



Sree Narayana Guru College of Engineering & Technology

CHALAKKODE P.O., KOROM, PAYYANUR, KANNUR-670 307




CODE OF ETHICS


- Concessional rates for CSI Conferences and Tutorials for student members.
- Opportunity for students to interact with Industry professionals from industry and chalk out a career path.
- Eligibility to publish articles in CSI communications and journals for student members.
- Eligibility to be nominated for the best student paper in CSI communications.
- Eligibility for CSI funded minor projects (for College Students)
- CSI Certification and Training programs at discounted rates for students
- Permission to conduct events under CSI Banner

CAMPUS CODE OF CONDUCT

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. The first hour will begin with a prayer song which will be played through P.A System. The students shall stand in attention till the prayer ends. Those who are outside the classroom are also expected to stand and maintain silence during the prayer not following the above will be considered as an offence.
3. All the students are expected to be seated in the class room/lab 5 minutes before the commencement of the class/lab.
4. Latecomers will be marked as absent in the class
5. No student shall enter or leave the class room when the session is on without the permission of the teacher present.
6. Students who have lab sessions in the FN or AN, have to report to the lab in time and they are not expected to stay in the classroom.
7. Students can leave the campus during class hours, only after getting permission from the Principal/ HOD, or the faculty advisor and after making entry in the Gate Register maintained by the Security.
8. All students shall leave the classes immediately after the last hour. Students are not to stay back in the class room/lab beyond normal working hours unless there is special permission/special class
9. Canteen and stationery store to be visited only during interval and non-working hours. Unauthorized absence from the class will attract disciplinary action.


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10. All leave applications (Regular & Medical) shall be submitted in time, for sanction by the concerned HOD and the Senior Faculty Advisor. Medical leave applications should be submitted with supporting medical certificates.
11. Students shall enter the college premises only in the proper uniform. During laboratory sessions students it is mandatory to wear safety shoes. Students travelling by college bus shall be in uniform during the entire duration of travel.
12. All the students are expected to attend all programmes organized in the college premises in uniform unless and otherwise specified.
13. All the students shall wear their identity cards within college premises. Identity card is a public document and any teaching staff and non-teaching staff shall have the right to examine it. Denial of which can invite disciplinary action.
14. As per Government rules, students (both day-scholars & hostlers) are not permitted to use vehicles inside the College Campus. Day-scholars shall park their vehicles in the designated places near the entrances.
15. Students are expected to maintain silence in the academic buildings. Any deviant behavior such as howling, whistling, loitering etc. will be treated as an instance of indiscipline.
16. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
17. Students are encouraged to make use of the library, common computing facilities and to involve in activities organized by professional body or any programme authorized by the college beyond class hours. However under normal circumstances day scholars shall leave campus before 4.30 p.m and hostellers shall retreat to their respective hostels or residences by 6.00PM.
18. All the students are advised to follow the SNGCET Mobile Phone Policy and violations if any shall be brought to the notice of the authorities.
19. Keep the campus neat and clean. Do not drop waste anywhere else in the campus except in the waste bin placed at various locations .
20. The class rooms shall be kept neat and tidy, personal belongings shall not be stored in the class rooms.
21. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, pan


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masala etc. are strictly prohibited. Involving in such activities will invite strict discipline.

22. It is strongly advised to refrain from activities such as scribbling, writing and drawing on walls, door or furniture which could deface the college and destroy the academic ambiance.
23. Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result in personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair.
24. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
25. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners etc. in the campus without the permission of the competent authority.
26. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event participation
27. During internal examinations of 1.5 hrs duration, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 15 minutes before the commencement of the examination.
28. Appearing in all the Continuous internal Evaluation Tests is mandatory for all the students.
29. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College and hostels.
30. Students shall comply with all the instructions of accompanying staff during industrial visits and educational tours. Any deviant behaviour during the college organized programs will attract disciplinary action.
31. Harassing juniors, demeaning fellow students or any form of ragging is prohibited and liable to be treated as a criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India



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32. Misbehavior towards girl students/ ladies staff, threatening or violence against staff members or fellow students will be considered as very serious case of misconduct.
33. Tuition fees, bus fees, mess bills etc. should be paid in advance or in time to avoid late fee.
34. Any violation of the above rules will invite penalty in the form of warning, bringing of parents or any course of corrective measure as found suitable by the concerned staff member or higher authority of the College.
 - a) Expulsion from the College is enough for expulsion from the hostel.
 - b) In case of any instance of non compliance of existing rules or any observed matter/behavior that violates the code of conduct of SNGCET, all the staff members are empowered to initiate disciplinary procedure by submitting a written complaint which in turn may lead to the constitution of an enquiry committee and further proceedings.

MOBILE PHONE POLICY

This policy establishes clear guidelines for mobile phone usage on campus, applicable to all visitors. Acknowledging the importance of communication and its impact, the guidelines aim to balance accessibility with minimizing disruptions, fostering a conducive learning environment while respecting privacy and focus.

1. **Restrictions during Class Time:** During class hours and examination periods, students are prohibited from using mobile phones on campus. Mobile phones must be kept on silent mode or turned off while in class.
2. **Exam Regulations:** Mobile phones are typically not allowed during exams to prevent cheating or unauthorized communication. Colleges may require students to place their phones in designated areas or turn them off completely before entering the examination room.
3. **Consequences for Violations:** Staff members have the authority to confiscate mobile phones from students who violate these rules. In case of violating mobile phone policies, which may range from warnings to disciplinary action, depending on the severity and frequency of the offense.
4. **Educational Use:** the use of mobile phones for educational purposes, such as accessing course materials, educational apps, or communication with instructors is permitted. In such cases, policies may focus on responsible and appropriate use rather than strict restrictions.


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