



## 17. STUDENT CODE OF CONDUCT

### STATEMENT

TKM College of Engineering is an institution that nurtures teaching-learning process in utmost sanctity and harmony. In addition to working towards having the best faculties and facilities for a top-tier education, the institution firmly believes in mutual respect, moral values, discipline and integrity which is crucial for the growth of the institution as well as its students. The students of today are the nation's engineers tomorrow. We believe in instilling this sense of responsibility in our students.

Students form the pivotal element in the smooth functioning of an institution and hence TKM is committed to being student-friendly. While there is a grievance redressal mechanism at each level to cater to the needs of the students, these efforts are expected to be reciprocated by the students in the form of good conduct and behaviour.

### SCOPE

This code may be referred to as the T K M College of Engineering Kollam Student Conduct and Disciplinary Code. The purpose of this code of conduct is to help students understand their moral and social obligations as members of the campus community and as budding products of this institution.

### PROCEDURE

#### SECTION 1: TITLE AND COMMENCEMENT

This code may be referred to as the T K M College of Engineering Kollam Student Conduct and Disciplinary Code. The code shall be deemed to have come into effect from the date on which the Action Committee/Chairman, TKM College Trust resolved to implement this Conduct and Disciplinary Code.

#### SECTION 2: PREAMBLE

T K M College of Engineering is a learning centre where both the teachers and the students uphold the cause of maintaining order and discipline in the campus for the accomplishment of the vision of the institute and maintaining a harmonious

atmosphere. Rules and regulations are therefore meant to achieve the contours of these much-needed order and discipline. The student community should see that the rules envisaged in this code are strictly followed so that their conduct will be in conformity with and supportive of and conducive to the institute's vision.

### **SECTION 3: APPLICABILITY OF THE CODE**

The code shall be applicable to all the students admitted to this Institution including any academic programme, activity or event conducted by the Institute. It is the responsibility and duty of each and every student to become acquainted with all the provisions of the Code. It is presumed that every student from the date of his/her admission to the institute to any academic programme/activity/event has knowledge of this Code. All students coming within the above categories are required to strictly adhere to this Code as a condition of their admission to the institute and this Code would be binding on and enforceable against them or any among them.

### **SECTION 4: RESPONSIBILITIES OF THE STUDENTS**

The responsibilities of the students shall be to:

- a) Familiarize and adhere to this Code and any amendment brought to this Code.
- b) Behave and conduct themselves in the institute campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees, women and elders.
- c) Follow decent dressing manners, without any obscenity.
- d) Foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the vision of the institute.
- e) Access all educational opportunities and benefits available at the institute and make good use of them to prosper academically and develop scientific temper.
- f) Follow Institutional rules and directions from college/hostel authorities for ensuring the safety, health and well-being of students in the college/campus/hostels.
- g) Refrain from all activities deemed under the purview of 'ragging' which is a criminal offence.
- h) Abstain from the use/possession of alcohol, tobacco, narcotic substances or any other intoxicants in the campus and hostels
- i) Respect the laws of the country, human rights, cultural and social values nurtured and followed by all sections and to conduct in a responsible and dignified manner at all times.
- j) Report any violation of this Code to the functionaries.

*“By constant self-discipline and self-control, you can develop greatness of character”*

*- Grenville Klieser*

## **SECTION 5: BEHAVIOUR OF THE STUDENTS**

- a) Student activities should supplement the harmonious function of the institute and all activities of students should be oriented in this direction. Activities that may adversely affect the harmonious function of the institute would not be permitted.
- b) Students are encouraged to spend their free time in the Library/Reading Room. Clustering in the verandas or crowding in front of the offices or the Campus roads are to be avoided.
- c) TKMCE Campus is a “Smoking Free Campus”.
- d) Silence shall be maintained in the designated premises of the institute.
- e) Students should avoid usage of mobile phones inside the classroom, Library, Computer Centre, Examination Halls, etc. They may use such gadgets judiciously in permitted spaces.
- f) Students shall not indulge in any undesirable activity and shall maintain the highest standard of discipline.
- g) Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus and hostels.
- h) Students are expected to exhibit highest order of self-esteem and self-respect and are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the Campus and hostels.
- i) Politically based organizations or outfits are not allowed in the Campus as per order of the Hon’ble High Court of Kerala. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- j) Students shall exhibit highest order of decency not to deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.
- k) Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders (except parents or family members) to the institute or hostels.
- l) Students shall not bring, distribute or circulate unauthorized notices, pamphlets,

leaflets etc within the Campus or hostels. The possession, distribution or exhibitions of obscene items are prohibited within the Campus or on any property owned/managed by the institute.

- m) Students need to obtain prior permission from the college authorities to exhibit any type of banners, flags, boards etc. inside the campus, hostels, gates, buildings or on the compound walls.
- n) Students need to obtain written permission from college authorities to collect money from other students or faculty or any staff within the campus or hostels.
- o) The institute being a holy place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, dharna, gherao, burning in effigy or indulge in anything which may harm the peaceful atmosphere of the institution and shall abstain from violence in the Campus and hostels and even outside.
- p) Engaging in gherao, keeping under captivity or illegally confining any official of the institute is prohibited.
- q) Students can park their vehicle in the dedicated space exclusively reserved for them. No two-wheeler riding is permitted into/inside the campus.
- r) Students shall leave the classroom only when the session is over with the permission of the teacher.
- s) Students charged with criminal offence or under suspension can enter the institute Campus and college hostels only with the permission of the competent authority.
- t) Any case of criminal activity or violation of law and order in the institute Campus and hostels will be reported to the police.
- u) Students may use the waste bins for dispensing waste materials within the Campus including classrooms, hostels and offices.
- v) Students are to follow all the rules and regulations as directed by the University while appearing for any examination.
- w) Students are expected not to be involved in any conduct which leads to lowering of the esteem of the institution.

*“Freedom without rules doesn’t work. And communities do not work unless they are regulated by etiquette”- Judith Martin*

## **SECTION 6: RESPECT FOR WOMEN**

Verbal or nonverbal conduct such as unfair comments, remarks or jokes, letters, phone calls, SMS or emails, gestures, exhibition of pornography, indecent stares,

physical contact, stalking sounds or displays of a derogatory nature which have the purpose and/or effect of interfering with a woman's academic performance or living environment will be considered as misbehaviour to girls/ladies and is strictly prohibited in the campus and hostels.

## **SECTION 7: DISCIPLINARY SANCTIONS**

Any student exhibiting prohibited behaviour mentioned in this Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to any of the following disciplinary sanctions:

### **(7a) Minor Sanctions**

#### ***i) Warning or Reprimand***

This is the least sanction envisaged in this Code. The student engaged in any prohibited behaviour will be issued a warning letter.

#### ***ii) Tendering Apology***

The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act. An undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future will be sought.

### **(7b) Major Sanctions**

#### ***i) Debarring from Examinations***

A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic programme for which he/she/they has/have joined.

#### ***ii) Suspension***

A student may be suspended from the institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student by the college authority. The student shall lose his/her attendance for the suspended period unless decided/informed otherwise by the college authority.

#### ***iii) Restitution***

Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the institute or any property kept in the premises of the institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the institute or any property kept in the premises of the institute due to the act of vandalism perpetrated by the students. The students/group of students

shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bring it to its original form if it is possible.

***iv) Forfeiture***

Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.

***v) Expulsion***

This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this institute thereafter.

**SECTION 8: FUNCTIONARIES UNDER THE CODE**

***a) Head of the Departments/ Senior Advisors/ Deputy Chief Warden/ Wardens of Hostels.***

As the persons in charge of the Departments/Hostels, the respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate action to curb any prohibitory behaviour as envisaged in this code. As these functionaries cannot manage the entire issues single handed, they can assign part of the work to the faculty/staff. Faculty and staff of all the departments/hostels have the responsibility to inform any incident of prohibited behaviour to the Head of the Departments or Deputy Chief Warden so that any serious issue can be settled before the same goes out of control. The Head of the Departments/ Deputy Chief Warden shall have the power to impose minor sanctions as envisaged under section 7(a) of this Code. They may also recommend imposition of major sanctions as envisaged under Section 7 of this Code to the Principal. The Head of the Departments/ Senior Advisors/ Deputy Chief Warden/ Wardens of Hostels while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behaviour. Any lapse on the part of a teacher /warden to report any instance of violence/misconduct/ragging on the part of the students shall be reported to the Principal by the respective Head of the Departments/ Deputy Chief Warden. The wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/she shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Section 5 & 6 of this Code.

***b) Dean, Student Affairs***

Any authority of the institute with delegated powers shall have the power to visit/inspect any premises, buildings, hostels or any property of the institute when there is a genuine doubt that any act of prohibited behaviour is taking place. The

authority may take any lawful actions to curb such behaviour. The HoDs/ Senior Advisors/ Deputy Chief Warden/ Wardens of Hostels shall report to the Dean (Student Affairs) any instances of prohibited behaviour, who in turn shall bring it to the notice of the Principal. The Dean (Student Affairs) shall forward the recommendations from the HoDs/ Deputy Chief Warden to impose a major sanction under Section 7(b) of this Code to the Principal after noting his observations. The Dean (Student Affairs) may also suo moto recommend action against any student(s) indulging in prohibited behaviour which is brought to his/her notice to the Principal.

***c) Principal***

The Principal shall be the ultimate authority in imposing major sanctions as envisaged under Section 7(b) against the students for acts of prohibited behaviour. The Principal can also entertain any appeal from any student (s) aggrieved by the action of any authority of the institute under or subordinate to the Principal and decide the case on merit.

## **SECTION 9: RIGHT TO APPEAL**

The student (s) aggrieved by the action of any authority of the institute under or subordinate to the Principal can appeal to the Principal. The decision of the principal shall be final and binding on the students.

## **SECTION 10: ASSISTANCE FROM LAW ENFORCEMENT AGENCIES**

The Principal and the Dean, Student Affairs (with the concurrence of the Principal) shall have the power and duty to call the Police immediately when there is a threat of law-and-order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The HoDs/ Deputy Chief Warden shall in such a case give a detailed report to the Principal/Dean, Student Affairs. The Principal/Dean, Student Affairs may also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

## **SECTION 11: STUDENT AFFAIRS COMMITTEE**

The Institute has a “Student Affairs Committee” where the students can air their grievances. The Committee consists of the Dean, Student Affairs, as Convener and faculty and student representatives as members.

## **SECTION 12: UNDERTAKING BY THE STUDENTS**

The students joining any academic programme of the institute will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and in case it is violated, it will be bound by the provisions

of this Code.

### **SECTION 13: OPPORTUNITY FOR HEARING**

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student (s).

### **SECTION 14: ULTIMATE AUTHORITY**

For all disciplinary matters related to students, the Principal shall be the ultimate authority as provided herein.

### **SECTION 15: AMENDMENTS TO THE CODE**

The Action Committee/Chairman, TKM College Trust, of the institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and teachers of the institute immediately.

### **SECTION 16: HOSTEL RULES**

1. The overall administration of the Hostel shall be on the Chief Warden. The Chief Warden is the Principal.
2. Students seeking admission to the Hostel shall submit an application to the Warden in the prescribed form and duly recommended by the concerned Head of the Department.
3. Admission shall be confirmed subject to the discretion of the Warden and Warden has the right to deny the admission of any student.
4. Admission to the hostel shall be valid for a period of one academic year only.
5. Room will be allotted at the discretion of the Warden. Each person shall be responsible for the safety of the furniture. If any damage to the furniture or fittings is noticed, at any time, repair charges in addition to the fine for the misuse of the same will be recovered from the inmates.
6. The inmates are responsible to keep their rooms and furniture in good condition. They should not on any account tamper the electrical installation, sanitary fittings and other hostel properties. The inmates shall not fix or write anything on the door or wall. Shifting of the furniture from one room to another is not permitted.
7. Inmates shall change their rooms only with the prior permission of the warden.
8. The inmates shall behave themselves so as to avoid difficulties to fellow inmates in any manner. All the inmates shall dress properly inside the hostel premises.
9. Inmates shall see that the lights and fans are switched off when they go out of the



rooms.

10. The usage of heavy electrical equipment (like iron box, electric heater, cooler, air conditioner etc) are prohibited.
11. When the inmates go out from their rooms, they should lock their rooms to safeguard their belongings.
12. The dues of the Hostel of each month shall be paid on or before the 10th day of the following month.
13. No one shall enter the Hostel premises for carrying business of any type without the consent and permission of the warden.
14. No guest shall be permitted to stay in the Hostels.
15. Inmates are not permitted to convene meetings of any sort anywhere in the Hostel premises without the prior permission of the Warden.
16. No notices shall be displayed or circulated in the hostel without the permission of the Warden.
17. The Mess will be conducted and managed by the inmates themselves on the basis of a dividing system as per the rules sanctioned by the Warden.