



# COLLEGE OF ENGINEERING ADOOR (MANAGED BY IHRD, A GOVT OF KERALA UNDERTAKING)

## CAMPUS RULES AND REGULATIONS

Dated 1<sup>st</sup> Jan 2023

1. The college gives utmost priority for discipline. All students are bound to follow the rules and regulations of the college and maintain strict discipline.
2. The working hours are from 9.30 a.m. to 4.30 p.m. Students should on no account arrive late in the classroom. .
3. Students shall compulsorily wear the prescribed college uniform while in the campus.  
**For Boys:** Grey pants, Plain collared white shirts  
**For Girls :**Grey churidar, White long top below knee level, Grey shawl Jeans and T-Shirts are not allowed. Both boys and girls should have their hair properly dressed up befitting a professional.
4. All post graduate students should come to the campus in formal dress. Jeans, Leggings, T-shirts and other casual wear are not allowed in the institution. Photo identity cards are compulsory on all days.
5. Students should abide by the dress code specially prescribed by the college authorities for events at which uniforms are not compulsory (e.g. Onam celebrations, Farewell etc). Variations will not be permitted. Dress code for such occasions will be separately specified.
6. Students should wear the college identity card around their neck while in campus for easy identification of the person and should be shown to the staff/security-men when demanded.
7. As per the Govt. order No. Rt/No.346/05/ Higher Edn. dt.1-3- 2005 students are not allowed to use **Mobile Phones/Electronic devices with similar facilities** inside the college campus. If found to violate the regulation, the device will taken over and be kept in custody of the Principal, which will be returned only on withdrawal from/completion of the course.
8. Students are not allowed to browse the internet during lab sessions without the permission of the staff in charge. Follow “**netiquette**” while using internet
9. Every Student shall conduct himself/herself in such a way to cause no disturbance to the functioning of the classes/labs. or to fellow students.

10. Use of Alcohol, Cigarettes and Drugs in any form is strictly prohibited within the campus
11. Students are expected to be polite in language and behavior. They should greet their teachers when they first meet them for the day. When the teacher enters the classroom the students should stand up, and remain standing until the teacher asks them to sit down.
12. Students should use the property of the institution with care and keep the buildings and the premises clean. In case of material damage to the institutional property caused by indifference or deliberate action, compensation, as decided by the authorities, should be paid by the student or guardian.
13. Ragging is banned in the college campus. **“Ragging”** means Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC vide circular No.F1-16/2007(CPII) April 2009 and Govt. of Kerala norms.
14. The college prohibits political activities on the campus and forbids students from conducting and attending political meetings within the college campus.
15. All Celebrations in the campus, including College Senate and/or other departmental activities, should be held after getting prior permission from the Principal.
16. Students shall not invite Police or Media persons to the campus on their own, for that they have to get prior permission from the Principal.
17. Students shall not use the College emblem/Photo of the college in full or part of it in the transaction of the social media like Facebook, WhatsApp etc. without prior permission.
18. Student’s vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited. No type of vehicles should be used during celebrations inside the college campus.
19. Students are advised to take care of their personal belongings and other valuables.
20. Writing on walls, pillars, bath rooms, furniture or display boards is strictly prohibited.
21. The cost of any damage, if caused to college property or public property inside the campus, will be charged to the accounts of the student(s) responsible for the damage. Also Legal action will be initiated against those who are found responsible under existing laws including the prevention of Damage to Public Property Act 1984.
22. Students are advised to behave as responsible citizens by switching off fans and lights when they leave the class rooms.
23. Furniture in the class rooms/labs should not be moved or displaced.

24. The college campus and classrooms should always be kept neat and clean. Students should see that no damage is done to college property including plants and trees in the campus.
25. With the intention of keeping the campus clean, food waste and other waste materials including plastic carry bags/pouches should be deposited only in the space provided and never throw it around.
26. Water provided through water coolers should be solely used for drinking and not for washing utensils.
27. Always flush the toilets after use. Ensure taps are closed after use.
28. No students shall remain in the hostel during class hours unless he/she is sick and is permitted to be on leave.
29. Students are required to strictly adhere to the college timings. The College library remains open from 8.00 am to 5 pm on all working days. Prior permission from the principal is required to enter the campus on holidays.
30. No student activity is permitted inside the campus after 5 pm. Permission from the principal should be obtained through the respective staff-in-charge for any activity which extends beyond 5pm.
31. Students are barred from entering restricted areas without permission. Boys are restricted entry to places reserved for girls.
32. Leave for absence will be granted only on medical grounds. Such leave will be considered only in the event of shortage of attendance. Leave application must be supported by medical certificate and should be submitted to staff advisor on the day he/she rejoins the class.
33. Direction from the college staff in respect of academic matters and general discipline must be strictly adhered to.

*\*\* In any case, the code of discipline is found to be violated, the student(s) involved will be held responsible and disciplinary action will be initiated against them.*

## ***Responsibilities of Teachers***

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice.

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
7. Teachers should personally know the student details and keep a record of student profile.
8. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation
9. Participate in extension, co-curricular and extra-curricular activities including community service.
10. Respect the right and dignity of the student in expressing his/her opinion;
11. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
12. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
13. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
14. Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace;

## *Job Description of Teaching Staff*

1. Preparation of course plan with detailed break up of syllabus topic for the subject handled, as per the guideline, and decide on the prescribed textbook for study.
2. Teaching must strictly follow the order in the course plan. The course plan should be used as teaching schedule for the teacher. At the end of every class, the topic to be dealt with in the next class must be announced and students must be asked to read the topic before they come for the next class. The teacher must ask simple questions on the topic before commencing the explanation.
3. Assignments for internal assessment must be such that reference to library materials and Internet would be necessary for its completion. Mere copying from reference material must be wholly discouraged while evaluating internal assessments.
4. No class must be let free for reasons of faculty non-availability.
5. Effectively utilize the teaching hours for the benefit of the students duly adapting to the teaching methodology as may be described by the HoD for the particular course, including holistic education classes.
6. Ensure that any teaching hour lost due to leave or other exigency is compensated by filling in the leave hours of any of other faculty members of the same class.
7. Update oneself of the current developments in the subject handled by regular reference to publications and Internet.
8. Participate in academic discussions initiated by the HoD
9. Suggest areas of modification, improvement or changes required in the curriculum.
10. Suggest relevant study materials/magazines/ books on the subject for student reading and/or procurement by the college library.
11. The HoD may specify any other responsibility
12. Exam Duty
13. Attending to examination duty by faculty/ staff members as per work allotment assigned by the Controller of Examinations, is mandatory.
14. The invigilators should report 15 minutes before the scheduled start of the examination. Request for any adjustments in the allotted schedule should be done well in time.
15. As a matter of policy no leave shall be approved during examination days except in the cases of or for extremely unavoidable exigencies.
16. Any leave approval during the examination period, must be cleared by the Controller of Examinations.
17. If any student is caught with malpractices during the examination, proper comeuppance can be given to such student/ students as described in the examination

## Responsibilities

1. Day to day academic, attendance and disciplinary matters.
2. Compilation of monthly attendance and preparation of regular absentees list for publishing on the notice board (on the last working day of every month).
3. Make note of students who are absent during tests, and ensure that the student takes the retest when conducted.
4. Intimate the parents about results of exams, Open House, PTA meetings etc.
5. Ensure Course Outcome Feedback is completed at the end of the semester.
6. Work with faculty-in-charge for the associations/clubs for effective implementation of association/club activities.

Sd/-  
Principal

### **Vision**

Develop into a premier institution, creating socially committed and globally competent engineering professionals.

### **Mission**

To provide quality education and foster research and development in the field of engineering.

To encourage innovation and entrepreneurship for the betterment of society.

To develop professional and leadership skills and encourage lifelong learning