

# LORD JEGANNATH COLLEGE OF ENGINEERING AND TECHNOLOGY



(Approved by AICTE and Affiliated to Anna University Chennai)

PSN Nagar, Ramanathichanputhur, Kumarapuram Thoppur Post,  
Kanyakumari Dist. - 629 402, Tamil Nadu.

Ph.: 04652-254919

Fax: 04652-254918

Mobile: 9442567452

Website: [www.ljcet.org](http://www.ljcet.org)

Email: [principalljcet@yahoo.com](mailto:principalljcet@yahoo.com)

## CODE OF CONDUCT

All the Students, Faculty and Staff members of Lord Jegannath College of Engineering and Technology are expected to follow the Code of Conduct, Rules and Regulations.

### STUDENTS:

1. Students are expected to come to the College with neat dress code and should maintain decorum.
2. Every Student should wear his/her Identity Card on daily basis and should produce on demand.
3. Use of mobile phone is strictly prohibited during Class hours. If any Student is found using, the mobile phone will be seized and will be handed over to the Disciplinary committee.
4. Absolute silence must be maintained while moving from Classroom/Laboratory/Library/Seminar Hall etc and also while returning.
5. Students should not sit on parapet walls or on the steps or staircase.
6. Writing, Scribbling, painting on the walls, desks and littering are strictly prohibited.
7. Students found guilty of damaging or destroying the College property should replace the same at their own cost.
8. Ragging is an offence, if any student found guilty of ragging will be dismissed from the College.
9. Students found consuming drugs; liquor will be dismissed from the College.
10. Students should not participate in Political and Anti-secular activities.
11. Students found guilty of using foul language or behaving rudely shall be expelled from the college.
12. Students those who do not have good conduct and behaviour shall be sent out of the College at any time during the course of their study.
13. Students are not permitted to enter any Classroom other than theirs.
14. Students are responsible for the safety of their belongings. The College is not responsible for any loss.
15. Students are directed to look up the notice board every day.
16. Students are advised to avoid the usage of plastic products inside the campus.
17. Conservation of water and Electric power, also Clean and Hygenic practices should be strictly followed.

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18. The Campus is under CCTV surveillance and movements of Students are monitored regularly.
19. Students using Two Wheeler should wear Helmet and possession of Driving License is must, failing which they will not be allowed to park their vehicle in the Campus.
20. Every Student must be a member in any one of the Clubs ( NSS, Electoral Literacy Club. etc) to do an extra-curricular activity.

## TEACHING AND NON-TEACHING STAFF:

1. Every Teacher should try to preserve and promote the dignity and solidarity of the profession.
2. Every employee shall abide by and comply with the Rules and Regulations framed by the Management and as amended from time to time, and all orders and directions of his/her superior authorities.
3. No Teaching / Non-Teaching staff shall absent themselves from their duties without prior permission.
4. No Teaching / Non-Teaching staff shall engage directly or indirectly in any trade or business. In case of any remunerative work like tuition, prior permission in writing shall be obtained from the College authorities.
5. The Faculty has to desist from entering into unhealthy arguments of any kind and adopt a posture of contradiction with the superiors and elders.
6. Employees should scrupulously avoid smoking, chewing betel leaves and such other undesirable habits in the presence of students within the precincts of the College.
7. No Teacher shall encourage or indulge in any form of malpractices connected with Examinations or other College activities.
8. The Faculty has to avoid using harsh and slang language inside the premises.
9. The use of mobile phones inside the campus during working hours is strictly forbidden.
10. A Teaching / Non-Teaching staff when involved in criminal proceedings shall inform the Management of such proceedings.
11. No Teaching / Non-Teaching staff shall engage themselves in any political or Anti-secular activities.
12. Faculty is expected to develop his / her general and professional skills and remain updated in the specific line of work.

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13. Every Teacher shall, by precept and example, inculcate human values and patriotism among the Students.
14. Every Teacher is expected to organize and promote all college activities that foster the feelings of Universal brotherhood among pupils.

## OFFICE ADMINISTRATION:

1. Attending six days a week and whenever required to perform their duties.
2. All matters related to AICTE / Anna University to be checked, corrected and make available to the Principal and Management.
3. Maintaining the list of Students having Fee pending and taking appropriate follow-up as per the direction of the Administrative Office.
4. Avoid irrelevant discussion during office hours.
5. Efficient housekeeping and catering requirements for guests / employees.
6. Planning, Sourcing and maintenance of Transport.
7. Liaison works with all Government offices and Public.
8. Maintenance and Supervision of all office and Academic records.
9. Managing the Sweepers, office attendees and garden employees.

## GENERAL:

1. Working Timings:

Students	9.00 A.M. to 4.00 P.M.
Teachers	8.50 A.M. to 4.15 P.M.
Non-Teaching staff	9.00 A.M. to 5.00 P.M.

2. Students should be punctual in attending all the classes. If anyone misses any of the class, he / she lose attendance for the period.
3. Students should not avail leave on their own without prior permission. If any student has to leave the College during working hours, he / she has to move with official sanction through proper channel.
4. Every Student must secure a minimum attendance of 75% for every semester to write the End semester Examinations.
5. The Tuition fee has to be paid on or before the due date in each semester. Defaulters shall be removed from the nominal roll.