



MALNAD COLLEGE OF ENGINEERING

(Autonomous)

(Approved by AICTE, New Delhi and Affiliated to Visvesvaraya Technological University, Belagavi)

Accredited by NAAC and NBA


HASSAN-573202, Karnataka, India

Email - office@mcehassan.ac.in, <https://www.mcehassan.ac.in>

Phone-08172-245317

Code of Conduct




PRINCIPAL
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Employee Duties and Responsibilities

- Duties and responsibilities of the teaching staff other than the Principal shall be basically governed by the norms of AICTE and VTU and as approved by the BoG.
- Duties and responsibilities of the Non-Teaching staff (Technical and Administrative) are assigned by the concerned authorities.
- All the employees should strictly follow the HR policy & code of ethics described by the college.
- Every employee shall maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his/her official dealings at all times.
- Every employee is expected to be courteous in his/her dealings with other members of the staff, students and members of the public at all times.
- All the employees are required to observe the scheduled hours of work during which they must be present at the place of their duty. Employees have to register their attendance in both bio-metric system & register every day.
- All grievances shall be addressed to the Principal through proper channel.
- The dress code has to be followed by the employees as envisaged.
- All the staff members both teaching and non-teaching have to wear the identity cards compulsorily within the campus.
- The usage of cell phones inside the campus is restricted.
- The faculty members are expected to maintain a very healthy teacher-student relationship and maintain utmost discipline among the students and uphold the decorum of their position.
- The faculty & staff members are expected to follow the code of conduct and be a role model to the students.
- The faculty & staff members have to follow all the rules and regulations of the college that are in force from time to time.


9. Work Schedule and Timings

10.00 a.m. to 1.30 p.m. and 2.30 p.m. to 5.30 p.m. with a lunch break from 1.30 p.m. to 2.30 p.m. Faculty, if classes are scheduled before 10.00 a.m. have to engage it at that time only.

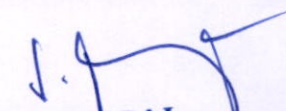
10. Pay Scale and Increment

- The entire Grant in Aid faculty is getting AICTE 7th pay scales and allowances.
- The entire Grant in Aid staff members is getting Karnataka state government 6th pay scales and allowances.
- The un-aided Faculty/ Staff members are getting pay scales and allowances as recommended by AICTE/ State Government/ BoG.




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DISCIPLINARY RULES AND MEASURES

CONDUCT AND DISCIPLINE


Students shall conduct themselves within and outside the premises of the college in a befitting manner.

As per the order of Honorable Supreme Court of India, Ragging in any form is considered as a criminal and culpable offence and is banned. Any form of ragging will be severely dealt with.

The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

- i. Ragging
- ii. Lack of courtesy and decorum; indecent behavior anywhere within or outside the campus
- iii. Indecent dressing within the campus.
- iv. Willful damage or stealthy removal of any property/ belongings of the college/ Hostel or of fellow students/ citizens.
- v. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
- vi. Mutilation or unauthorized possession of library books.
- vii. Noisy and unseemly behavior disturbing studies of fellow students.
- viii. Possession/ distribution of pornographic contents through DVDs/ CDs/Videos/ Photographs/ Internet, etc.
- ix. Possession/ distribution of terrorism literature through DVDs/ CDs/Videos/ Photographs/ Internet, etc.




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- x. Hacking in computer systems (such as entering into other person's area without prior permission, manipulation and/or damage of computer hardware and software or any other cyber-crime etc.).
- xi. Plagiarism of any nature.
- xii. Not adhering to the college Dress Code.
- xiii. Any other act of gross indiscipline as decided by the Dean (AA) from time to time.
- xiv. Possession of cell phones on campus (as per VTU, our affiliating university norms).
- xv. Not wearing Identity cards while on campus.
- xvi. Sexual harassment, indecent/ vulgar reference of any nature.
- xvii. Any writing on the walls, boards, or desks.

Commensurate with the gravity of offence, the punishment the CDC will deny it may be: reprimand, imposition of fine, expulsion from the Hostel, debarment from the examination, disallowing the use of certain facilities of the college, suspension for a specified period or even outright expulsion from the college, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.

For an offence committed in (i) Hostel, (ii) a department or in a class room and (iii) elsewhere, the Warden, the HOD and Dean (SA) respectively shall have the authority to reprimand and report to the Principal for suitable action.

Dean (Exams) shall take appropriate action in case of adoption of unfair means and/ or any malpractice in any examination.

All cases of serious offence, possibly requiring punishment other than Reprimand/ fine shall be reported to the Principal.


The college level Standing CDC constituted by the Principal shall be the authority to investigate the details of the offence and recommend disciplinary action based on the nature and extent of the offence committed.

61. DISCIPLINARY RULES

The rules of decorum and discipline to be observed by all the students of the institution are as under :


- They should attend the classes regularly.




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- They should be punctual to the classes.
- They should take all the assignments and tests seriously.
- They should not meddle with the equipment and tools in the laboratories and workshops without the permission of the staff member(s) in-charge. They will be responsible for the damage caused due to negligence and will have to pay for their replacement.
- They should maintain silence in the Classrooms, Laboratories, Library, Drawing halls, and Workshops.
- Use of mobile phones in the institute premises is strictly prohibited. This is also a strict guideline issued from VTU.
- They should not affix any notice or remove any office notice from the office or other notice Boards, without the prior permission from the concerned.
- They should not indulge in strikes/ picketing/mass bunks of classes/etc. of any form, and they should not cause any damage to the property of the institute.
- They should not be found guilty of causing undue disturbances of any form, in the campus, for the classes/ examinations, etc.
- Smoking, Consumption of alcoholic beverages and Drugs are strictly forbidden.
- They must park their vehicles properly, in the demarked area, avoiding disturbance to the classes.
- They must not go on tours of any type without the permission of the authorities and also without an accompanying faculty.
- Ragging in any form is strictly prohibited. Serious action will be taken on the offenders.
- They should not indulge in any activity, anywhere, that spoils the prestige of the institute.





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62.AICTE GUIDELINES FOR PREVENTION AND PROHIBITION OF RAGGING IN TECHNICAL INSTITUTIONS

The Raghavan Committee constituted by the Honorable Supreme Court has mentioned the following types of ragging:

- Ragging has several aspects with psychological, social, political, economic, cultural, and academic dimensions.
- Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered to be within the academics related aspects of ragging. Similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many technical institutions.
- Any act of financial extortion or forceful expenditure burden put on junior student by seniors should be considered as an aspect of ragging for economic dimensions.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
- Any act or abuse by spoken words, emails, snail-mail, blogs, public insults should be considered to be within the psychological aspects or ragging. This would also include deriving perverted pleasure, sadistic thrill from actively or passively participating in discomfiture to others, absence of preparing 'fresher' in the run up to their admission to higher education and life in hostel and this can be ascribed as a psychological aspect of ragging. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.
- The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.
- Actions against students for indulging and abetting in Ragging in technical institutions, Universities including Deemed to be University imparting technical education.
- The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
- For every single incident of ragging, a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
- Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be one or any combination of the following:-
 - o Cancellation of admission
 - o Suspension from attending classes
 - o Withholding / withdrawing scholarship / fellowship and other benefits.
 - o Debarring from appearing in any test / examination or other evaluation processes
 - o Withholding results




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- o Debarring from representing the institution in any regional, national/ international meet, tournament, youth festival, etc.
- o Suspension /expulsion from the hostel
- o Rustication from the institution for period ranging from 1 to 4 semesters
- o Expulsion from the institution and consequent debarring from admission to any other institution.
- o Fine of Rupees 25,000/-
- o Collective punishment: when the persons committing or abetting the crime/ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- The institutional authority shall intimate the incidents of ragging occurred in their premises along with action taken to the Council and immediately after occurrence of such incident and inform the status of the case from time to time.




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