

SRI VENKATESWARAA COLLEGE OF TECHNOLOGY

VADAKAL, SRIPERUMBUDUR - 602105

Approved by AICTE, Affiliated to Anna University

GENERAL RULES & CODE OF ETHICS

(Revised on 15th Decemeber 2020)



SRI VENKATESWARAA
COLLEGE OF TECHNOLOGY
Vadakal, Oragadam Industrial Corridor, Sriperumbudur

Approved by
AICTE, New Delhi
Affiliated to
Anna university, Chennai

GENERAL RULES & CODE OF ETHICS -STUDENTS

ABOUT OUR INSTITUTION

Sri Venkateswaraa College of Technology was started in 2010 as the flagship institute under Govindasamy Naidu Educational Trust. The college is located in BHB Nagar, Vadakal Village, Oragadam Industrial Corridor, Sriperumbudur 602 105. The college offers technical education to budding engineers in the field of Computer Science & Engineering, Artificial Intelligence and Data Science, Electronics and Communications Engineering, Electrical and Electronics Engineering, Mechanical Engineering, Civil Engineering and Computer Science Engineering (Cyber Security). SVCT is one of the very few colleges that have understood the value of nurturing engineers with rich knowledge of upcoming technologies and giving hands on exposure on industrial technologies for students, right from a very earlier stage. Hence as an initiative towards increasing the industry-institute interaction and to bridge the skill gap the Techno Park provides an opportunity for students to collaborate with industries, learn from the industries, work along with them and get the most needed practical exposure at the tender stage of learning itself which makes students of SVCT highly deployable and most sought by the industries.

COURSES OFFERED

01. B. E. Civil Engineering
02. B. E. Computer Science & Engineering
03. B.E. Electrical & Electronics Engineering
04. B.E. Electronics & Communication Engineering
05. B.E. Mechanical Engineering
06. B.Tech Artificial Intelligence & Data Science

COLLEGE VISION

To be a premier institute that imparts quality Technical Education & Research, to create ethical and responsible engineers and entrepreneurs, to address the socioeconomic needs of the mankind.

COLLEGE MISSION

- To create the state-of-art infrastructure and equipment to instill innovation and best practices in teaching, training and research.
- To nurture and strengthen entrepreneurial skills among students.
- To develop ethos of lifelong learning to enrich ethical and professional behavior for a prosperous society.

Working Days & Timings:

- College working days are from Monday to Friday, and some Saturdays in a month.
- General Timings – 8.15 am to 3.00 pm. Buses will leave the campus at 3.15 pm.
- On all working days: 8.15 am to 3.00 pm – Regular Classes.
3.30 pm to 4.30 pm – Self Learning Classes
- Students are not permitted to enter the campus after 8.15am and not allowed to leave the college before 3.15 pm as per the working hours. Visitors are strictly not allowed during the college hours.

Vacation:

As per the Anna University Academic Schedule, semester vacation will be provided after end semester examinations.

Visitors Timings:

Staff In-Charges, HoDs & Principal : 2.00 pm. to 3.00 pm.

Chairman & Vice Chairman : 3.00 pm. to 4.00 pm.

Hostel Visitors Timings:

- Only on Government Holidays and Sundays: 9.00 am. to 5.00 pm

Transport:

- Our college buses covers Chennai city, Sriperumbudur and suburbs so students staying near the college bus routes are not considered for hostel accommodation.
- All the day scholars should come to college by the college bus only. No private vehicles are allowed. Hence, parents are kindly requested not to provide two wheelers or any other vehicles to your wards to come to the college.
- All day scholars should board only the college bus which is allotted to them with proper dress code and wearing their ID card before boarding the bus and till getting out of the bus in the evening. They are not allowed to board any bus other than the one which is allotted to them.
- Bus in-charges should keep the name list of the staff and students boarding the bus and note the attendance of the staff and students boarding the bus for which he / she is in-charge in the morning and evening regularly.

- Hostel students are strictly not allowed to board the buses when they are going to their home town or to their local guardian's house and also while returning to college / hostel.
- All the day scholars should come only by the college bus.
- Buses are operated for the convenience of the day scholars and he / she can board the bus only at his / her nearest boarding point.
- All the buses will leave the campus at 3.30 pm.
- Students are not permitted to come by MTC buses / Motor bikes / Cars to the college.

Attendance:

- Even though the requirement as per Anna University Regulations for completion of a semester, a student has to attend at least 75% of the classes, the college insists on a minimum of 90% attendance for theory classes and 95% for the laboratory classes, so that
 - (i) Students can perform well in the model and university examinations
 - (ii) No one will be detained from writing the Anna University examinations due to shortage of attendance.

Leave Regulations:

- All the students should make note of the following leave regulations and are instructed to strictly abide by these rules while availing leave.
- All leave letters should be submitted to the HoD through the staff in- charge.
- Absence without leave letters will be viewed seriously.
- For Availing One Day Leave, leave letter should be submitted on the previous day. Leave letter may be signed by the students themselves.
- For Availing Two Days Leave,
 1. Leave letter should be submitted on the previous day itself with the parents' signature.
(or)
 2. Leave letter should be submitted (with the parents' signature) on the first day of the leave availing through any other student.
(or)
 3. Parents should call up the office and inform the Class In-charge/ Mentor regarding leave.

- For medical treatment, medical documents should be enclosed with the leave letter along with the parent's signature.

For Availing Symposium / Cultural OD:

- Students who have participated / won prizes during Intra-department symposium will be allowed to avail OD to participate in the symposium conducted in other colleges / Universities.
- For Technical events: Prior OD will be given to the students for presenting papers in other colleges, only upon furnishing 'acceptance letter'. Those students will be motivated by reimbursing 'Registration fee' with to and fro train fare.
- For Non-technical / Cultural events: OD will be given only after furnishing the certificates. The winners will be motivated by presenting Cash prizes.

Letters:

- All the requisition letters for Bonafide certificates, Scholarship forms, charitable trust scholarship forms, Project and In-plant training permission letters should be addressed to The Principal.

ID Card:

- ID card will be provided to each student with his/her name, Photo, Address and Blood group printed on it. All the students should wear their ID Cards while they are in the campus and in the bus. Replacement of ID card will be done in the Office.
- If damaged – Fill in the application for replacement of ID card; get it forwarded by HOD and Staff In-charge and submit the form along with the necessary fee for replacement.
- For lost/Address Changes- Submit the application for replacement along with the necessary fee for replacement.
- Change of Address- If there is any change in the address or contact number, parents should inform the respective Staff in-charge of their ward immediately.
- In case of any violation of dress code or disturbance in the class, ID card taken from the Student will be handed over to the student on the same day with proper warning and advice through Staff In-charge /Mentor/ HOD.
- In case of any misbehavior or violation of the college rules, ID cards of the students will be with the Disciplinary committee members till the enquiry is over.

Dress Code:

All the students in the campus should be neatly dressed-on all days including during all Examinations.

Boys : All the boys are expected to wear self-colored pants with their shirts neatly tucked in and shoes. Slippers are not permitted. Boys should not have long hair or beard.

Girls : All the girls should wear Churidhar with lengthy tops below knee level without slit or Anarkali Churidhar or Churidhar with umbrella cut and dhupatta neatly pinned in 'V' shape. Coloring / bleaching the hair and Wearing leggings (Stretch pants), transparent or net dhupata is not permitted.

HOSTEL POLICY

- On admission, the student will be allotted a room which will be invariably shared by three (03) students. These allotments can undergo change at anytime, for administrative or other reasons.
- The students should ensure that fans & Lights are maintained in good condition. Failing which the concerned student/s will be charged for the damaged furniture/materials which will be recovered from the students.
- Following Timings has to be followed strictly.

Details	Timing
Breakfast	07:30am to 07:45am
Lunch	12:00noon – 12:40pm on working days (May vary based on year of study) 12:30noon to 01:30pm on Holidays.
Evening Tea	03:00pm to 03:15 pm
Self Learning	3:15p.m to 4:30 pm
Play / Outing Time	4:30 pm to 5:30 pm (For Girls) 4:30 pm to 6:00 pm (For Boys)
Study Hours	5:30 pm to 7:00 pm (For Girls) 6:00 pm to 7:30 pm (For Boys)
Dinner	7:00 pm to 7:30 pm (For Girls) 7:30 pm to 8:00 pm (For Boys)

- All hostellers must strictly adhere to the hostel timings. No hosteller will be allowed to stay in the hostel during class timings.
- Parents/Authorized visitors of the hostellers are permitted to visit their wards with the permission of the prescribed hostel authorities at the designated place between 04.30 pm and 06.00 pm on weekdays and between 08.00am to 06.00pm on holidays.
- No Parent / Guardian / Visitor or any person is allowed to stay with the hostellers in their rooms.

- No Girls are permitted in the Boys Hostels and no Boys are permitted in the Girls Hostels.
- A hosteller, who wants to go out of station due to an exigency, will be issued out pass only after getting call from the registered mobile number of the parent/authorized guardian.
- Students, who wish to take leave during working days, should get permission from Faculty In-charge/HOD for the issue of out pass from the concerned hostel authorities.
- Hostellers will be permitted to go out of hostel with parents/guardians on holidays after obtaining due permission from the concerned hostel authority.
- Hostellers who are leaving the hostel to attend events/programs organized by the college should get prior permission from the concerned HOD and also their parents. Also, hostellers are required to inform the concerned hostel authority about the same.
- Hostellers must not use college transportation for going out.
- During notified vacations, students must remove all of their belongings from their allotted rooms in order to allow the hostel authorities to carryout maintenance work. Students, who prefer to stay back in hostel during the end semester vacation for Internship/ Professional Practice/ Summer Term, etc., should take prior permission from the HOD of the concerned Department and hostel authorities. Accommodation during this period will be on payment basis and such payment shall be in addition to the hostel fees paid/ payable.
- Hostellers are not allowed to use any personal vehicles. Parents are requested not to provide any vehicle for their ward.
- Hostellers may celebrate birthdays in the hostel premises with prior permission from the concerned hostel authority in specified time and place only. However, all the functions/celebrations are to be concluded before 8 pm, and students should confine themselves to their allotted rooms thereafter. There should not be any kind of discomfort caused to other Hostellers and other occupants in the hostel premises. No outside guest(s) or interference of any kind will be permitted.
- Any accidents or sudden illness should be reported immediately to the concerned hostel authority for necessary action. In case of a medical emergency, the hosteller will be

given first aid medical care and Parents/ Guardians will be informed immediately and if deemed necessary, move the concerned hosteller to a local hospital for medical attention and hospitalization. Hence, it is very important that the Phone/Contact numbers must to be updated by the hostellers/parents. If required, the cost/ medical expenses of initial medical treatment will be paid by the college and the same shall be recovered from the hosteller.

- All rooms are subject to periodic and/or unscheduled inspection by the hostel authorities. The authorities shall be entitled to inspect the entire room, including personal bags and belongings.
- There are a few essential committees such as Hostel Committee, Mess Committee and Anti-Ragging Committee consisting of students and Wardens to look after the day-to-day functioning of the Hostels.
- Students can keep their own personal Laptops at their own risk. However, hostel authorities will not be responsible for any theft or damage of the same.
- Do not use sound system with speakers, or any other type of electrical and electronic appliances/gadgets in the hostel premise.
- Ragging in any form is banned inside and outside the hostel premises. Strict action will be taken against defaulters. No leniency will be shown to offenders. Students involved in ragging will be expelled from the hostels and rusticated from College. Consumption/possession of alcohol, smoking or use of tobacco, narcotic drugs, possession of obscene pictures, posters, pornographic materials, lethal weapons or inflammable materials and the related products are strictly banned in the Hostel and College premises. Violation of these rules will be treated as a serious offence resulting in expulsion from the hostels.
- Hostellers shall not play games in the hostel premises which may cause any damage to the property and disturbance to others.
- Hostellers are not allowed to write/scribble/draw/paste anything on walls, windows or doors in the room or deface them in anyway.
- Hostellers are not expected to be remain in the hostel during class hours. However, a hosteller who is unwell may stay back in hostel during working hours, strictly on the advice of doctors and with the prior permission from the concerned hostel authority.

- No hosteller shall loiter in the hostel corridors, peep through the windows with voyeuristic tendencies or move surreptitiously between rooms causing disturbance to other residents in the hostel.
- The College reserves the right to cancel admission of a Hosteller from Hostels without giving any prior notice or reason. A hosteller shall be expelled from hostel if the hosteller fails to maintain a minimum of 75% of attendance in every Course in the concerned Academic Term as prescribed by the Academic Regulations of the College.
- The College reserves the right to revise or amend the *Hostel Policy, Rules and Code of Conduct for Hostellers* from time to time as deemed necessary by the College. Hostellers will be informed of such changes through notices/circulars and they shall abide by the revised/amended *Hostel Policy, Rules and Code of Conduct for Hostellers*.

GENERAL RULES & CODE OF ETHICS –FACULTY

CONDUCT

- Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
- Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
- Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- Every employee shall Endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.
- No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.
- No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.
- No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
- Obligation to maintain secrecy- Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- An employee of the College shall not, without the prior permission of the Principal/Designated Authority, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or

seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.

- No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Secretary.
- Acceptance of gifts- An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.

DISCIPLINE

- The Chairman/ Vice Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law is removed from the service with immediate effect.
- An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the authority competent to do so.

GENERAL

- The Faculty Member should come to the college at least 10 minutes before the commencement of classes (8.05 am).
- All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.

- The Faculty Members are expected to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.