



VIVEKANANDHA
COLLEGE OF ENGINEERING FOR WOMEN
(Autonomous)
Tiruchengode – 637205



**WE DON'T ENFORCE RULES; WE NURTURE RESPECT, RESPONSIBILITY AND
RESILIENCE FOR YOUR EXCELLENCE**

*"Let's build a safe, respectful, and empowering space for every woman to
grow and shine!"*

CODE OF CONDUCT

GENERAL RULES & STUDENT CONDUCT

1. All students must abide by the college rules and regulations, maintaining **discipline and decorum** at all times.
2. Students must show **respect to all faculty, staff, and peers**, inside and outside the classroom.
3. **Ragging, teasing, bullying, harassment, physical or verbal abuse** will lead to immediate disciplinary action.
4. Students should not **loiter in verandas, corridors, or waiting rooms** during class hours.
5. **Resting, sleeping, or napping in classrooms** is prohibited.
6. **Dangerous or harmful objects** must not be brought to college.
7. Students must **maintain silence in the library** and discipline in the canteen and common areas.

ATTENDANCE & PUNCTUALITY

1. Minimum **75% attendance** is mandatory to be eligible for internal and external exams
2. Students must **arrive before 9:30 AM** and **not enter classrooms during breaks**.
3. Latecomers will not be permitted inside the class without valid reason.
4. Students must remain **inside the classroom during lecture hours**, even if the teacher is late or absent.
5. Leaving the classroom without **teacher's permission** is not allowed.

DRESS CODE & IDENTITY

1. Students must wear **neat, modest, and appropriate attire**.
2. Uniform is mandatory.
3. Girls should tie up their hair neatly.
4. **ID cards must be worn visibly** at all times on campus. Failure to do so may lead to confiscation until a warning is issued by the Discipline Committee.

PROPERTY & CLEANLINESS

1. Respect college property—no vandalism, graffiti, or misuse.
2. Damaging furniture, walls, labs, or any equipment will result in recovery of cost **plus a fine**, and disciplinary action.
3. Keep the campus clean; dispose of trash in bins.

MOBILE PHONE & GADGET POLICY

1. **Mobile phones are strictly prohibited** inside the classroom. If found, the device will be **confiscated**.
2. For urgent communication, students may contact parents **through class coordinators**.

ACADEMIC INTEGRITY

1. **Malpractice in exams** will be dealt with severely.
2. Students must maintain **honesty and originality** in all assessments.

VIOLATIONS & DISCIPLINARY ACTIONS

Any student found in violation of the above rules will be subject to action by the Disciplinary Committee. Based on the **severity and frequency** of the misconduct, penalties include:

- Verbal or written warning
- Confiscation of ID card or belongings temporarily

- Temporary suspension from classes or campus
- Information to parents/guardians with official report
- Fines and recovery costs for damages
- Permanent expulsion for serious offenses

Violations of college rules will lead to disciplinary action, based on severity:

Level of Misconduct	Action Taken
First-time Minor Violation	Verbal/Written Warning
Repeated or Moderate Violation	Community Service / Suspension
Severe Misconduct / Damage	Suspension or Expulsion
Criminal Offense (e.g., Ragging, Substance Abuse)	Immediate Expulsion + Legal Action

ADDITIONAL CLAUSES

- All **requests, grievances, and permissions** must go through proper channel via the class advisor or HOD.
- Any **unaddressed disciplinary matter** will be resolved as per the Principal’s decision, which shall be final.

FINAL AUTHORITY

- All unresolved issues and exceptional matters will be decided by the **Principal**.

Together, let’s build a campus culture of dignity, safety, and excellence."

— Discipline Committee