



# IFET College of Engineering

(A Unit of Indo French Educational Trust)  
An Autonomous Institution

Approved by AICTE, Permanently Affiliated to Anna University  
Recognized under section 2(f) & 12(B) of UGC Act- 1956  
Recognized Research Centre of Anna University (ECE, Physics & Chemistry)



## CODE OF ETHICS POLICY

### PREAMBLE

IFET College of Engineering is committed to conserve a culture of conduct that showcases excellence, intellectual inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects the students to uphold these standards in their day-today decisions, actions, and interactions. The code of conduct is necessary to mark the boundaries of this needed order. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. Students are expected to abide by the Code of Conduct. The institution also organizes an induction programme for the fresher's every year to explain about the general rules and regulations to be followed in their course of study.

### CODE OF CONDUCT FOR STUDENTS

#### GENERAL RULES AND REGULATIONS

- Character building is the chief aim of education and the college lays great emphasis on decent behavior of every student.
- Students are expected to dress up in a neat and modest way. They should come only in formal dress.
- Strict silence and punctuality should be maintained by the Students while attending the classes, functions and the other activities in the college.
- Principal / Hostel authorities shall have full power to take necessary action if the rules and regulations of the college are violated. The actions include fine, suspension and expel student for violation of disciplinary regulations and code of good behavior.
- Students should not indulge in any activity leading to the disruption of peace, discipline and dislocation of normal work in the college and hostel premises. Those found to be guilty will be dealt with severely.
- Usages of mobile phones are strictly prohibited in the campus.



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- Any student found guilty of offending any member of staff will be dealt seriously and if necessary, the punishment may lead to suspension or dismissal of the student from the college.
- Scribbling on the walls and desks or causing any other damage to the college property is strictly prohibited. Students responsible for any such wanton damage will severely be penalized.
- Students who are found using drugs or in a drunken state or smoking will immediately be dismissed from the college.
- Ragging is strictly prohibited. Students found guilty of this crime will be dismissed from the College- As per the Act given in the annexure Prohibition on Ragging.
- For attending any function, conference, meeting or any gathering of this kind, students should get the prior permission of the HOD.

## RAGGING – AN OFFENCE

- Ragging means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or physiological harm or raise apprehension or fear or shame or embarrassment to a student from this institution.
- Thus ragging includes teasing, abusing or playing practical jokes on or causing hurt to a student.
- Asking the students to do any act or perform something which a student will not carry out in the ordinary course, willingly.

## PUNISHMENT INCLUDES

1. Two years of imprisonment
2. Fine to the tune of Rs. 25000/-
3. Dismissal from the educational institution
4. Shall not be admitted in any other educational institution



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Hence students, particularly seniors, are requested to refrain from any such criminal act. Juniors are requested to report about any ragging activity to the officials immediately without any fear.

## ANTI-RAGGING COMMITTEE

**Chairman:** Dr. G. Mahendran / Principal

### Members:

- Prof. M.Margarat / HOD/ ECE
- Prof. J.Jayachitra /HOD/ IT
- Prof. P. Kanimozhi / HoD /CSE
- Prof. V. Velmurugan/ HOD/ MECH
- Prof. S. Viswanathan/ HOD/ MBA
- Mr. P. Ganesan / System Admin.

## STUDENTS' DRESS CODE

The Students are instructed to adhere to the following regulations in Dress code on all working days including the days of functions, Seminars and other activities with the exemptions given to them on particular occasions.

Practicals and Workshops: Appropriate uniforms that are stipulated i.e, lab coats, shoes etc., should be worn.

Allowed	Forbidden
<b>Gentlemen</b>	
Shirts - Full or Half sleeved formal shirts	Short shirts and T-shirts
Trousers - formal trousers with shirts neatly tucked in.	Casual trousers
Shoes/ strapped sandals	chappals
Must wear college ID card.	



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Ladies	
Salwar kameez - Regular Salwar Kameez with side slits from below the hip line with normal sleeves.	Salwar Kameez with side slits from above the hip line and with short sleeves.
Churidhar with dhuppatta pinned up on both sides.	Short kurthis
Legging – can be worn with churidhars without side slits	Leggings & jeggings with churidhars with side slits.
Hair tied up neatly	Loose hair
Must wear college ID card.	

### HOSTEL RULES

- All the inmates shall strictly adhere to the following rules and regulations:
- Every student, before occupying a room in the hostel, should give an undertaking to accept and abide by the rules and regulations.
- At the time of admission to the hostel, the parent/ guardian of girls should submit a letter of authorization along with an attested photo of the local guardian. Girl student, admitted to the hostel, will be permitted to go outside the hostel, when necessity arises, only when accompanied by the local guardian / parent, with prior permission obtained from the concerned Deputy Warden.
- Inmates are requested not to keep huge amount of money, jewels or other costly articles inside the room. They are advised to open SB accounts in a local bank. A nearby branch of IOB bank is available at about 2 km from the college in Valavanur.
- The inmates can use the gym and sports court during the allotted time only.
- Inmates shall take care to keep a tranquil atmosphere in the hostel premises especially during the study hours.

IFET Nagar, Gangarampalayam Post, Villupuram - 605108. Phone: 04146-231456 / 57 / 58 / 59

Fax : 04146-231456, E-mail: college@ifet.ac.in, Web Site: www.ifet.ac.in



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- The inmates of boy's hostel can go out in the evenings only with the permission of the Deputy Warden. While going out the inmate shall enter in the register about the time of leaving, purpose and proposed time of return and shall return to the hostel not later than 7.30 pm in the case of boys and 6.00 pm in the case of girls.
- Any illness or personal health problem of the inmates, which needs attention, shall be immediately reported to the Deputy Warden.
- Inmates of the hostel shall not involve in any group/individual activity that might spoil the harmony prevailing inside the hostel premises.
- Any activity of the inmates, observed to be prejudicial and detrimental to the smooth and peaceful functioning of the hostels, will be viewed seriously and disciplinary action will be taken against those found guilty, even to the extent of expulsion from the hostel.
- Outsiders and day scholars are not permitted to meet the inmates of the hostel inside the hostel premises.
- Inmates are allowed to use the phone facility, provided by the authorities, between 5.00 pm and 8.30 pm. The telephonic conversation shall be restricted to five minutes to facilitate fair utilization of these facilities.
- Hostel rooms and toilets must be kept clean and tidy.
- Misuse of electricity, water and other facilities will attract penalty.
- Photographs, pictures etc. shall not be pasted / displayed on the walls of the room. No nail shall be struck on the walls.
- The student shall not enter the kitchen or give instructions to the cooks or other servants. Complaint regarding food, service etc. if any, is to be brought to the notice of the Deputy Warden.
- Every inmate shall pay the monthly mess fees before the end of the succeeding month. Delayed payment will attract a fine of rupees 5 per day, till the next payment is due. If the mess bill is unpaid beyond this period, the student will not be permitted to stay in the hostel.
- Accommodation will be provided by giving preference to students with more than 85% of attendance and less number of arrears.



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- Reduction of mess charges will be permitted on prior written intimation to the Deputy Warden, through Faculty Advisor, on the basis of (n-2) days, where 'n' is the no. of days of continuous absence.
- Inmates of the room will be responsible for any damage in the room, and the cost will have to be borne by them.
- Inmates indulging in malpractice, unprofessional conduct and ragging will be expelled from hostel.
- Inmates possessing personal mobile phone are strictly banned. If found it will be seized and serious action will be taken.
- Internet facility is provided through Wi-Fi network for hostel students.
- Inmates possessing lap-tops have to get prior written permission.
- Girls hostel students may be permitted to go to home only on 2<sup>nd</sup> Sunday of every Month.

- They are advised to strictly follow the schedule as mentioned below:

- **Breakfast** : 07.30 A.M To 08.55 A.M
- **Lunch** : 12.55 P.M To 01.30 P.M
- **Tea and Snacks** : 05.10 P.M To 05.40 P.M
- **Dinner** : 07.30 P.M To 08.30 P.M
- **Gate closing time for boys** : 07.30 P.M
- **Gate Closing Time for girls** : 06.00 P.M
- **Attendance for girls** : 06.00 P.M
- **Attendance for boys** : 08.30 P.M
- **T V Timings** : 5.05 pm to 8.00 pm (on week days)  
: 6.00 am to 8.00 pm (on Holidays)  
: No TV viewing during test, exam times
- **Study Time** : 8.45 pm to 10.45 pm
- **Internet Timings** : 5.00 pm to 8.00 pm



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## CODE OF CONDUCT FOR STAFF MEMBERS

### REPORTING FOR DUTIES ON TIME

- College working hours are, normally from 9.20 a.m. to 4.20 p.m.
- All the staff shall be at their workplace (Offices, Classrooms, Labs, Staff Room etc.) at least 5 minutes before their reporting time.
- Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from HOD/Principal.
- Faculty shall ensure that discipline is maintained in the classroom, labs and college premises.
- In case of serious matters of indiscipline, the same shall be reported to the faculty advisor.
- Staff members shall not use mobile phones during their class hours. However, they may use them in their cabins/rooms.
- All members of staff are expected to present themselves in decent attire.
- Staff members may arrange meeting of any kind with permission/request to HOD/Principal/Management only.

### TEACHING FACULTY

#### GENERAL

- The Faculty Member should come to the class at least 5 minutes before the commencement of classes.
- All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.



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- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the HOD/Principal.
- Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals /Conferences.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities.

## IN DEPARTMENT

- The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.
- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the faculty logbook as well as in the ERP, as soon as the classes/laboratory hours is over.
- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class /lab /invigilation.
- In case of emergency, the class can be altered with appropriate alternate as per the HoD suggestion.
- The Faculty Member should not show partiality to any segment / individual student.

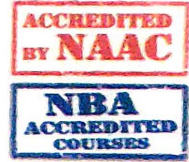




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## IN CLASS ROOM TEACHING

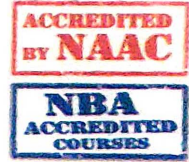
- Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan.
- Every faculty should maintain an individual course file.
- The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject. The course file consists of time table of the class, Name List of the class, notes, handouts (if needed), PPT, internal/model exam question papers along with three answer scripts (higher, moderate and lower), Assignment plan, topics and copy of assignment, feedback analysis report etc.
- The Faculty Member should go to the class at least 5 minutes before.
- The Faculty Member should engage the full period and should not leave the class early.
- Attendance must be taken for each lecture/practical preferably at the beginning of each lecture/practical. Absence shall be indicated by 'a'.
- The Faculty Member should make use of PPT, Models etc., as teaching aids.
- The Faculty Member should encourage students asking doubts /questions.
- The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- The Faculty Member should make himself / herself available for doubt clearance.
- The Faculty Member should motivate the students and bring out the creativity / originality in the students.



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## IN LABORATORY

- The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- The lab observations/records must be corrected then and there..
- Faculty conducting practicals / projects shall be responsible for the respective labs during their practical hours.
- Students shall not be permitted to carry bags into the labs.
- In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

## STUDENT – FACULTY AMITY

- The Faculty Member should have a good control of students.
- As soon as the Faculty Member enters the class, He / She should take attendance by calling the students name.
- If anybody enters late, the student may be permitted to attend the class but warnings should be given.
- In case of repeaters or habitual late-comers the student must be directed to meet the faculty advisor/HOD.
- The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.

## DUTIES AND RESPONSIBILITIES OF THE LAB INCHARGES AND LAB ASSISTANTS

- To maintain the Stock Register.
- To find out the requirements for consumables for the laboratory and procure the same, before the start of every semester.



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- To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- To organize the laboratory for oral and practical examinations.
- To hold those responsible for any breakage / loss etc. and recover costs.
- To ensure the cleanliness of the lab and switch off all equipment after use.
- Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward it to the Principal for procurement.
- The lab assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- The lab assistants and in charge shall be available for maintenance and care of resources/services of the institution.
- All the lab assistants, in coordination with the respective lab in charge, are required to report matters like maintenance/repairing, theft, damage etc. within the respective lab hours, to the HOD.



PRINCIPAL  
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