

## CODE OF CONDUCT

### Code of Conduct for Students:

This Code of Conduct shall apply to all kinds of conduct of students that occurs on the premises of Chettinad Academy of Research and Education and constituent colleges including in University sponsored activities, functions hosted and may have serious consequences or adverse impact on the Institute's Interests or reputation. All Students are requested to be well conversant with this Code

Dress code does not necessarily mean college uniform. A decent, smart and formal dress is what is expected in a formal place like college. It is a place where students from different backgrounds and cultures come to learn. Hence, a homogeneity is imperative. A dress code brings about unity and eliminates discrimination. Chettinad Academy of Research and Education has prescribed a Dress Code for all students of various branches of study for strict adherence

### Dress Code:

Courses	Dress Code
For 1 <sup>st</sup> year MBBS students	For Boys: Purple Shirt, Grey Pant, White Coat, Belt, Addidas Shoe For Girls: Purple Top, Grey Bottom, Grey Dupatta, White Coat, Addidas Shoe
For 2 <sup>nd</sup> year MBBS students	For Boys: Blue Shirt, Brown Pant, White Coat, Belt, Addidas Shoe For Girls: Blue Top, Brown Bottom, Brown Dupatta, White Coat, Addidas Shoe
For 1 <sup>st</sup> year B.Sc. AHS & B.Sc. 3 year students	For Boys: Aqua Blue Shirt, Grey Pant, White Coat, Belt, Addidas Shoe For Girls: Aqua Blue Top, Grey Bottom, Grey Dupatta, White Coat, Addidas Shoe
For 2 <sup>nd</sup> year to Final year B.Sc. AHS, B.Sc. 3 year students	For Boys: Green Shirt, Grey Pant, White Coat, Belt, Addidas Shoe For Girls: Green Top, Grey Bottom, Grey Dupatta, White Coat, Addidas Shoe
For B.Sc. Nursing students	For Boys: White Shirt, White Pant, Belt, Addidas Shoe For Girls: White Top, White Bottom, Grey Dupatta, Addidas Shoe
For B.Pharm students	For Boys: Blue Shirt, Grey Pant, White Coat, Belt, Addidas Shoe For Girls: Blue Top, Grey Pant, White Coat, Addidas Shoe



<b>Courses</b>	<b>Dress Code</b>
For B.Arch. students	For Boys: Pant – Denim, Coat - Nehru, Belt, Addidas Shoe For Girls: Pant – Denim, Coat - Nehru, Addidas Shoe
For B.P.T students	For Boys: White Shirt, Kaki Pant, White Coat, Belt, Addidas Shoe For Girls: White Shirt, Kaki Pant, White Coat, Addidas Shoe
For Law students	White full sleeve shirts, Black trousers, Black coat, Black tie (optional), Black socks and black shoes
For M.D./M.S., D.M./M.Ch. & PG Diploma in Clinical Embryology students	Formal dress code with white coat.

### **Library:**

- Students are to produce their Identity Card at the entrance and record their name and department in the register provided and also record their entry and exit on the biometric attendance in the library.
- Students should be dressed in formal wear while using the library.
- Library users are to maintain silence and appropriate behaviour to ensure a conducive learning environment.
- Smoking, refreshments and cell phones are strictly prohibited inside the library.
- Personal books allowed in the II floor: Time: 8.30.am to 4.30 pm. Photocopied and printed loose papers are not allowed to bring for study inside the library.
- Bags and personal belongings should be kept in the cubicles at the entrance.
- Do not rearrange the furniture.
- Students are requested to take the initiative of notifying the librarian regarding defects found in books and bound volumes.

### **Examination:**

The students appearing for the University theory examinations shall be under the direct disciplinary control of the Chief Superintendent. Possession of cell phone or any electronic/digital device, wrist watches, time pieces, clocks or incriminating materials by a candidate or copying from any such device/bits of paper in the examination hall, is strictly prohibited. Non-compliance in this regard will be reckoned as using unfair means / malpractice in the University Examinations and the examinee will be liable to be punished as per the examination Rules of the University. Once the incriminating material including electronic digital devices etc., items is detected during the examination hours it will be confiscated. Disciplinary action will be initiated if any candidate indulges in any malpractice (unfair means) as enumerated in the University Examination Manual.

### **Hostel:**

1. No student should possess or consume narcotic drugs (controlled substances) or liquor in the hostel or in the campus. Smoking is strictly prohibited in the entire campus. If anyone is found violating this rule, he / she will be expelled.
2. Gambling in the hostel premises is strictly prohibited.



3. No hosteller is permitted to collect money from other hostellers on any account for any purpose without the prior permission from the higher authority.
4. No one should convene/arrange/participate in any unauthorized meetings in the hostel or campus.
5. Exhibition or distribution of posters, pamphlets and notices in the hostel without permission is prohibited.
6. Vandalism and damage to hostel property in any manner is prohibited and strict disciplinary action will be taken on those found guilty.
7. Any student found without the identity card will not be allowed to stay in the hostel.
8. No student shall get into an altercation with any employees / staff for any reason. In case of any complaint, the matter should be brought to the notice of the Warden for necessary action.
- 9.. Those who go on vacation should inform in advance in writing to the Warden the time and date of departure and the destination. They should hand over the room key to the Warden when they leave for vacation.
10. Hostellers who wish to spend the night out with their relatives or friends must produce in advance a letter of authorization from their parents / guardians permitting them to do so. On no account should they leave the hostel before they are permitted to do so.
11. The inmates who would like to stay with their local Guardians should submit a letter of request duly signed by their parents to be sent through either post or fax (no emails please) and obtain permission from the hostel warden and concerned authorities, duly furnishing the Name, Address, Telephone Numbers of the Guardian, no. of days they intend to stay out (not more than 2 days).
12. Forging of parents' signature, untruthfulness about their whereabouts, receiving unauthorized visitors will be considered as serious offence and the student is liable for suspension / expulsion. The University/Institution will not be held responsible for any mishaps that occur under these circumstances.
14. No hosteller will employ any servant either in the room or the mess/kitchen on any account.
15. No personal servant will be allowed in the campus.

**Faculty:**

"A teacher is constantly under the scrutiny of his students and the society at large. CARE expects the following code of conduct from the Faculty.

Teachers should treat colleagues in the same manner as they themselves wish to be treated and consider non-teaching staff as equal partners.



Teachers to be in regular touch with parents of the students and meet whenever necessary to discuss their performance and growth.

Teachers to respect the right and dignity of the student in expressing his/her opinion, deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics, recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.

Teachers try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet them in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

Teachers to respect the right and dignity of the student in expressing his/her opinion, deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics, recognise the difference in aptitude and capabilities among students and strive to meet their individual needs.

Teachers should also refrain from inciting students against other students, colleagues or administration.

To strengthen the community's moral and intellectual life, take part in activities conducive to the progress of society, participate in community activities and shoulder responsibilities of public offices and refrain from any activity which promotes differences in the name of caste, faith, language etc.

#### **Employees:**

Any act of misconduct or breach of discipline or misbehaviour, negligence of duty, dishonesty, indiscipline, disobedience and other similar deficiencies shall render the employee liable for disciplinary action and punishment as follows:

- a. Warning
- b. Fine
- c. Stoppage of increment
- d. Demotion to lower grade
- e. Suspension
- f. Discharge from service

The order of suspension shall be in writing and shall take effect immediately. On communication thereof the suspended employee shall not during the period of suspension enter the university /college /hospital premises except with special written permission of the authorities of the institution. The order of suspension shall be reviewed pending enquiry by the competent authority.

Prohibited activities: The institute prohibits tobacco, alcohol, drug abuse and gambling in any form inside the premises. The institute strictly prohibits employees and visitors from bringing any firearm into the institute premises.