. ANTI-RAGGING POLICY**

The institution strictly prohibits ragging in any form within the campus, hostels, transport facilities, and outside the campus premises.

Ragging includes physical abuse, verbal abuse, mental harassment, humiliation, intimidation, or any act causing discomfort to another student. Ragging is a punishable offense under law and institutional regulations.

Any student found directly or indirectly involved in ragging activities shall face strict disciplinary action including suspension, expulsion from the institution, filing of police complaints, and other legal consequences as per government norms.

The institution is committed to maintaining a ragging-free campus environment that ensures safety, dignity, and equality for all students.

### **14. DISCIPLINARY ACTION**

Violation of any provision of this Code of Conduct Policy shall result in disciplinary action based on the nature and severity of the offense.

Disciplinary actions may include:

- Warning or counseling
- Fine or penalty
- Suspension from classes or hostel
- Debarment from examinations or activities
- Cancellation of scholarships or privileges
- Expulsion from the institution
- Legal proceedings wherever applicable

The decision of the disciplinary committee and institutional authorities shall be final and binding.



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