![NPR College of Engineering & Technology logo]

NPR
COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)

Approved by AICTE,New Delhi & Affiliated to Anna University,Chennai| Accredited by NAAC with 'A' GRADE
Recognized by UGC under 2 (f) | ISO 9001:2015 Certified | Web: www.nprcolleges.org | E-Mail: nprcetprincipal@nprcolleges.org
NPR Nagar, Natham – 624 401, Dindigul Dist, Tamil Nadu. Ph: 04544 – 246500, 501, 502.

CRITERION 7 – INSTITUTIONAL VALUES AND BEST PRACTICES
KEY INDICATOR 7.1 INSTITUTIONAL VALUES AND SOCIAL RESPONSIBILITIES
7.1.10 :The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

S.No.	Content.
1	Code of conduct is displayed on the website.
2	Code of conduct Meeting

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Dr.B.MARUTHU KANNAN, ME.,Ph.D.,
Principal
NPR College of Engineering and Technology
Natham, Dindigul(Dt)-624 401

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Code of Conduct

Code Of Conduct

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Code of Conduct

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Group of Institutions
Reach the Star

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Code of conduct is displayed on the website

Code of Conduct for Students:

1. Usage of cell phone inside the classroom and corridor is not permitted.

2. Boys and girls should strictly follow the prescribed dress codes inside the college premises. Coloring of hair and improper grooming is not permitted.

3. Students should wear their ID cards compulsorily on boarding the college bus and inside the campus.

4. Student should keep the class rooms and college premises absolutely neat and clean.

5. Students should use dustbins for waste disposal.

6. Mutilating and scribbling on the walls, doors, windows or breaking the furniture is a violation of discipline and will result in punishment.

7. No student should come out of the class room during class hours without permission.

8. During class hours, students are not permitted to visit office, Principal, HoD, Class In-charges, library and canteen.

9. Students should adjust themselves to time according to the notifications displayed on the Notice Board.

10. Students should be punctual and should maintain absolute discipline inside the class.

11. During laboratory classes, students should wear lab coat and formal shoes.

12. Possession of bags and irrelevant materials are not permitted inside the laboratory.

13. Safety practices should be strictly followed inside the laboratory.

14. Students should get prior permission from the department before taking leave. Absenteeism is not encouraged and will be informed to the parents without delay.

15. Students will not be granted leave during internal tests and model examinations.

16. Day-Scholars are not permitted to enter the Hostel.

17. No student is allowed to have visitors inside the college premises without prior permission from the college authorities.

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18. Change of college bus is not permitted, unless permission is granted by Transport department.

19. Students are not allowed to form any type of unauthorized union / meeting and not allowed to celebrate birthday and any form of parties inside the college premises

20. Discipline should be strictly followed and violation will lead to disciplinary action against the defaulter.

Code of Conduct for Students discussion by Principal

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Code of Conduct for Staffs Meeting

A **Code of Conduct** for staff outlines the ethical standards, behaviours, and responsibilities that employees are expected to follow in the workplace. Below are discussed by management for code of conduct for staff meeting

1 Respect and Professionalism

- Treat all colleagues, clients, and stakeholders with respect and dignity.
- Maintain a professional demeanor in all interactions, both in-person and online.
- Foster an inclusive, non-discriminatory work environment.

2. Integrity and Honesty

- Act with integrity and honesty in all professional dealings.
- Be transparent and truthful in communication and actions.
- Avoid conflicts of interest and disclose any potential conflicts immediately.

3. Confidentiality and Privacy

- Respect the confidentiality of company information, employee data, and client details.
- Do not disclose or misuse confidential information for personal gain or outside the company.

4. Compliance with Laws and Policies

- Adhere to all relevant local, national, and international laws and regulations.
- Follow company policies, procedures, and guidelines.
- Uphold health, safety, and environmental standards.

5. Accountability and Responsibility

- Take responsibility for personal actions and decisions.
- Complete tasks and assignments with diligence, reliability, and commitment.
- Report unethical behavior or violations of the code to the appropriate authorities.

6. Workplace Behavior

- Avoid engaging in harassment, bullying, or any form of discriminatory behavior.

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- Maintain a safe, healthy, and positive working environment for all staff.
- Address conflicts professionally and seek resolution in a constructive manner.

7. Fairness and Equal Opportunity

- Ensure equal opportunity for all employees in hiring, promotions, and job assignments.
- Do not engage in favoritism or discriminatory practices.
- Promote diversity and inclusion in the workplace.

8. Use of Company Resources

- Use company resources, including time, equipment, and finances, responsibly and for business purposes only.
- Avoid personal use of company resources unless explicitly allowed by company policy.

9. Substance Abuse and Workplace Safety

- Do not engage in the use of drugs or alcohol while at work or during work hours.
- Ensure the workplace is free from hazards, and follow safety protocols.

10. Respect for Intellectual Property

- Respect intellectual property rights, both within the company and outside.
- Do not use or share proprietary information, software, or materials without proper authorization.

11. Social Media and Public Representation

- Be mindful of the impact of personal and professional social media posts on the company's reputation.
- Do not misrepresent the company or engage in discussions that may harm the company's image.

12. Reporting Violations

- Encourage reporting of any violations of the Code of Conduct, unethical behavior, or concerns.
- Ensure reports are made confidentially and without fear of retaliation.

13. Commitment to Continuous Improvement

- Strive for ongoing personal and professional development.
- Participate in training and development opportunities to improve knowledge and skills.

14. Disciplinary Actions

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- Clarify the consequences of violating the Code of Conduct, including potential disciplinary actions, up to and including termination.

Code of conduct discussion with staffs by Principal

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Code of conduct meeting discussion with staffs

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