



# MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC & Affiliated to Anna University)  
Rasipuram - 637 408, Namakkal Dist., Tamil Nadu



## Code of Conduct for Students

- Students should maintain Discipline and Decorum within the Campus. Whistling, Whooping or Shouting that Unreasonably disturb other Students will not be tolerated.
- Students are expected to behave Politely towards Members of the Faculty, Staff and all other Students in all their Interactions with them
- Students are advised to speak in English, without intimidation in order to Acquire Proficiency in the Language.
- The Student shall always observe the Health & Safety Precautions as may be prescribed/ notified/ displayed in the Campus.
- Students are prohibited from using the College's Name, Logo or likeness for any purpose.
- The unauthorized use of or entry into the Classrooms, Laboratories, Athletic fields are prohibited.
- Littering or Spitting in the Classrooms, Hallways, Playgrounds or the Garden area are unacceptable. Students should cooperate in keeping the Campus Clean and Tidy
- Students shall take responsibility for all their belongings themselves
- Malpractices committed in Examinations by the Students, shall be viewed seriously and attract various Penalties which include fine, loss of Examination, Expulsion from the College etc. All cases of Examination Malpractices detected by the Faculty / Squad shall be referred to the Malpractices Enquiry Committee for taking suitable action / punishment and the award of Punishment will be binding on the Students.

- Students should not involve in any activities which may affect National Security of our Country.
- Interactions between Boys and Girls are expected to be within acceptable norms of our Culture and Tradition
- Criticizing or Abusing the Girl Students in Foul Language is strictly prohibited in the Campus. If such cases are identified, action will be taken.
- Sexual misconduct by any Student will be viewed very seriously and they are punishable under Law
- Organizing any Meetings or Entertainment Programmes or collection of money for any purpose within the College or outside the College without the permission of the Principal is strictly prohibited.
- Organizing Birthday functions within the Campus is strictly prohibited.
- No food or Beverages are allowed inside Classrooms, Laboratory, Library, Reading or Tutoring Room unless prior permission has been granted
- The Code, Policies and the varied Procedures laid down herein intend that the Principle of Student involvement in Governance in both Administrative and Academic Areas are essential.
- Student Participation is encouraged and must be strengthened through the involvement of Students in all levels.
- Students are advised to uphold the Policy and inform the Institute of any violations and assist individually and collectively to improve the Quality and Effectiveness of this Code and Appended Policies.

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## BOYS HOSTEL – RULES AND REGULATIONS

The Inmates of the Hostel are instructed to strictly adhere to the following Rules and Regulations:

- The right of admission to the Hostel is reserved by the Management
- The Rules and Regulations of Hostel should be strictly followed
- The admission to the Hostel has to be renewed from Second Year by submitting the prescribed Application to the Hostel on or before the date specified
- If any deviations in following the Rules and Regulations of the Hostel, permission will not be given to continue to stay in the hostel
- Hostellers are not permitted to have Two-Wheelers or Four-Wheelers
- The Inmates are permitted to vacate the Hostel at the end of the Academic Year with due permission from the Authorities.

### Admission

- The Candidates seeking Hostel Admission should submit the prescribed Application to the Warden
- The Admission of the Candidates are reserved and subject to the availability and other factors
- Students will be admitted to the Hostel after the payment of the prescribed Fees

### Things to be brought

- All the Inmates are advised to bring the following items like, Umbrella, Mattress, Bed Covers, Plastic Bucket, Mug, etc.,
- All the Inmates are advised to keep their Boxes with adequate Locking arrangement
- The Inmates are advised not to bring costly articles like Jewels to the Hostel
- The Management will not hold any responsibility for the safety of their belongings

### **Visitors**

- Visitors are allowed only on Sundays between 9.00 AM and 6.00 PM.
- The Visitors should produce authenticated Visitors' Card at the Security Office and the entry should be registered
- The Visitors without Visitors' Card will not be permitted to meet the Inmates
- Students are not allowed to bring their Visitors inside Hostel Rooms

### **Permission to leave the Hostel**

- The Inmates who want to leave the Hostel must submit a written permission duly signed by of Class Advisor, HoD and Principal
- The Inmates are strictly informed to make an entry in the prescribed Register before leaving and at the time of entry
- If any Student leaves the Hostel for any personal reason, should return to the Hostel by 7.00PM
- Hostellers shall not absent themselves from the College without submitting leave letters countersigned by the Warden
- The Students will be permitted to go home only on designated Weekends

### **Usage of Rooms**

- The Inmates are advised to switch off the Fans and Lights when they are out of the Room
- The Students are advised to inform the Warden about the damage of Electrical Appliances and they should not try to manage themselves
- On any case, the Neighboring Rooms should not be disturbed
- Students are advised to inform the Warden when they are Sick
- Students shall not patronize Peddlers, Dhobis and Hawkers unless they are authorized
- Misbehavior on the part of the Servants and other Residents shall be reported to the Warden immediately with all particulars. The Students are not permitted to take any direct measures
- Usage of Electrical appliances like Cooker, Coffee maker and Water Heaters are strictly prohibited.
- Keep the Toilet and Bathrooms Clean and the Rooms will be inspected by the Warden/ Administrative Staff on any day, the Inmates of each Room are responsible for its Cleanliness

### **Study Hour**

- The Inmates of Hostel should follow the Study Hour between 6.00PM to 7.00PM and 8.00PM to 10.00PM except Sunday
- During the above timing they should remain in their respective rooms only



### **Silent Hour**

- From 10.00PM to 7.00AM will be treated as Silent Hour on all days
- During the above timing the Inmates should keep their Mobile Phones in Silent Mode
- If any Mobile are found to be disturbing during the Silent Hour the same will be seized

### **Meal Timings**

The Meals would be served as per the following schedule:

- Breakfast - 07.45AM to 08.45AM
- Lunch - 12.30PM to 01.50PM
- Tea & Snacks - 04.30PM to 05.15PM
- Dinner - 07.00PM to 08.00PM

**“Don't leave any leftover food on your plate.Let's save food.  
Take only the amount of food you can eat  
Someone is dying for the food you are throwing away”**

### **Code of Conduct**

- Violation of this Rule will be seriously viewed and punishment to the extent of Expulsion from the Hostel
- Ignorance of the Rules will not be an excuse for violating them
- Misconduct or Breach of Hostel Rules lead to fine or suspension or dismissal.

**“We expect Self-Discipline more than the above Rules”**

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## GIRLS HOSTEL – RULES AND REGULATIONS

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- The Rules and Regulations of Hostel should be strictly followed
- The admission to the Hostel has to be renewed from Second Year by submitting the prescribed Application to the Hostel on or before the date specified
- If any deviations in following the Rules and Regulations of the Hostel, permission will not be given to continue to stay in the hostel
- Hostellers are not permitted to have Two-Wheelers or Four-Wheelers
- The Inmates are permitted to vacate the Hostel at the end of the Academic Year with due permission from the Authorities.

### Admission

- The Candidates seeking Hostel Admission should submit the prescribed Application to the Warden
- The Admission of the Candidates are reserved and subject to the availability and other factors
- Students will be admitted to the Hostel after the payment of the prescribed Fees

### Things to be brought

- All the Inmates are advised to bring the following items like, Umbrella, Mattress, Bed Covers, Plastic Bucket, Mug, etc.,
- All the Inmates are advised to keep their Boxes with adequate Locking arrangement
- The Inmates are advised not to bring costly articles like Jewels to the Hostel
- The Management will not hold any responsibility for the safety of their belongings



### Visitors

- Visitors are allowed only on Sundays between 9.00 AM and 6.00 PM.
- The Visitors should produce authenticated Visitors' Card at the Security Office and the entry should be registered
- The Visitors without Visitors' Card will not be permitted to meet the Inmates
- Students are not allowed to bring their Visitors inside Hostel Rooms

### Permission to leave the Hostel

- The Inmates who want to leave the Hostel must submit a written permission duly signed by of Class Advisor, HoD and Principal
- The Inmates are strictly informed to make an entry in the prescribed Register before leaving and at the time of entry
- If any Student leaves the Hostel for any personal reason, should return to the Hostel by 7.00PM
- Hostellers shall not absent themselves from the College without submitting leave letters countersigned by the Warden
- The Inmates would be permitted to leave the Hostel only with the Parents or Guardians, In case a Student wants to leave alone, should submit a letter in the prescribed format duly signed by the Parent or Guardian
- The Students will be permitted to go home only on designated Weekends

### Usage of Rooms

- The Inmates are advised to switch off the Fans and Lights when they are out of the Room
- The Students are advised to inform the Warden about the damage of Electrical Appliances and they should not try to manage themselves
- On any case, the Neighboring Rooms should not be disturbed
- Students are advised to inform the Warden when they are Sick
- Students shall not patronize Peddlers, Dhobis and Hawkers unless they are authorized
- Misbehavior on the part of the Servants and other Residents shall be reported to the Warden immediately with all particulars. The Students are not permitted to take any direct measures
- Usage of Electrical appliances like Cooker, Coffee maker and Water Heaters are strictly prohibited.
- Keep the Toilet and Bathrooms Clean and the Rooms will be inspected by the Warden/ Administrative Staff on any day, the Inmates of each Room are responsible for its Cleanliness

### Study Hour

- The Inmates of Hostel should follow the Study Hour between 6.00PM to 7.00PM and 8.00PM to 10.00PM except Sunday
- During the above timing they should remain in their respective rooms only

### Silent Hour

- From 10.00PM to 7.00AM will be treated as Silent Hour on all days
- During the above timing the Inmates should keep their Mobile Phones in Silent Mode
- If any Mobile are found to be disturbing during the Silent Hour the same will be seized

### Meal Timings

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### Code of Conduct

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## LIBRARY RULES AND REGULATIONS

### GENERAL RULES

The library rules and regulations are introduced to regularize the use of the library resources and will be reviewed periodically to meet the changing needs.

#### Library Working Time :

08:00AM - 08:00PM (Working Days)

09:00AM - 05:30PM (Saturdays if Holiday)

Books Return Time : 08:00AM - 07:00PM

Books Issue Time : 08:00AM - 07:30PM

- ❖ Students/staff shall scan their ID card in the E Gate Register scanner while entering and leaving the library.
- ❖ The library users shall possess their ID card while they are inside the library.
- ❖ Books shall be issued only on production of Bar-coded ID card.
- ❖ Strict silence shall be maintained in the library.
- ❖ Personal belongings like files, folders, bags, jerkins, umbrella, issued books etc., are not allowed inside the library. They should be kept on the rack provided at the entrance of the library.
- ❖ For the benefit of its users, library is following the Open Access System. The books, current journals, back volumes taken out the racks shall not be replaced. They should be left only on the tables. Well trained Library assistants are there to replace them in the proper places.
- ❖ The librarian reserves the right to cancel the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.

## **BOOK ISSUE AND RETURN**

- ❖ The books taken from the library are to be returned within 14 days for students, 2 months for Non-Teaching and Admin Staff, 4 months for Teaching Staff or on or before the due date specified in the due date slip attached in the front page of the books.
- ❖ While taking the books staff and students should write their Roll No, on the due date slip pasted in the book.
- ❖ All UG and PG students are eligible to take 6 books, all Non-Teaching and Admin Staff are eligible to take 8 books and Teaching Staff are eligible to take 10 books.
- ❖ There will be no issue of returned books on the same day, The books will be issued next day afternoon onwards.
- ❖ If a book is not returned on the due date another book will not be issued.
- ❖ If a user fails to return the books on the due date the member is liable to be fined.
- ❖ If a book is lost, then the user should inform to the librarian immediately and the same should be traced and replaced within 15 days from the due date.
- ❖ If the borrower is not able to replace the book for the book lost within two weeks, they have to pay double the cost of the book. If a book is replaced, current edition of new book only be accepted.
- ❖ Reference books, CD's, DVD's, Project Reports, Back Volumes and Periodicals will not be issued. They are only for reference inside the library.
- ❖ Users are allowed to take the photocopies of the required articles of periodicals.
- ❖ Photocopying of full book is not permitted.

## **LIBRARY / DIGITAL LIBRARY**

- ❖ The college library has a collection of 38469 Volume of books with 11079 Titles.
- ❖ Library subscribes to about 133 National Journals, Magazines and Newspapers in various disciplines of Engineering and MBA.
- ❖ The library is heading towards complete computerization and automation of all its operations. Using barcodes for book circulation services.
- ❖ The database of library books is available on OPAC (Online Public Access Catalogue) for bibliographical search. OPAC is searchable on Library LAN.



- ❖ Digital library contains 3483 CD / DVDs related to all subjects of Engineering and MBA.
- ❖ Digital library allows accessing thousands of journals and reference materials with the institutional subscriptions of IEEE, Elsevier Science Direct and DELNET.
- ❖ Digital Library is equipped with 16 PCs with Multimedia facility.
- ❖ Separate sections like Book Section, Reference Section, Periodical Section, Back Volumes Section, Project Report Section and Digital library are available.

  
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