

# Toc H Institute of Science & Technology, Arakkunnam

## **GENERAL CODE OF CONDUCT**

It is a well accepted fact that rules and regulations alone cannot make an Institution good. However, there is an imperative need for a certain code of conduct for the College which would serve as guidelines for the campus community including faculty, students and staff with a view to enabling the students to attain their full potential as a prospective professional with conduct and pleasing manners useful to the society. Keeping this aspects in the forefront, Toc H Institute of Science & Technology has framed its code of conduct, salient features of which have been summarized in the following lines:

1. Academics must occupy highest priority in the college, for which a congenial atmosphere must exist in the class rooms so as to make the teaching – learning process highly effective with the teacher giving their best and the student receiving the utmost to his / her capacity. Everyone should strive to make the general atmosphere in the college conducive to learning.
2. Students are expected to wear prescribed uniform in the college premises and the same will be specified by the College Administration from time to time. Generally, no student will be permitted inside the college campus if they are not in the prescribed uniform. However, during those occasions when students are permitted to wear formal dress by College Administration, they are free to come in decent formal dress. (but not in T shirts, mini skirt, midi top etc..).
3. Every student will be issued an identity card by the college and the student is required to wear it on their body and produce it on demand by authorized persons like faculty , officers, security etc. In case, identity card is lost, the student can request for a new identity card on payment of prescribed reprinting charges.

4. The students are required to surrender their identity cards when they leave the college on completion of their course or on discontinuation.
5. Normally, teachers will not permit any student to attend classes or laboratories/ workshops if he/ she is not in uniform and / or he/she has not displayed the identity cards.
6. As far as general conduct of students is concerned, the College attaches much importance to discipline, honesty and integrity of the student in all his/ her spheres of activity. A high sense of responsibility and decent behavior with discipline and decorum are expected from the student both inside the campus and outside. The following among several others, will be considered as acts of indiscipline from the part of the students.
  - i. Using Abusing/ Insulting words, against any student, faculty or staff, physical assault or threatening of physical assault on any student , faculty or staff.
  - ii. Instigating indiscipline among others such as persuading fellow students, to remain enmass absent from regular class, special class, examinations or any co curricular or extracurricular activities.
  - iii. Carrying any weapon with the intention of threatening or inflicting injury or others.
  - iv. Misbehaving with any other student, faculty or staff.
  - v. Enter into conspiracy and organize unauthorized demonstrations in the college with the intention of pressurizing and intimidating college administration.
  - vi. Using either drugs or intoxicants or consuming alcohol inside the campus or persuading others to use the same.
  - vii. Using cigarette or any other form of tobacco, Gutka etc.. inside the campus.
  - viii. Indulging in any form of ragging.
  - ix. Indulging in any form of gambling inside the campus.
  - x. Indulging in any act of indiscipline amounting to violation of the law of the land.

- xi. Causing willful damage to any property of the Institute or any vehicle/property of others placed/ located inside the campus.
- xii. Causing disruption in any direct or indirect manner to the academic functioning of the institutional system.
- xiii. Practicing truancy and unpunctuality
- xiv. Using unfair means in the examination
- xv. Using Mobile phones inside classrooms and laboratories/ workshops.
- xvi. Defacing floors and walls of the college including compound walls.
- xvii. Indulging in any other form of indiscipline not specified herein, but taken up the “Discipline Committee” of the college either suomoto or against a complaint.

7. In addition to the above , the following general rules are also important for the students to the complied with;

#### **GENERAL RULES**

- a. All students are strictly prohibited from participating in any activities which will disturb the classes and/or cause threat to the peaceful atmosphere of the college campus
- b. All are prohibited to organize or attend meetings other than the official ones which are specifically permitted by the Principal.
- c. All activities which are immoral, antisocial, communal and anti national are strictly prohibited in the college campus. Disciplinary action shall be taken against anyone violating this
- d. No student shall get involved in any political activities inside campus which are contrary to Supreme Court directives.

- e. No one shall distribute or circulate any notices, pamphlets, leaflets, etc., within the campus and shall not exhibit any type of banners, flags, posters, etc. without the prior sanction of the Principal.
- f. Unauthorized entry of outsiders into the campus is strictly prohibited. Unless permitted by the college authorities, students shall not bring or entertain outsiders inside the college campus.
- g. Nobody shall collect money from others in the campus, except with explicit sanction from the Principal.
- h. Any student who, is persistently insolent, or insubordinate or who willfully and repeatedly commit mischief or is found guilty of fraud or malpractice or who in the opinion of Principal, is likely to have an unwholesome influence on his fellow students or tarnish the reputation of the institution shall be removed from the rolls; the removal shall be either temporary or permanent subject to the gravity of the misconduct.
- i. Students of one are not allowed to enter other classes, unless permitted by the Principal.
- j. During the free hours, if any students may utilize Library, Digital Library or Lab facility or they may sit inside their own class room without disturbing the nearby classes.
- k. All valuables / cash brought by the students to the campus must be kept under his/her own custody and college shall not be held responsible for loss of the same.

## **SPECIAL RULES FOR MOBILES & VEHICLES**

1. **Mobile phones** are banned inside the college campus. Use of mobile phones in the college campus is strictly prohibited. Any violation of the rule attracts disciplinary action as well as confiscation of mobile phones.

Use of cell phones: (Applicable to Hostel\*\*\*)

Ordinary cell phone without Camera and internet features could be used. But, students should not use them inside the class rooms, examination halls, Laboratory, Library, offices.

- a. Confiscated mobile phone will be only returned to the parents / after the course is completed.
- b. Explanation regarding the same to be collected from the student with specification of the mobile, Sim card & battery may be handed over to the student.

### **2. Vehicle:**

- a. 2/4 wheeler of the student may be allowed with proper application request for parking the vehicle inside the campus.
- b. Along with the application copy Driving License, RC, Insurance etc
- c. Parking pass sticker issued should be pasted on the vehicle.
- d. Two wheeler of the student can be only allowed if he / she wears helmet before entering the campus.
- e. The speed limit inside the campus should not cross 10kmph.
- f. Once the vehicle is parked in the parking area assigned he/she can't move the vehicle during the class hour.
- g. Student should not create sound pollution by raising their vehicle inside the campus.
- h. Only the registered vehicle will be allowed inside the campus, and a student cannot register two vehicle and obtain the parking passes.
- j. The registered vehicle pass owner should not handover his vehicle to his friends.

- j. Every year this process of obtaining vehicle pass should be repeated.

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