



CODE OF CONDUCT INDEX

S.No	Description	Page. No
1	Code of Conduct for Students	2
2	Code of Conduct for Teaching Staffs	8
3	Code of Conduct for Non-Teaching Staffs	11
4	Code of Conduct for Government Body	12
5	Code of Conduct for Administrative Body	12
6	Code of Conduct for Principal	13



PARK COLLEGE OF ENGINEERING AND TECHNOLOGY

*(Approved by AICTE, Accredited by National Board of Accreditation and NAAC,
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Email : info@park.ac.in Web : www.pcet.ac.in

CODE OF CONDUCT FOR STUDENTS

JURISDICTION

The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations as if the conduct has occurred on campus which shall include a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute. b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute; c) Possession or use of weapons, explosives, or destructive devices off-campus d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc. e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off- campus.

ETHICS AND CONDUCT

1. This Code shall apply to all kinds of the conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized



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student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

2. At the time of admission, each student must be made aware of this Code that

a) He/she shall be regular and must complete his/her studies in the Institute.

b) In the event, a student is forced to discontinue studies for legitimate reason, such a student may be relieved from the Institute subject to written consent to Principal

c) As a result of such relieving, the student shall be required to clear pending hostel/mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.

3. Institute 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.

4. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.

5. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

6. Intentionally damaging or destroying Institute property or property of other students and/or faculty members

7. Any disruptive activity in a classroom or in an event sponsored by the Institute

8. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by Discipline committee members

9. Participating in activities including

a) Organizing meetings and processions without permission from the Institute.



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b) Accepting membership of religious or terrorist groups banned by the Institute/
Government of India

c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or
potential weapons, fireworks, contrary to law or policy.

d) Unauthorized possession or use of harmful chemicals and banned drugs

e) Smoking on the campus of the Institute

f) Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing
empty bottles on the campus of the Institute.

g) Parking a vehicle in a no-parking zone or an area marked for parking of other types of
vehicles

h) Rash driving that may cause inconvenience to others

i) Not disclosing a pre-existing health condition, either physical or psychological, to the
Chief Medical Officer which may cause Hindrance to the academic progress,

j) Theft or unauthorized access to others resources

k) Misbehavior at the time of any activity of the Institute.

l) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to,
creating unreasonable noise; pushing and shoving; Inciting or participating in a riot or group
disruption at the Institute.

8. Students are expected not to interact on behalf of the Institute with media representatives or
invite media persons on to the campus without the permission of the Institute authorities.

9. Students are not permitted to either audio or video record lectures in classrooms or actions of
other students, faculty, or staff without prior permission.



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10. Students are not permitted to provide audio and video clippings of any activities on the campus to media without prior permission.

11. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

12. Theft or misuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

13. Damage to or destruction of, any property of the Institute, or any property of others on the Institute premises.

14. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

15. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity marital status, ancestry, physical or mental disability, medical condition.

LEAVE LETTER, PERMISSION & ABSENTEEISM



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Attendance will be taken at the beginning of every period by the respective staff handling the class. Any student who comes late to class or who is unavailable while taking the attendance will be considered absent for that session.

a. Students who come late or absent themselves for any period in the forenoon/afternoon will be treated absent for half a day.

b. Students can avail leave only after getting prior permission except for sudden sickness or unforeseen circumstances.

c. Students who require leave should submit a leave letter and obtain permission from the class adviser, HOD and principal at least a day prior to taking leave. For unforeseen/ sick leave for one day or more, a leave letter should be submitted to class adviser after obtaining sign from the HOD on the day of reporting back to classes. Medical reports should be submitted.

d. If a student is absent for 4 working days continuously or at random in that semester, his/her parents should meet the Principal.

e. Leave letters must be submitted to the concerned class adviser only.

f. Students are permitted to avail On Duty leave as per the requirement, but only with the prior permission from HOD and Principal.

DRESS CODE STUDENTS ARE INSTRUCTED:

a. To wear their identity cards as and when they enter the campus and continue to do so until they leave the campus and also during travel by the college bus with respect to those who avail the college transport facility.

b. To wear the identity card continuously displayed and not hidden, inside their shirt pockets.



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c. Not to wear identity/transport ID card belonging to others and not to indulge in any malpractice that will invite severe action.

d. To get a new ID card within a week of losing the original ID card, from the college office.

e. To wear clean appropriate clothes.

f. To wear formal pants with formal shirts tucked in properly in the case of boys/Churidars with neatly pinned dupattas in case of girls, as long as they are in the college campus.

g. Not to wear T-Shirts/ Jeans/ pencil pants and other casuals.

h. Not to wear fancy / wide belts but simple formal belts with small buckles.

i. Not to sport a beard/French beards and long hair but come neatly shaved with neat hair cut in case of boys.

j. Not to wear short tops/leggings/tight pants, thin flimsy dresses in case of girls.

k. Not to wear flashy dresses/fancy jewels or leave the hair loose but come with neatly plaited (braided) hair in case of girls.

1. To wear black polished leather shoes with black socks on all days in the case of boys and on lab. days in the case of girls for safety reasons.

m. To adhere to the dress code throughout the day till they leave the college.

n. To wear lab coats for all lab sessions.

o. Not to deviate from the dress code during any programs conducted by the college/ department.

If there is a case against a student for a possible breach of the code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The



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committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of the misconduct

CODE OF CONDUCTION FOR TEACHING STAFFS

1. Staff members should enter the college and sign in the attendance register at Principal Office between 8.30 a.m. and 8.50 a.m. and in the evening after 5.00 before leaving.
2. Lesson plan for teaching the subjects should be prepared by the teaching staff based on academic schedule and should be submitted to HOD and Principal for approval.
3. The staff should prepare the notes of lesson as per lesson plan and submit the same to the HOD before the commencement of every semester
4. All the teaching Staff should follow the academic schedule and daily schedule of activities issued from the Principal's office. Before taking classes, they should prepare well (preparation of notes, charts, models, transparencies, etc.).
5. They should enter into the class on time and leave the class only after the bell
6. While taking attendance, mark the students who are absent correctly and avoid overwriting.
7. They should write the log book as per the class taken and submit it to HODs.
8. The Lesson plan, notes of lesson and log book must be correlated. Otherwise, it may be treated as deficiency in performance. If any amendment in lesson plan is found necessary during the course of action, the staff shall intimate the same to the Principal well in advance and not after the date of execution.
9. They should conduct Unit tests, internal tests and Model examination as per the academic schedule and Time Table.



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10. They should evaluate the answer scripts correctly and submit the same to HOD within four days from the date of test.

11. The copies of the mark list should be submitted to HOD immediately, without any delay.

12. They should conduct Retest in the evening between 5.00 and 6.30 to the students who failed in any subject

13. The practical classes should not be cancelled at any cost

14. Staff should correct the observation notes and value the records periodically.

15. The teaching staff should implement the tutorial system effectively

16. The staff in-charge for the project work should submit the details regarding the title of the project work, No. of students in a batch and name of the guide in time to HOD

17. The staff should instruct the students to keep the area in and around the class rooms as well as respective laboratories clean.

18. The teaching staff should instruct the students to come with proper dress, identity cards and shoes.

19. They should check and warn the students not to involve in any immoral activities.

20. The teaching faculty members are responsible for problems in the class rooms, irregularity of students etc. They should maintain complete discipline among the students.

21. If the teaching staff comes across any problem relating to students' discipline and conduct, it should be reported to HOD immediately and then to the knowledge of the Principal.

22. Memo will be issued to those who

a) are irregular

b) do not follow the rules and regulations

c) do not discharge the duties properly

d) Issuing of 3 memos will be viewed seriously.



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23. Principal must be informed in advance by the Department in-charge about the requirements for the Labs, Library, etc. for the forthcoming year as per the Anna University Syllabi.

24. The staff shall be in his / her department. They are not permitted to go to other departments during the working hours to chat with other staff.

25. Male staff members should wear formals, shirts properly tucked in, along with tie, shoes and ID Card.

26. Female staff members should wear Saree, overcoat and ID card

27. Teaching staff have to work hard with dedication and involvement. They are expected to discharge their duties as per the guidelines given above without any deviation or shortcoming. The students' problems should be sorted out immediately at the grass root level itself.

28. The teaching faculty, in addition to their regular academic work are expected to actively participate in training and placement of students, publication of papers, organizing conferences/seminars/workshops and undertaking funded research projects. The College grants OD for this purpose.

29. Appreciation will be there with rewards to the teachers who are identified as the best ac teachers.



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CODE OF CONDUCT FOR NON TEACHING STAFF

1. Staff members should enter the college and sign in the attendance register at Principal's office between 8.30 a.m. and 8.50 a.m. and in the evening between 5.00 p.m. and 5.15 p.m. both at the Department and Principal's office.

2. Non-teaching staff are responsible for keeping all the equipment, machinery, computers, items, furniture in the Laboratory/work place neat and clean, and also to keep all the papers, files, etc., in order. They should discharge their duty with care and involvement and should stick to the daily schedule of activities issued from the Principal's office.

3. Principal must be informed in advance by the staff through HOD about the requirement for the office/Laboratory, etc.

4. The staff shall be in his/her seat. They are not permitted to go to the other areas during the working hours and chat with other staff members or students.

5. The staff are expected not to take leave without proper reason. For genuine reasons, they can avail a maximum of 12 days leave per year at the rate of one day per month with the leave application duly submitted and leave sanctioned in advance.

6. Male staff members should wear formals, properly tucked in, shoes, and ID Card.

7. Female staff members should wear Saree and ID Card.

8. Staff is responsible for problems and irregularities in the working place. Any kind of indiscipline, irresponsibility, damage caused to the College property due to negligent act will be viewed seriously. The concerned staff member has to compensate the loss caused to the college accordingly

9. Staff discharging their duty with involvement and dedication will be appreciated, encouraged and honored with increment.

10. Memo will be issued to those who

a. Are irregular

b. Do not follow the rules and regulations,



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c. Do not discharge the duties properly issuing of 3 memos will be viewed seriously,

CODE OF CONDUCT FOR NON GOVERNING STAFF

1. Ensures that the institute compete here with ethics and honesty.
2. The Institute is committed to conducting its purchasing activities of goods/services in accordance with public policy.
3. To ensure that no misleading occurs in the accounts/ reports that reflects in the operating performance of the institute.
4. Have to attend the meeting conducted by the governing body so that to get guidelines regarding the growth of the institution.
5. To discuss budgets and estimates received from the accounts and purchase.
6. Members of Governing Body will observe due confidentiality in relation to all discussions and decisions.
7. To fulfil all obligations and fulfil the required needs.
8. The institute values the students, employees and all stock holders and treat them equally.
9. It takes the responsibility for the welfare of the staffs and students.

CODE OF CONDUCT FOR ADMISTRATIVE STAFF

1. To encourage the staffs to work punctually and honestly.
2. Maintain the records confidentially and other important data's
3. To take care of the institute's property.
4. To co-operate with the colleges and to work with dedication for the welfare of the institution.



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5. Do not encourage any sort of gifts or bribes.
6. To complete the work within the time so as to avoid conflicts.
7. To create an impartial environment and to create a working environment with good team spirit.

CODE OF CONDUCT FOR PRINCIPAL

1. Be the overall responsible person for all day to day academic activities
2. Monitor all activities, such as attendance; leave applications, welfare activities of all teaching, technical, supporting and ministerial staff of the college.
3. Call for and conduct periodic meeting of heads of departments, to identify and rectify their Problems in running their department activities.
4. Supervise the conduct of all theory and laboratory classes, and ensure that they are in order
5. Call for and conduct periodic meeting of student representative of all classes to identify and rectify their problems in their day to day activities
6. Frame the academic calendar of the Institution getting input from all heads of departments.
7. Find out the requirements of human resources and infrastructures required, from the departments and submit to the management for further action.
8. Supervise the Examination Cell In charge to frame the activities of the Examination cell and guide in the conduct of Institutional Tests and University Examinations and take necessary and appropriate actions.
9. Ensure the discipline and welfare of both staff and students inside the campus
10. Enforce the defined code of conduct for the staff and student.
11. Review the performance of students in their Institutional Tests & semester examinations and take necessary steps to conduct special classes as needed to improve their performance.



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12. Constitute various committees such as Grievance Redressal Committee, Discipline Committee etc, and monitor their operations
13. Following up all the academic activities as per the regulations
14. Coordinate with departments and sections to ensure the availability of academic requirements and standards prescribed by AICTE, UGC, NAAC, NBA and University.
15. Formulate and conduct academic pedagogy and curriculum development activities to improve the teaching learning processes.
16. Organize and conduct annual stock verification
17. Submit proposals for modernizing the laboratories, computer center, sports facilities, etc with the input from HOD's.
18. Monitor and guide the HOD's to organize the co-curricular and extra-curricular activities for students.
19. Coordinate for the details of relevant documents required for the approval of AICTE, UGC and University affiliation.
20. Coordinate for the details of relevant documents required for the approval of AICTE, UGC and University affiliation.
21. Coordinate with HR dept. for staff recruitment, leave rules and performance appraisal requirements.
- 22.. Recommend to the management for appropriate actions required in branding the College in all respects.
23. Coordinate academic relationship with Industries and Corporates.
24. Formulate, Co-ordinate and monitor the value-added education and training activities.
25. Co-ordinate with the Internal Quality Assurance Cell (IQAC) to ensure quality in teaching learning and evaluation processes.
26. Organize and conduct strategic planning meetings.
27. Report to Management periodically