



**CAMPUS CODE OF CONDUCT - 2022**

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. All the students are expected to be seated in the classroom/lab 5 minutes before the commencement of the class/lab. 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 standing outside the classroom are also expected to follow this.
3. *Late coming to the class, unauthorized absence, Dress code violations and unauthorized absence on the reopening day after a long vacation.*
  - a. Late comers will be marked as absent in the class
  - b. For all the offenses mentioned above, first time oral warning will be given and for the second instance written warning will be given with a copy to the parent and on the third instance the parents to come to the college to discuss with the tutor and HoD about the ways and means to correct the student. However if the student is not coming with the parent/guardian within one month from the notice or if the student repeats the same offense again, he/she will be suspended from the college.
4. Students shall rise from their seats when the teacher enters the class room and shall remain standing till the teacher takes her/his seat or they are allowed to sit.
5. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a "Thank you Sir/Miss" when the teacher leaves the classroom.
6. No student shall enter or leave the classroom when the session is on without the permission of the teacher concerned.
7. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the classroom.
8. In the events of student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. Students can leave the campus during class hours only after getting a gate pass from the Principal/ HoD, or the tutor and after making entry in the Gate Register maintained by the gatekeeper.
10. All students shall leave the classes immediately after the last hour. Students are not to stay back in

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# VIMAL JYOTHI ENGINEERING COLLEGE

JYOTHI NAGAR, CHEMPERI – 670632, KANNUR, KERALA  
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the classroom/lab beyond normal working hours unless there is special permission/special class.

11. No students shall wander or gather in the verandah, corridor, and staircase etc. Canteen, coffee shop, stationary store and bank to be visited only during intervals and non-working hours. Unauthorized absence from the class will attract disciplinary action.
12. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
13. Students shall come to the college in approved uniforms with formal shirts tucked into trousers with black belt and black shoes or semi-covered chappals. Hawaii type rubber or plastic chappals are not permitted. In addition, lady students will have a blazer over their shirts. Besides those who are in laboratories shall wear their respective lab-coats and safety shoes.
14. Students shall be in the prescribed uniform from 8.30 AM to 4.30 PM on normal working days. Students traveling in the college bus shall be in uniform during the entire duration of travel.
15. All the students are expected to attend all college functions in college uniform unless otherwise specified.
16. All the students shall wear their identity cards, well displayed, when in college campus and academic buildings..Identity card is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
17. Students planning to make pilgrimage to Sabarimala can avail relaxation in dress code by producing a letter of intention certified by their parent/guardian. The student will be issued with a permission token to be kept along with the ID card to be shown to the authorities on demand during the period of dress code relaxation. However in labs as per safety regulations the prescribed uniforms shall be worn.
18. All kinds of tattooing, body piercing, hair styling and costumes that go against the existing social norms and which could go against the spirit of VJEC academic values will be referred to the discipline committee.
19. As per Government rules, students (both day- scholars & hostlers) are not permitted to use vehicles in the College Campus. Day-scholars shall park their vehicles in the designated places near the entrances.
20. Students are expected to maintain silence in the academic buildings. Any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
21. For independent study, students are expected to use the classrooms, library or the demarcated

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- areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
22. Students are encouraged to make use of the library, common computing facilities and to be involved in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
  23. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HoD will be treated as a case of indiscipline.
  24. All the students are advised to follow the VJEC Mobile phone policy and bring to the notice of the authorities violations if any.
  25. Accessing Social Networking Sites such as Facebook, Twitter etc. is discouraged in campus during working hours, however students can access these sites in hostel buildings during time slots specified by the hostel wardens.
  26. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
  27. All the class rooms shall be kept neat and tidy, personal belongings such as shoes and lab coats shall not be stored in the classrooms.
  28. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, pan masala etc. are strictly prohibited.
  29. It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambiance.
  30. 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 to property, the responsible students will have to bear the cost of replacement/repair with fine.
  31. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
  32. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
  33. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically



competent, mentally alert and socially sensitive.

34. 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 for participation.
35. During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
36. Appearing in all the internal examinations is mandatory for all the students.
37. 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, hostels, and outside the college.
38. Students shall comply with all the instructions of accompanying staff during industrial visits and educational tours. Any deviant behavior during the college organized programs will attract disciplinary action.
39. Harassing juniors, ill-treating fellow students or any form of ragging is prohibited and liable to be treated as a criminal offense by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
40. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
41. Pay fees, mess bills etc. in advance or in time to avoid late fee.
42. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
43. Expulsion from the College is enough for expulsion from the hostel.
44. In case of any instance of noncompliance of existing rules or any observed matter/behavior that violates the code of conduct of VJEC, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.

  
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### Mobile Phone Policy

Recognizing the important role of mobile phones in the teaching-learning process, the existing mobile phone policy of Vimal Jyothi Engineering College is amended with the following provisions for the students. The purpose of this policy is to optimize the mobile phone usage of students inside the college for maximizing academic output. Hence, the following guidelines are arrived at.

- Students are permitted to bring their mobile phones to the campus.
- However, they are not permitted to use mobile phones during class/lab hours, and the mobile phones shall be kept in switched-off mode during the specified hours in their bags, except for specific requirements as decided by the faculty.
- Students are allowed to use mobile phones inside the campus beyond lab/class hours without affecting the privacy and teaching-learning process of other students.
- Wearable gadgets (e.g. smart watches) are subject to the same guidelines as mobile phones. Students should disable notifications on their wearables before entering class.
- Battery charging operation of mobile phones shall not be done inside the classrooms.
- Any improper usage of mobile phones affecting the privacy of others will lead to legal action as per the Indian Penal Code/IT act.
- It is hereby informed to the notice of all students and parents that any violation of the above guidelines would lead to confiscation of the mobile phone/wearable, which would be given back to the students only after the enquiry process conducted as per the recommendations of the discipline committee.
- It is also informed that all teaching and non-teaching staff members are authorized to confiscate the mobile phones, if any of the students are found violating any of the above rules.
- College will not be responsible for any injury/psychological stress resulting from the usage of mobile phones or the loss or damage of mobile-phones inside the campus.
- All the students are expected to use the mobile phones, only for academic purposes, inside the campus in a judicious and responsible manner.
- The policy will be subjected to change as per the directions from the Government or from the court in due course.

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