

### INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1. Students should strictly adhere to all the rules and regulations in force and amendments in future and any breach of any rule would entail summarily forfeiture of his/her seat in the institution.
2. Even though the requirement as per Anna University Regulations for completion of a semester, a student has to attend at least 75% of the classes, the college expects on a minimum of 95% attendance for theory classes and 100% for the laboratory classes, so that (i) students can perform well in the model and university examinations (ii) Students will be detained from writing the Anna University examinations, if they have shortage of attendance
3. As the curriculum for the various courses is not rigid, the students should follow the syllabi for the various courses in force at the time of admission and changes brought in the syllabi from time to time.
4. If the student's progress is consistently poor in the institution, his /her study is liable to be terminated by the issue of transfer certificate.
5. If the student becomes a scholarship holder and enjoys educational concessions like half fees waiver or full fees waiver etc., and does not perform well, the scholarships or the educational concessions are liable to be cancelled or if the conduct of the student is not good, these will be summarily cancelled.
6. If the student is found to breach any discipline and rules or does not conduct himself properly in NCC, NSS, YRC, Eco-club, Sports, Cultural or Extra Curricular activities may result in disciplinary proceedings against him, /her and may be even be entailed for the forfeiture of seat in the institution.



  
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7. If the student is admitted in hostel, he/she should strictly abide the rules and regulations in the hostel and that any breach of discipline, rule, and conduct will be summarily dealt by forfeiture of seat both in the hostel and the institution in addition to other disciplinary proceedings that may be taken against him/her.
8. In case the qualification possessed by the student is not recognized by Anna University for admission to BE Degree course in the Engineering College, he/she will have to discontinue the course in the college.
9. The student should not request for change of course other than to which he/she is admitted.
10. The student should not involve himself/herself in any activity pre-judicial to the proper conduct of study or discipline, or peace in the college campus, such as involving himself/herself in strike, unlawful assemblies, consumption of intoxication drinks and drugs, late attendance, any other infringement of rules and regulations and refusing to accept the punishment ordered by management, principal and the staff members.
11. The student should not involve in any form of ragging. Defaulters are view very seriously.
12. The student should abide to the modest dress code of the institution.



  
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### CODE OF CONDUCT FOR FACULTY

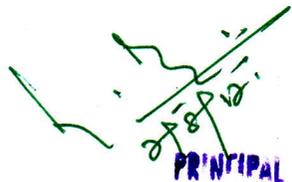
1. The faculty member must make clear the objectives of the course or program, establish requirements, set standards of achievement and evaluate the student's performance.
2. The faculty member has the responsibility to meet classes as scheduled and when circumstances prevent this, to make proper alternate arrangement.
3. The faculty member should present the appropriate context for course content.
4. The classroom must remain a place where free and open discussion of all content and issues relevant to a course can take place.
5. The faculty member must avoid exploitation of students for personal advantage.
6. Faculty members should comply with all Rules and Regulations of the College prescribed from time to time.
7. The faculty member will be on probation for a period of one year. Their performance will be revived after this period and based on which retention or otherwise of their service will be decided.
8. The faculty member is eligible for 12 days casual leave in an academic year.
9. During the period of their employment with the college, the faculty members are expected to devote full time to work for the college. Further, they should not take any other employment or assignment whether it's honorary or cash or otherwise, without prior permission from the college.
10. The appointment is purely temporary and the services are terminable by issuing one month prior notice on either side without assigning any reason whatsoever. Further they should not leave the college In the middle of the academic year under any circumstances.



  
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11. The management expects the faculties to maintain high level of intellectual, ethical standard in the campus and off the campus.
12. The faculty members shall do additional hours of service as may be required, depending upon the exigency of work.
13. The faculty member is required to maintain utmost secrecy in respect of AICTE, ISO documents, software package license, compliance report etc.



  
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