

CODE OF CONDUCT COMMITTEE

Sir Isaac Newton College of Engineering and Technology in Nagapattinam has a Code of Conduct committee with dedicated members who ensure that students and staff maintain professional behavior. This committee is essential in creating a respectful and productive academic environment with the mission and vision of the management, where faculty members serve as positive role models for the personal and professional growth of students.

Sl.No	Name of the member	Designation	Position
1.	Dr. A. Kumaravadivel	Principal	Chairperson
2.	Mr. N. Subramaniyan	IQAC Co-Cordinator	Member
3.	Mr. P. Malaiselvaraja	Vice- Principal	Member
4.	Mr. P. Navaneethakrishnan	Head, Dept. of ECE	Member
5.	Mr. N. Raguvaran	Head, Dept. of EEE	Member
6	Mrs. K. Maheshwari	Head, Dept. of AIDS	Member
7	Mrs. J. Sivasankari.	Head, Dept. of S&H	Member
8.	Mr. M. Arutkumaran	Head, Dept. of Agri.	Member

Creating a code of conduct is a statement from leadership laying out their expectations and communicating the ethical principles they feel are most fundamental to success. Generally, it reflects the culture already present, or the culture leadership is looking to promote the SINCET overall mission and core values and relate them to the behavior and practices they desire from staff on a day-to-day basis.

AWARNESS PROGRAM OF CODE OF CONDUCT

(Orientation Program for UG students on Professional Ethics and Human Values)

Every academic year, Sir Issac Newton College of Engineering and Technology conducts induction programs for undergraduate students. These programs aim to familiarize students with the college's vision, mission, rules, regulations, and Code of Conduct governing their studies. Academic professionals from various fields address students during these sessions, emphasizing the ethical standards expected throughout their course of study.

Code of Conduct for Students:

1. It is mandatory for students to have their Identity Card with them while on campus or representing the college elsewhere.
2. During college hours on working days, students must stay within the campus.
3. Students are expected to follow the specified dress code, which includes wearing clean attire and closed shoes.
4. The use of cell phones is not permitted during class hours.
5. Each student is accountable for upholding cleanliness in classrooms, laboratories, and the campus.
6. Smoking and the consumption of intoxicants are strictly forbidden on college premises and on college buses.
7. Any type of ragging will lead to immediate expulsion.
8. Prior permission from the Principal is required for fundraising activities within the college campus.
9. Expulsion will be the consequence for harassing female students.
10. Participating in exam malpractices, whether internal or external, will result in expulsion from the college.
11. Students are encouraged to make use of the library during their free time.
12. College property should be handled with care by students.
13. Maintaining a minimum of 75% attendance in lectures for each subject and achieving an overall performance of 100% is compulsory; failure to do so will lead to exclusion from University Examinations.
14. Students are advised to check the notice board and college website regularly for important updates.
15. Latecomers will not be permitted to enter the classroom.
16. Books borrowed from the library must be returned by the due date, and students are responsible for their proper maintenance.
17. Female students are not allowed to leave the hostel premises after 8:00 pm without prior approval from the Hostel Warden.
18. Defacing desks, blackboards, or walls in the college and hostels is strictly prohibited.
19. All vehicles must be parked in designated areas; unauthorized parking may result in the vehicle being impounded.
20. Fees must be paid at the account section, and students should keep their receipts.
21. Students are required to maintain silence in the examination hall.

Code of Conduct for teaching staff:

1. Teachers are required to adhere to the directives of the Principal.
2. Teachers are expected to be present on campus at least 30 minutes before their assigned examination duties.
3. Faculty members are expected to arrive at least 10 minutes before the College start time.
4. Upon reporting for duty, teachers must sign the attendance register.
5. All teacher meetings should be scheduled after 12:30 PM and not during class hours.
6. All staff members are obligated to strictly follow the rules and regulations of the college.
7. Staff members are strongly encouraged to publish articles and present papers in seminars and classrooms.
8. Faculty members are expected to contribute to the vision, mission, and goals of the College during their working hours.
9. Teaching staff must demonstrate punctuality, sincerity, and regularity.
10. Teachers are accountable for safeguarding and preventing the misuse or damage of College assets, including both movable and immovable property.
11. The use of cell phones should be limited to activities that benefit work, such as academic calls and using University and College apps.
12. Staff should work within the institutional policies and practices, to satisfy the vision and mission of the institute and maintain high standards of punctuality, honesty, and professional ethics.
13. Leave requests must be submitted in writing well in advance, and no staff member should leave without proper intimation to the authorities.
14. Teaching staff are entitled to 12 days of casual leave per calendar year.
15. Faculty members intending to take leave must obtain prior approval and ensure proper arrangements for classes, labs, or invigilation duties. In emergencies, the HOD or next senior faculty must be informed with suggested arrangements.
16. Sexual offenses, insults, or discrimination against students, staff, or visitors are strictly prohibited.
17. Faculty members should prepare a lecture-wise lesson plan and have it approved by the HOD, maintaining the teaching plan as per the prescribed format.
18. Faculty members should gather student feedback and adjust their teaching methods accordingly. They should also inform the Head of Departments about habitual

absentees, slow learners, and any objectionable behavior, and maintain an academic record book.

19. Teachers are required to remain on campus until the end of College hours.
20. Faculty members should utilize the entire lecture duration.
21. Faculty should encourage students to ask questions and clarify doubts.
22. Special attention should be given to slow learners, providing remedial coaching as needed.
23. Faculty should motivate students to express their creativity and originality and be available for doubt clearance.
24. Faculty members should attend Orientation, Induction, Quality Improvement, and Faculty Development Programs to update their knowledge.
25. Teachers must not use cell phones during classes.
26. Teachers are expected to participate in Department academic association meetings, seminars, and college functions such as Sports Day, College Day, Independence Day, and Republic Day celebrations without fail.
27. Never appear untidy, through the style of dressing, grooming of hair, or in respect of any other ornament worn.
28. Never have the habit of chewing, smoking, or consumption of alcoholic drinks.
29. Never gossip or discuss unauthentic information with peers or other members of the public which might provoke a sensation or ill feeling of any sort.
30. The dress code for the men's faculty is a formal dress with a dug-in and shoes. Ladies: Saree with coat and cut shoes. Wearing ID cards is mandatory for staff when they are on the campus.

Code of conduct for Non- teaching staff:

1. All staff members must follow the Principal's orders.
2. Non-teaching staff are required to report on time according to their working hours.
3. Non-teaching staff cannot leave the college premises before 5:30 PM without permission.
4. Non-teaching staff assigned to laboratories must keep the labs clean, properly maintain equipment, and assist teachers during practical sessions.
5. Every non-teaching staff member should report for duty at least 30 minutes before their shift begins.
6. All staff must strictly adhere to the college's rules and regulations.

7. Ensure the laboratory is clean and all materials, including apparatus and equipment, are properly organized.
8. Assist students, teachers, and other laboratory staff in moving equipment, instruments, chemicals, and other materials within and outside the laboratory.
9. Help the Laboratory Assistant and other staff with physical stock verification of equipment, instruments, chemicals, and other materials.
10. Provide support to students and teachers during practical and experiments.
11. Report any loss of laboratory equipment and materials to superiors.
12. Open and lock cupboards, doors, windows, and gates of the laboratory.
13. Handle the delivery of letters related to the laboratory and its staff.
14. Perform additional duties as assigned by the laboratory staff, with the approval of the Laboratory In-Charge.