

ADHIYAMAAN COLLEGE ENGINEERING
(An Autonomous Institution)
Dr.M.G.R. Nagar, Hosur - 635130

STANDARD OPERATING PROCEDURE (SOP)

CODE OF CONDUCT – STUDENTS

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Prepared by : Internal Quality Assurance Cell (IQAC)

Approved by : Principal

Review Frequency : Once in Two Years or as Required

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish a comprehensive Code of Conduct that promotes academic excellence, professional ethics, discipline, integrity, inclusiveness, and responsible citizenship among students of Adhiyamaan College of Engineering (Autonomous), Hosur. The SOP aims to create a safe, respectful, and conducive learning environment that supports holistic student development while aligning with the Vision, Mission, Graduate Attributes, and Quality Policy of the Institution.

2. Scope

This SOP applies to all undergraduate, postgraduate, diploma (if applicable), research scholars, exchange students, interns, and any other learners enrolled at the institution.

The provisions of this SOP are applicable:

- Inside the campus
- During online classes
- Laboratories and workshops
- Hostels
- Library
- Sports facilities
- College transportation
- Industrial visits
- Internships
- Community outreach programmes
- Conferences

- Cultural and technical events
- National and international competitions
- Social media activities related to the institution
- Any activity conducted under the name of the College

3. Objectives

The objectives of this SOP are to:

- Promote ethical behaviour and professional conduct.
- Foster mutual respect among students, faculty, staff, and stakeholders.
- Ensure academic integrity.
- Develop responsible engineers, architects, managers, and professionals.
- Prevent ragging, harassment, discrimination, and misconduct.
- Promote responsible use of digital technologies.
- Encourage environmental sustainability and social responsibility.
- Create a secure, inclusive, and learner-centric campus.

4. Reference Documents

This SOP shall be read in conjunction with:

- AICTE Approval Process Handbook
- UGC Regulations on Curbing the Menace of Ragging
- UGC Guidelines on Student Entitlements
- AICTE Student Induction Programme Guidelines
- National Education Policy (NEP) 2020
- Institution Academic Regulations
- Examination Manual
- Hostel Manual
- Library Manual
- IT Policy
- Anti-Ragging Policy
- Prevention of Sexual Harassment Policy
- Grievance Redressal Policy

5. Definitions

Student: Any individual admitted to a programme offered by the institution.

Misconduct: Any act violating institutional rules, ethical standards, academic integrity, or applicable laws.

Academic Integrity: Honest and ethical behaviour in learning, research, examinations, assignments, projects, and publications.

Campus: Includes all institutional premises, hostels, transportation, online learning platforms, and off-campus activities organized by the College.

6. Core Institutional Values

Every student shall uphold the following institutional values:

- Integrity
- Respect
- Responsibility
- Professionalism
- Inclusiveness
- Innovation
- Excellence
- Sustainability
- Accountability
- Service to Society

7. Responsibilities

Students

Every student shall:

- Follow all institutional regulations.
- Attend academic activities regularly.
- Demonstrate professional behaviour.
- Respect diversity and inclusiveness.
- Maintain academic honesty.
- Protect institutional property.
- Follow safety regulations.
- Participate actively in institutional activities.

Faculty Mentors

Faculty Mentors shall:

- Guide students on professional ethics.
- Counsel students facing behavioural or academic challenges.
- Monitor student discipline.
- Report misconduct through appropriate channels.

- Encourage responsible behaviour.

Heads of Department

Heads of Department shall:

- Ensure awareness of the Code of Conduct.
- Monitor compliance.
- Recommend corrective measures.
- Coordinate disciplinary proceedings when necessary.

IQAC

IQAC shall:

- Periodically review the effectiveness of this SOP.
- Recommend improvements.
- Monitor quality compliance.
- Support awareness programmes.

Discipline Committee

The Discipline Committee shall:

- Investigate reported incidents.
- Ensure fair enquiry.
- Recommend disciplinary action.
- Maintain confidentiality.

8. Standard Code of Conduct

8.1 Academic Behaviour

Students shall:

- Attend all academic sessions regularly.
- Complete assignments within deadlines.
- Maintain laboratory records.
- Participate actively in projects and internships.
- Maintain minimum attendance as prescribed.
- Respect intellectual property.

Students shall not:

- Cheat during examinations.

- Submit copied assignments.
- Plagiarize project work.
- Fabricate research data.
- Impersonate another student.

8.2 Professional Conduct

Students shall:

- Wear prescribed identity cards.
- Follow institutional dress code.
- Maintain punctuality.
- Exhibit courteous behaviour.
- Respect institutional protocols.

8.3 Behaviour Towards Others

Students shall:

- Respect faculty members.
- Respect non-teaching staff.
- Respect visitors.
- Respect fellow students.
- Promote teamwork.
- Resolve conflicts peacefully.

8.4 Anti-Ragging

The institution adopts Zero Tolerance towards Ragging.

Any student involved in:

- Physical ragging
- Verbal abuse
- Emotional harassment
- Online ragging
- Financial exploitation
- Psychological intimidation

shall face disciplinary and legal action.

8.5 Gender Sensitivity and Inclusiveness

Students shall:

- Respect gender equality.
- Prevent discrimination.
- Support an inclusive campus.
- Report harassment immediately.

8.6 Digital Ethics

Students shall:

- Use institutional internet responsibly.
- Protect passwords.
- Follow cyber security practices.
- Use AI tools ethically.
- Respect digital privacy.

Students shall not:

- Hack systems.
- Spread fake information.
- Cyberbully others.
- Record classes without permission.
- Misuse institutional digital resources.

8.7 Campus Facilities

Students shall:

- Maintain cleanliness.
- Save electricity and water.
- Handle equipment carefully.
- Report damaged facilities.
- Protect institutional assets.

8.8 Laboratory Safety

Students shall:

- Follow laboratory safety protocols.
- Wear PPE wherever applicable.
- Operate equipment only with authorization.
- Report accidents immediately.

8.9 Library Conduct

Students shall:

- Maintain silence.
- Return books on time.
- Preserve library resources.
- Avoid misuse of digital resources.

8.10 Hostel Conduct

Hostellers shall:

- Follow hostel rules.
- Observe entry timings.
- Maintain hygiene.
- Respect fellow residents.
- Avoid prohibited substances.

8.11 Transportation

Students shall:

- Follow transport rules.
- Maintain discipline.
- Respect transport staff.
- Ensure passenger safety.

8.12 Environmental Responsibility

Students shall:

- Support Green Campus initiatives.
- Avoid plastic waste.
- Conserve natural resources.
- Participate in environmental campaigns.

8.13 Social Media Conduct

Students shall:

- Use social media responsibly.
- Protect institutional reputation.
- Respect privacy.
- Avoid posting defamatory or offensive content.

8.14 Substance Abuse

Possession, consumption, or distribution of:

- Alcohol
- Tobacco
- Narcotic drugs
- Vaping devices
- Any prohibited substances

is strictly prohibited within the campus and during institutional activities.

9. Prohibited Acts

The following are strictly prohibited:

- Ragging
- Sexual harassment
- Bullying
- Violence
- Discrimination
- Academic malpractice
- Theft
- Vandalism
- Forgery
- Cybercrime
- Unauthorized demonstrations
- Possession of prohibited substances
- Damage to institutional property
- Possession of dangerous weapons
- Gambling
- Any unlawful activity

10. Reporting Mechanism

Any misconduct may be reported to:

- Faculty Mentor
- Class Advisor
- Head of Department
- Anti-Ragging Committee
- Internal Committee
- Discipline Committee
- Grievance Redressal Committee
- Principal

Anonymous complaints shall be examined where sufficient evidence exists.

11. Procedure for Handling Misconduct

Step 1: Complaint received.

Step 2: Preliminary verification by the concerned authority.

Step 3: Constitution of enquiry committee (if required).

Step 4: Opportunity provided to the student for explanation.

Step 5: Investigation and evidence review.

Step 6: Recommendations submitted to the Principal.

Step 7: Appropriate disciplinary action taken.

Step 8: Communication of the decision and maintenance of records by the concerned office.

12. Disciplinary Actions

Depending upon the severity of misconduct, the following actions may be imposed:

Level	Nature of Action
I	Counselling and verbal warning
II	Written warning
III	Parent/Guardian counselling
IV	Fine or recovery of damages
V	Suspension from classes, hostel, or institutional activities
VI	Debarment from examinations or campus placement
VII	Rustication
VIII	Expulsion from the institution
IX	Legal action as applicable

13. Awareness and Implementation

The institution shall ensure effective implementation through:

- Student Induction Programme
- Orientation programmes
- Mentor–Mentee meetings
- Department meetings
- Student handbook
- College website
- Notice boards
- Awareness campaigns
- Workshops on ethics, cyber safety, and professional conduct

14. Monitoring and Review

The implementation of this SOP shall be monitored by:

- Heads of Departments
- Faculty Mentors
- Discipline Committee
- Anti-Ragging Committee
- Internal Committee
- IQAC
- Principal

The SOP shall be reviewed periodically based on statutory requirements, stakeholder feedback, and institutional quality initiatives.

15. Expected Outcomes

Implementation of this SOP is expected to:

- Enhance discipline and professionalism.
- Promote ethical and responsible behaviour.
- Improve the quality of the learning environment.
- Ensure a safe and inclusive campus.
- Reduce incidents of misconduct.
- Strengthen institutional reputation.
- Support NBA, NAAC, AICTE, and NEP 2020 quality benchmarks.

16. Student Declaration

I hereby declare that I have read, understood, and agree to abide by the Student Code of Conduct of Adhiyamaan College of Engineering (Autonomous), Hosur. I understand that violation of any provision of this SOP may invite disciplinary action as per the rules of the Institution.

Student Name: _____

Register Number: _____

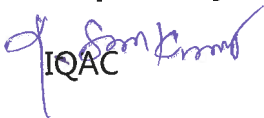
Programme / Year: _____

Student Signature: _____

Parent / Guardian Signature: _____

Date: _____

Prepared by


IQAC

Reviewed by


Dean Academics




Principal
PRINCIPAL

Adhiyamaan College of Engineering (Autonomous)
Dr.M.G.R. Nagar, HOSUR-635130

