

Government College of Engineering -Tirunelveli



Approved by AICTE & DOTE
Affiliated to Anna University, Chennai, TamilNadu

College Code: 9508

HANDBOOK ON CODE OF CONDUCT [For Students]

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1. VISION AND MISSION STATEMENTS

Our Vision

To make this institution a center of learning, research eminence and excellence.

Our Mission

Government College of Engineering - Tirunelveli provides the best possible educational facilities to prepare the students for successful careers in a global society. It helps to enhance professional competency and analytical thinking to cater the needs of the Industry and research organizations and develop socially responsible technocrats with high ethical and professional integrity.

2. ABOUT OUR INSTITUTION

Government College of Engineering - Tirunelveli was started in October 1981 to fulfill the needs of the people of this region. Till then the youth of the southern districts had to go to Madurai and places farther away to pursue their engineering studies. Thus, with the starting of this college, one of the long felt expectations of the people of this area came to be fulfilled. This institution is ideally located in an extent of about 55 acres. It is about 1 km from Tirunelveli new bus stand. The college campus lies on the Tirunelveli - Trivandrum national highway.

At its inception, the college admitted students for 3 undergraduate branches, namely Civil, Mechanical and Electronics and Communication Engineering. Electrical and Electronics Engineering branch was introduced during the academic year 1986-87. Further, the Computer Science and Engineering branch has been offered since the academic year 1989 - 90. A Postgraduate course (M.E. Degree) in Computer Science and Engineering was started during 1994 - 95. Part-time B.E Degree courses are offered in Civil, Mechanical, Electrical and Electronics Engineering, Electronics and Communication Engineering and Computer Science and Engineering.

A Court with a synthetic layer and a 400 meters track are also available. The College laboratories have modern equipment which enables the students to enhance their knowledge. There are more than five hundred computers with internet connectivity and also Wi-Fi facility.

The College Library has 21,095 titles and 38,615 volumes in various fields of Engineering and Science and Humanities. In addition, the College subscribes to 40 top ranking International and National Journals. The Library activities are automated and managed through Auto-Lib software. The College has an integrated campus with Bank ATM, Cafeteria, Co-operative Stores, Conveyance and accommodation facilities that include four boys hostels and three girls hostels. All the departments of this college function in separate buildings. Residential Quarters for the staff are also available. Thus, the college has made fast progress in many respects.

MISSION GOALS

- ◆ Equip students with skills and attributes to meet the changing global demands.
- ◆ Design and implement a highly transparent, fool-proof evaluation system.
- ◆ Produce high quality technocrats, scientists, entrepreneurs, leaders and other professionals.
- ◆ Develop a sense of responsibility among students on ecology and environment.
- ◆ Enhance capacity and improvement of infrastructure which can attract and facilitate the retention of the students from rural and backward areas as well as disadvantaged and marginalized social groups.
- ◆ Deliver academic programs mainly through application-driven innovative and student centric methods using ICT.
- ◆ Design, develop and deliver faculty talent promotion programs including the use of ICT to enhance the competence of the teaching fraternity.
- ◆ Build character and develop value orientation among students.
- ◆ Establish linkages with various academic, industrial and other organizations to collaborate in the areas of academics, research, consultancy, training, employment and extension.
- ◆ Undertake research in contemporary and emerging areas of national priorities and international concerns.
- ◆ Contribute to community development through field-based research.
- ◆ Provide training and consultancy services to various organizations.

- ◆ Focus on Science, Engineering, Technology and management disciplines with in-built specialization.
- ◆ Contribute to community development through extension activities.

3. PROFESSIONAL ETHICS AND CONDUCT

- ◆ This Code shall be applied to all kinds of conduct of students who are studying in our premises and any off-campus conduct that has or may have serious consequences or adverse impact on the Institution's Interests or Reputation.
- ◆ At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
- ◆ He/she shall be regular and must complete his/her studies in this Institution.
- ◆ In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institution subject to written consent of the Principal and Chairman.
- ◆ As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student has joined on a scholarship, the said grant shall be revoked.
- ◆ The Institution believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- ◆ All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institution's interests and reputation substantially.
- ◆ Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion, language, disability, marital or family status, physical or mental disability, gender identity, etc. shall be viewed seriously.
- ◆ Intentionally damaging or destroying the Institution's property or property of other students and/or faculty members will be viewed as a misconduct.

- ◆ Any disruptive activity in a classroom or in an event sponsored by the Institution will be viewed as a matter of indiscipline.
- ◆ Unable to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security guards will be viewed as a reason for temporary ban from the campus due to security reasons.

RULES AND REGULATIONS OF OUR INSTITUTION

GENERAL

1. Character building is the chief aim of education and the college lays great emphasis on good character and decent behavior from every student. Exchange of greetings with faculty is encouraged.
2. Students should attend classes and other co-curricular activities of the college on time.
3. Students should attend college in neat and decent attire. All men students should come to classes wearing pants and shirts. Jeans and T-Shirts are not permitted. Half sarees, skirts, leggings and frocks are not permitted in the case of women students.
4. Any student found guilty of offending any member of staff will be dealt with seriously and, if necessary, the punishment may lead to suspension or dismissal from the college.
5. In the intervals or during the unexpected absence of the teacher concerned, students should remain quiet in the classrooms.
6. Scribbling on the walls and desks, pasting notices or doing any other kind of damage to the college property is strictly prohibited. Students responsible for any such want on damage will be severely penalized.
7. Students should not loiter in the verandas, or sit on the steps of the portico or staircases.
8. Students are forbidden from smoking inside the college premises.

9. Students who are found using intoxicating drugs or drinks will be summarily dismissed from the college.
10. Ragging of fresh students is strictly prohibited. Students found guilty of this crime will be dismissed from the college.
11. Students should refrain from participation in the party and communal politics.
12. Students are expected to look at the notice board everyday. They cannot put up any notice except with the initials of the Principal /HOD.
13. Parking of students' vehicles in the departments and going in triples in two wheelers are strictly prohibited.
14. Students are prohibited from using cell phones in the classroom. If found, cell phones will be seized.
15. For organizing any function, conference, meeting or gathering of any kind or collecting funds from any source, the student should get the prior written permission of the Principal.
16. The Principal has the absolute right to penalize, suspend or dismiss any student found guilty of gross misconduct inside or outside the college campus.
17. Students should be in their seats in the respective classes before the teachers enter the classes.
18. Any student who is not present in the class when the attendance is taken will be marked absent.
19. Calling students from the classroom/laboratory during lecture hours / practical except with the permission slip from the head of the department concerned is prohibited.
20. During Industrial visits day scholars are to board the bus In front of Administrative Block and while returning get down at Admin block to be picked up by parents.

RESPONSIBILITIES OF THE STUDENT:

- i. Be punctual and regular to college, the college gate will be closed by 9.15 A.M.
- ii. Treat everyone, irrespective of age and position with respect and courtesy.
- iii. Maintain a dignified code of conduct.
- iv. Avoid using inappropriate language in the college, home and outside.
- v. Avoid bullying or teasing fellow students in the college or on the bus.
- vi. Avoid fancy accessories and footwear that is not part of the dress code.
- vii. Wear the ID card to college every day. An ID card is part of the identification in times of emergency.
- viii. Dress in a clean, neat, modest and dignified manner to the college.
- ix. Avoid taking leave for frivolous reasons.
- x. Take care of your personal property and also ensure that you do not for any reason use other student's belongings without their permission or knowledge.
- xi. Permission to leave early must be requested by the parent or guardian only in cases of emergency. A gate pass from the office after getting permission from the HOD is compulsory.
- xii. Mobile phones and any other electronics equipment is not permitted in the college.
- xiii. Remain honest always. Avoid any form of malpractice during tests and examinations.
- xiv. Conserve electricity. Make sure that fans and lights are switched off when not in use.
- xv. Avoid carrying too much cash to the college. Have just enough money for emergencies.
- xvi. Parents are welcome to meet the Class advisors / HODs/Principal. Make sure they fix an appointment and meet them.
- xvii. Payment of fees is your responsibility. Remind your parents to do so on time.

xviii. The College trains you to be disciplined and orderly, this will groom you into a responsible citizen who can take the country forward.

xix. We look forward to your support and cooperation in ensuring that the present generation of youngsters grow up to be responsible and disciplined adults.

4. ACADEMIC INTEGRITY

As a principal institution for advanced education and research, the Institution values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institution and its research missions, and hence, violations of academic integrity constitute a serious offense.

5. ANTI – RAGGING

Ragging in any form, in any place or time is a cognizable offense that will attract severe punishment including summary expulsion from College/Institution/University as guided by Tamil Nadu Prohibition of Ragging Act 1997 and as per the institutions of Anna University Vide UGC, New Delhi, Lr. No: F1-8/2006[CPP-II] dated 16-05-2008.

If any compliance in this regard contacts **Prof. Kalai Selvi , AP/ECE 9655940574 @ or kalaiselvi@gcetly.ac.in**

6. SEXUAL HARASSMENT

1. Sexual harassment is a gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

2. Adequate counselling services for students are provided about the effects of sexual harassment.
3. Workshops and Training programs are conducted at regular intervals.
4. Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines on a regular basis.
5. Approaching the Internal Complaints Committee to deal with cases relating to Sexual harassment.

S.No	Name and Professional Qualification	Roll	Phone No	Mail ID
1	Prof.C.Meena, M.E, Associate Professor(RD) / ECE	Chair Person / Presiding Officer	9442552891	meena@gcetly.ac.in
2	Dr.D.Jebakani, M.E, Phd., Professor (CAS) / Mech	Member (Faculty)	9944253810	jebakani@gcetly.ac.in
3	Dr.M.Gnanasundari, M.E, Phd., Professor (CAS) / EEE	Member (Faculty)	9487725458	gnanasundari@gcetly.ac. in
4	Mrs.H.Ponnu Lakshmi, ITI, Lab Assistant, CSE	Member Non- Teaching Employee - 1	7598121044	1980ponnu@gmail.com
	Mrs.S.Gomathi, ITI, Lab Assistant, ECE	Member Non- Teaching Employee - 2	8056418663	Gomathi.kohila@yahoo.c om
5	Mrs. J.Minni Merriton Ponrose, Superintendent, 'A' Section	Member Ministerial Staff	9345995674	
6		Member Student - 1		
7		Member Student - 2		
8		Member Student - 3		
9	Mr.Jafer Ali, M.A., B.L., Advocate	External Member	9443194932	msjaferali@gmail.com

7. STUDENT GRIEVANCE REDRESSAL CELL

Any student of our Institution aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at our Institution. Further, any student who is aware of any violations must report the same to the Cell. This Cell consists of committee members as appointed by the Principal. The grievance can also be registered through the online link provided below and should be made within 60 days from the day of the alleged violation.

For any Grievance at our Institution, contact **Prof. Meena, Associate Professor(RD) / ECE @ 9442552891 or meena@gcetly.ac.in.**

8. STUDENTS PARTICIPATION IN GOVERNANCE

As students are the members of the Institution, they have a substantial interest in the governance of the Institution. The code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making.

Student participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institution and who are going to be enrolled in the Institution are advised to uphold the policy and inform the Institution of any violations and assist individually and collectively to improve the quality and effectiveness of this code and appended policies.

9. LIBRARY RULES AND REGULATIONS

The College Library was Built with 11765.46 Sq.m carpet area. It has two Lending Sections for General Books Collections, One SC/ST Book Bank Section, One Reference Section, One TEQIP Section. The library has a total collection of 44,675 hard bound books along with e-book, e-journals which are regularly subscribed for the benefit of Faculty and Students.

Salient Features of Library

- Fully Automated with OPAC - Autolib Software
- N Digital Library, IE India
- CCTV Camera Surveillance
- Total Number of Books: 44,675
- Working Hours
- Week Days - 10.00 a.m to 5.30 p.m

Rules

- Open Access System - Students permitted to access Lending Room
- A Student can borrow maximum of 6 books
- SC/ST students can get maximum of 6 books from SC/ST book bank section and retain them for 1 semester without fine
- Books can be retained for the maximum of 30 days, a fine of Rs.1 per working day will be levied beyond one month
- Library users shall put entry in OPAC System using Smart ID Card.
- Books and other articles should be left in the racks kept for this purpose at the entrance.
- Strict silence should be maintained in the library.
- No member shall write or make any mark on the books/journal of the library.
- Any damage done to either books/journals or other property of the library shall be made good by the member causing the damage.

- Users shall not try to replace books/journals on the shelves.
- They shall leave the books/journals on the table.
- Members shall observe all the rules and regulations of the library framed from time to time by the Principal.
- Each student is allowed to borrow a maximum of 6 books.
- Renewal time is extended to 30 days.

CONDITIONS FOR ISSUE OF BOOKS

- Books will be issued to the students in exchange of borrower's tickets. At the time of borrowing books, students shall produce their identity cards to avoid impersonation.
- On receiving a book, the student shall satisfy himself/herself that the book is in good condition. Cases of defacement of books must immediately be brought to the notice of the librarian, failing which the borrower will not be lent.
- Journals, dictionaries and other books meant for use in the library will not be lent.
- Under special circumstances, the Principal may refuse to issue books or recall the books already issued to a member without assigning any reason therefore.
- Books borrowed from the library should be returned on the expiry of 30 days of issue. Books which are in special demand will be lent for such a shorter period as may be necessary and they may be called for at any time, if necessary.
- A student against whom any overdue or other charges are outstanding or against whom any misbehavior in the library is reported will not be allowed to use the library or borrow books until he /she clears the dues to the library or apologizes for his/ her misbehavior. Principal's decision is final in this regard.
- Students shall return the borrowed books to the library before they receive their hall tickets for the University Examination.

RENEWAL

- Books may be renewed for a further period of 30 days, provided that the books are produced at the library for renewal

DONATION TO THE LIBRARY

The Library may accept donations of manuscripts, books, journals etc. from individuals, societies, institutions etc. Subject to the approval of the Director of Technical Education, Chennai/ Registrar, Anna University, Chennai. Such donations, once accepted, will become the absolute property of the college.

10.COMPUTER LABORATORY RULES AND REGULATIONS

Before Entering Laboratory

- Visitors are allowed to enter the lab, only when prior permission from the appropriate authorities are received.
- Students are required to sign the register at the time of entry and exit from the computer laboratory.
- Students should be dressed formally to gain entry into the lab during working hours.
- Wearing footwear inside the laboratory is strictly prohibited.
- Students shall not carry any storage devices such as CD's, Pen drive's, Hard Disk's etc., without prior permission from the authorized personnel.

Inside Laboratory

- Students have to maintain silence while working in the laboratory.
- Students should occupy the computer systems that are provided by the Lab In charge.
- Internet facility is provided purely for academic purposes and knowledge acquisition. Students should not use this facility for sending unproductive, provocative emails or illegal activities.
- The Lab In charge or System Administrators inside the computer lab are not responsible for the loss of any personal property of the students.
- Mobile phones and other electronic devices are strictly prohibited inside laboratories.

11. CODE OF CONDUCT FOR WORKSHOP AND LABORATORY

- Students must report to their concerned laboratory and workshop sessions within the stipulated time.
- Students have to wear lab coats/aprons while working in the laboratory.
- Laboratory Equipments /Workshop Machineries /Electrical Appliances /Chemicals are to be handled with additional care.
- Students are requested to report to the laboratory/workshop sessions with their record notebooks and must proceed their work silently.
- Safety shoes are necessary to operate heavy machineries and also to avoid any kind of electric shocks inside the workshops.
- Any breakage or malfunction of equipment must be intimated to the concerned Faculty or Lab Instructor.