



M.A.M. SCHOOL OF ENGINEERING

Accredited by NAAC

Approved by AICTE, New Delhi; Affiliated to Anna University, Chennai

Siruganur, Trichy -621 105.

www.mamse.in

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


1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Geo tagged photographs with date and caption for each scheme or event

S.NO	DESCRIPTION	PAGE NO
1	Handbooks, manuals and brochures on human values and professional ethics	2-5

PRINCIPAL

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HANDBOOKS, MANUALS AND BROCHURES ON HUMAN VALUES AND PROFESSIONAL ETHICS



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EXTRACTS FROM HANDBOOK

MAMSE - Rules and Regulation

“Success is nothing more than a few simple disciplines, practiced every day”

- Jim Rohn

All Powers relating to discipline and disciplinary action are vested in the Principal. The Principal may delegate all or such powers as he deems proper to any of the faculty of the institute. Every member of the faculty has authority to forbid disorderly behavior within the institution.

All the MAMSEians are required to adhere to the following rules and regulations of the Institutions and discharge your responsibilities as a student with religion and devotion.

GENERAL

1. The conduct of each student should be satisfactory.
2. Each student shall show due respect and courtesy to the teachers, administrator and the staff of the Institution.
3. College timings are from 8:45 a.m. to 5 p.m. Students are not permitted to enter into the campus after 8:45 a.m. and are also not allowed to leave the college before 5 p.m.
4. Students should be seated at the lecture hall 5 minutes before the commencement of classes.
5. Students should acquaint themselves in time with the notifications put up on the Notice-Board.
6. Damage of any kind, done to the college property will not be tolerated. The student shall compensate damage to Institute/ Hostel Property/ Furniture caused by the neglect or willful damage.
7. Tuition fees and other fees should be paid on or before the stipulated dates.
8. During the college hours visitors are strictly not entertained to meet the students.
9. Refrain from Possessing, consuming or distributing alcohol or harmful drugs or illegal Narcotics or chewing gums or smoking cigarettes. If found, it will lead to severe action including Suspension/dismissal of the Student.
10. Boys and Girls should not wear any expensive gold and other Ornaments in the college campus.
- 11 Students should use dustbins for throwing any unwanted material, Do not scribble on the desks or the black board and walls of the college and hostel.
12. The students should not loiter in the college premises when the classes are in progress. When they are free, they should make use of the college library.
13. Students can take part in inter - college competitions, TV/Radio Programmes, only after getting the prior permission from the HoD / Principal.

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- 14 Do not convene or attend any unauthorized meeting in the campus
15. Do not collect money from co-students for any purpose without the knowledge of college authorities.
16. Day scholar students will be given Transport Card with specific college bus number and bus stop. They have to come only in the specific bus. They have to possess the transport card, whenever they travel in the college bus.
17. Do not be a part of any union or group or organization. Any move to form unions or groups of any type unauthorized by the Management and the Principal is an Offense.

LIBRARY

18. In order to keep the wide circular of Library Books among Students, it is desired that the student must return the book in time failing which a fine of Rs.1/- per day per book will be charged .If the book is lost, it must be replaced by new one, failing which the "double" price of the book will be realized.
19. No journal will be issued for taking it home.
20. Three Library Tickets for each student will be issued only on production of Identity Cards.
21. The tickets issued are not transferable and the Library reserves the right to refuse issue of books on any unauthorized tickets.
22. Books will be lent out for 14 days (2 weeks) and the due date will be entered on the date slip. One renewal for another 14 days is permitted.
23. The book should normally be returned on due date.
24. Loss of borrower's tickets and books should be reported to the Librarian as soon as possible.
- 25 Loss of tickets should be reported to the Librarian immediately.
26. Duplicate ticket will be issued on payment of Rs. 25.00 after verification
27. No user shall deface the Library books by underlining, scribbling notes in the margins etc.
28. Every book will be examined as soon as it is returned, and if pages are found missing or if any book is found to be marked, soiled or damaged, the borrowers should either replace the book or pay the cost at the current market price which will be ascertained and fixed by the librarian.
- 29 Books taken out of the shelves for reading should be left on the reading tables. Students should not replace them in shelves.
30. Except for notebooks, writing materials and Library books already issued, no other personal belongings will be allowed inside the Library.
31. Periodical publications, dictionary, reports, proceedings; reference sources after reference should be handed over to the Librarian and rare books will not be lent out.
32. All members and the Library staff should observe silence inside the Library.
33. Reservation for books is also available.
34. All the students inside the campus should be neatly dressed.
35. Men students to be clean shaven at all times in the college premises.
36. All the boys are expected to wear pants with their shirts neatly tucked in. Jeans, T-shirts and Casual wears are strictly avoided inside the college campus. Girls should wear either Salvar Kameez with V shaped dupatta pinned on either sides of the shoulder or saree.


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37. No loose garments are permitted in the workshop/laboratories. Gentlemen and lady students have to wear leather shoes in the workshops.

38. In Physics and Chemistry laboratories, all students have to wear white overcoats.

ATTENDANCE

39. Students should attend the classes regularly. It is imperative that a student secures a minimum attendance of 75% to be eligible to appear for the University Examinations at the end of each semester under no circumstances this may be relaxed.

40. Leave letter should be submitted on the previous day itself with the parent's signature. No permission must be obtained for availing leave. Leave of absence will have to be obtained from the Head of the Department through their class coordinator in advance for valid reasons.

41. In case of sickness, a medical certificate should accompany the leave application along with an endorsement letter from the parent/guardian while reporting to College after recovery from illness.

42. A student who is continuously absent for 30 days without a valid reason will be removed from the rolls of the College without further deliberations.

43. Attendance at the Examinations, Tests, Assignments and Class is compulsory except on medical grounds.

44. Latecomers and defaulters.

- In case of student coming late during the first period, a grace time of 5 minutes may be permitted, however, when the student comes later than those first 2 periods may be marked absent.
- In case of student coming late after any interval break, a grace time of 3 minutes may be permitted; however, when the student comes later than that the next 2 periods may be marked absent.
- In case of student coming late and comes only after the 1st period, he/she will be marked 4 periods absent.
- In case when the student does not attend any class in between periods, the student may be marked absent for the whole day.

ID CARD

45. An Identity card displaying the details of the student is given to every individual. Students are expected to wear the identity card all the time in the campus and also while travelling by college transport.

46. In case the card is lost, a duplicate ID card will be issued against a nominal payment within a day of information to the Librarian.

CELL PHONES

47. Students will not be allowed to keep the cell phones with them, and if any culprit is found then it will be seized by the college.

48. The cell phones thus seized would be returned only at the end of the course.

49. The use of any audio / video gadgets in the campus and college transport by students is strictly banned and if such items are found in possession of students, they will be confiscated.

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