

PSN College of Engineering and Technology

(An Autonomous Institution)

Accredited by NAAC and Affiliated to Anna University, Chennai.

ISO 9001-2015 Certified.

Recognised by UGC Under Section 2f & 12B status.

Melathediyoor, Tirunelveli - 627 152.

Policy Document on Code of Ethics

PSN College of Engineering and Technology (PSNCET) is committed towards following ethical and lawful environment in the all the levels of activities inside the campus. The ethical behaviour focuses on the discipline of the staff members and students. The ethical policy of the campus includes,

1. Integrity

All the staff members and students are asked to follow ethical conduct and standard. Integrity is a practice that shows strong ethical and moral principles.

2. Honesty

The college is committed to the fact of the moral characters. The college is committed to an honest learning and working environment for the students and faculty members.

3. Fairness

PSNCET is maintain a fair environment in all of its decision-making and actions.

4. Respect

PSNCET treats all persons with respect and a joyful face.

5. Trust

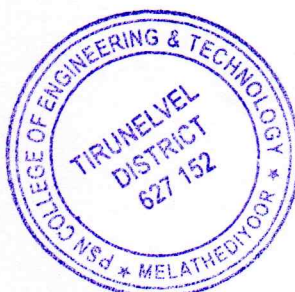
The healthy environment of the PSNCET campus is built full of trees and trust. All the ethical principles will always promote very good trust for the students and employees.

6. Diversity

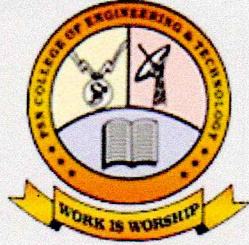
The multicultural environment of the college promotes diversity among the staff members and students.

7. Respect for Environment

In all of the possible ways, the college contributed to maintaining environmental sustainability.




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PSN COLLEGE OF ENGINEERING & TECHNOLOGY
MELATHEDIYOOR, PALAYAMKOTTAI TALUK
TIRUNELVELI DIST. - 627 152.



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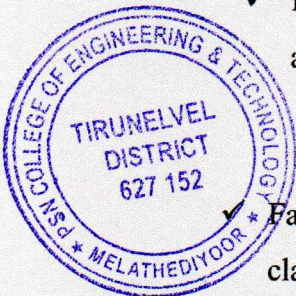
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CODE OF CONDUCT FOR ADMINISTRATORS

- ✓ Ensure the work of the staff members, and supporting staff members.
- ✓ Act as a conversant to the polices designed by the institution, and implementation.
- ✓ Ensure the duties allocation to the fellow staff members based their qualification.
- ✓ Ensure the goals of the institution are disseminated properly across the stack holders towards their responsibilities.
- ✓ Support the fellow faculties to upgrade their knowledge and skills.
- ✓ Act as a liaison between the administrators and staff members.
- ✓ Ensure the all-budgeting activities, approval and its fair implementation.
- ✓ Exercise the caution towards favoritism and does not encourage further.
- ✓ Ensure that authorative powers are not misused.
- ✓ Ensure the exchange of information to the external agencies will be precise and not ambiguous.

CODE OF CONDUCT FOR FACULTIES AND STAFF

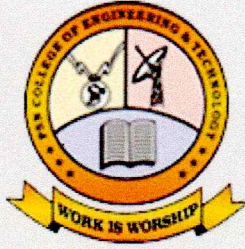
- ✓ Faculties should come to the class 5 minutes earlier, before the starting of the next class, if they having classes, at least in the correct time without exception.
- ✓ Every faculty must take the attendance at the beginning of the class
- ✓ All the faculty must engage the class till end the session.
- ✓ If any faculty finding, a student committing any misconduct inside the classroom or in the premises, shall take immediate action or report the issue to the principal.
- ✓ Every staff member should develop their knowledge by attending faculty development programs (FDP's) and other programs on their area of interest.
- ✓ All the staff members of the department should coordinate and show their fullest cooperation in all of the department activities.
- ✓ All the staff members are work for the development of the students by organizing various skilled programs for the students.



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- ✓ Wearing jeans pants, T-shirts, and drawing awkward tattoos are not permitted for students.
- ✓ Girls should wear chudidhars with dupatta pinned on either side of the shoulders.
- ✓ In between the class hours students won't allow outside from the class without any cause of emergency with prior permission.
- ✓ During class hours the students are not allow to sit outside the classrooms and corridors.
- ✓ All the extra-curricular and co-curricular circulars must be displayed in the department notice board.
- ✓ For all the students laboratory uniform is mandatory when they are inside the laboratory.
- ✓ Students should maintain discipline inside the classroom and campus.
- ✓ Students should wear their I.D cards, when they are inside the college premises.
- ✓ After the college in time is over then, hosteller students should go to their rooms directly, if they want to go somewhere else, they must get permission from their warden and leave.
- ✓ Students should maintain the special emphasis discipline and good conduct in the institution.
- ✓ Students are not allowed to visit opposite genders residence.
- ✓ Days scholar students should not enter into the hostel without prior permission from the Principal.

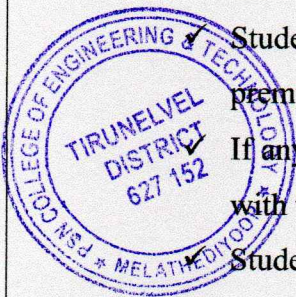
Students are not allowed to form any unrecognized union or meeting inside the college premises.

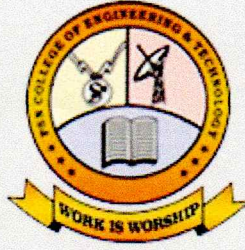
If any of the student involved in any of the disciplinary activities should be punished with the knowledge of their parents/ guardian.

Students are not allowed to celebrate birthdays and parties inside the campus.


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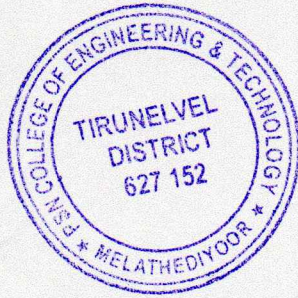
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CODE OF CONDUCT FOR GOVERNING BODIES

- ✓ Governing body members are required to respect the confidentiality of sensitive information whispered by the institution.
- ✓ Member of Governing body, does not share the information discussed in the meetings (discussions and decisions from the higher officials).
- ✓ Governing body members are requested to attend all the Governing body meetings.
- ✓ Governing body members must commit vigorously towards the ethical policies of the institution.
- ✓ Governing body members should not get benefits from the outsiders for the benefits of the any of the institutional activities.



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CRITERION- 7


Key Indicator - 7.1 Institutional Values and Social Responsibilities

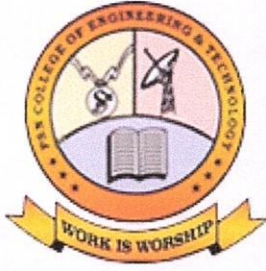
Metric No- 7.1.10

Human Values and Professional Ethics

**Name - The Institution has a prescribed code of
conduct for students, teachers, administrators
and other staff and conducts periodic
programmes**




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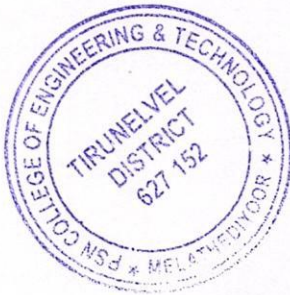
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ISO 9001-2015 Certified.

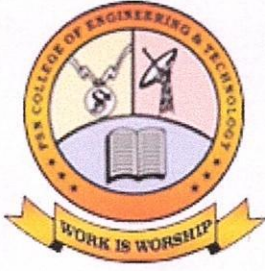
Recognised by UGC Under Section 2f & 12B status.

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COMMITTEE ADHERE TO MAINTAIN CODE OF CONDUCT



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S. No	Description	Page No
1	Circulars	3
2	Meeting Minutes	4



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COMMITTEE TO MONITOR ADHERENCE TO CODE OF CONDUCT

Circular

PSN College of Engineering and Technology (autonomous)



Melathediyoor, Tirunelveli - 627 152.
(Approved by AICTE and Recognized by UGC Section 2 (f))
An ISO 9001 2015 Certified Institution
(Accredited by NAAC, Affiliated to Anna University)
Website: www.psnct.ac.in E-mail: principal@psnct.ac.in



PRINCIPAL

04634 - 279009

PSNCET /29/2021-22


06-09-2021

Circular- Discipline Monitoring Committee

Sub: Discipline Monitoring Committee for the academic year 2021-2022-Reg.

Discipline Monitoring Committee for the academic year 2021-2022 is reconstituted with the following Faculty Members. They are requested to monitor the student's unwanted movement during the break hours, morning during the student's arrival and evening during their departure. If any unwanted incident happened it may be brought to principal's knowledge, based on the merit of the case it may be further forwarded for enquiry and action.

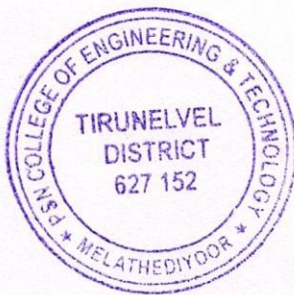
1. Mr. P. Suresh P D - Convener
2. Mr. T. Kaleeswaran PD - Member
3. Ms. V. Selvalakshmi AP/ Physics - Member
4. Mr. S. R Stalin AP/ M&A - Member
5. Dr. K. Arul Prasath AP / Mech - Member



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To

1. e Copy to All HODs To be read in the class
(Aero, Civil, CSE&IT, EEE, ECE, EIE, Marine, Mech, MAE, MBA, SOBES and Dean (EEE))
COE, Director (Academics & Research), IQAC, Lib, A.O, PRO, Office: P.D, NAAC-S, Transport and Hostel Mess.

Cc: Chairman
Vice Chairman
Executive Director




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Circular

PSN College of Engineering and Technology (autonomous)

Melathediyoor, Tirunelveli - 627 152

(Approved by AICTE and Recognized by UGC Section 2 (f))

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(Accredited by NBA and NAAC, Affiliated to Anna University)

Website: www.psnct.ac.in E-mail: contact@psnct.ac.in



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PSNCET /61/ 2021-22

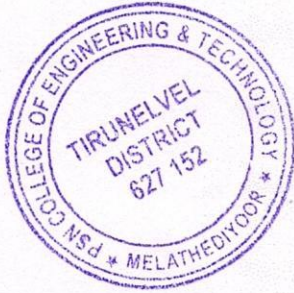
17.11.2021

Circular- Discipline Monitoring Committee

Sub: Discipline Monitoring Committee for the academic year 2021-2022-Reg

In partial modification of the circular dated 06.09.2021 the discipline monitoring Committee is expanded by including additional faculties. The revised committee is listed below. They are requested to monitor the student's unwanted movement during the break hours, morning during the student's arrival and evening during their departure. If any unwanted incident happened it may be brought to principal's knowledge, based on the merit of the case it may be further forwarded for enquiry and action.

1. Mr. P. Suresh	P D	- Convener
2. Mr. T. Kaleeswaran	PD	- Member
3. Ms. V. Selvalakshmi	AP/ Physics	- Member
4. Mr. S. R Stalin	AP/ M&A	- Member
5. Dr. K. Arun Prasad	AP / Mech	- Member
6. Dr. K. Paul Joshua	Prof / ECE	- Member
7. Dr. P. Subramanian	Prof / Civil	- Member
8. Dr. P. Paul Pandian	Prof. Aero	- Member
9. Dr. P. Pitchandi	Prof. Aero	- Member
10. Mr. A. Mariselvan	AP/ Marine	- Member



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1. e. Copy to All HODs (To be read in the class)
(Aero, Civil, CSE& IT, EEE, ECE, EIE, Marine, Mech, MAE, MBA, SOBES and
Dean (EEE) COE, Director (Academics & Research), IQAC, Lib, A.O, PRO, Office, P.D,
NAAC-5,

Cc: Chairman
Vice Chairman
Executive Director

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Discipline Committee

Minutes of the Meeting

Ref:-PSNCET/Minutes of the meeting/Decp/02

21.12.2021

As per the direction of the Executive Director and Principal, the discipline committee members are instructed to follow the below position and maintained discipline inside the campus. The meeting held at Civil HoD cabin on 21.12.21, 2.00 PM. The list of members presented in the meeting is given below.

The instructions are given by the Director of Physical Education, Mr. P. Suresh.

The listed faculties are instructed to maintain discipline inside the campus from morning 8.40 AM to 9.10 AM with their respective places.



S. No	Name of the Faculty/Department	Position in Campus to maintained discipline
1	Dr. P. Paul Joshua/ HoD ECE	Main Block
2	Dr. P. Subramanian/ HoD Civil	Main Gate
3	Dr. P. Pitchandi/ First Year HoD	First Year Block
4	Dr. P. Paul pandian/AP, Aeronautical	Aeronautical Block
5	Dr. K. Arunprasath/AP, Mechanical	Mechanical Block
6	Mr. P. Suresh/ Director of Physical Education	Old Library Roundana
7	Mr. S. R. Stalin/ MAE	Bharathi Hostel
8	Mr. T. Kaleeswaran/ Physical Instructor	PG Block
9	Ms. V. Selvalakshmi/ AP, Maths	Ladies Hostel
10	Mr.A. Mariselvan/ Ap, Marine	Marine Block



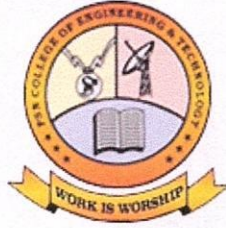
Convener

Principal

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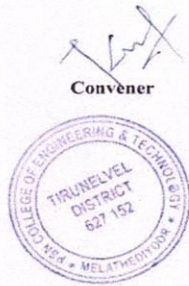
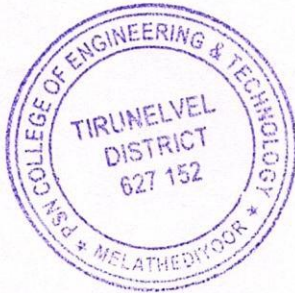
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S. No	Name of the Faculty/Department
1	Dr. P. Paul Joshua/ HoD ECE
2	Dr. P. Subramanian/ HoD Civil
3	Dr. P. Pitchandi/ First Year HoD
4	Dr. P. Paul pandian/AP, Aeronautical
5	Dr. K. Arunprasath/AP, Mechanical
6	Mr. P. Suresh/ Director of Physical Education
7	Mr. S. R. Stalin/ MAE
8	Mr. T. Kaleeswaran/ Physical Instructor
9	Ms. V. Selvalakshmi/ AP, Maths
10	Mr.A. Mariselvan/ Ap, Marine




Convener



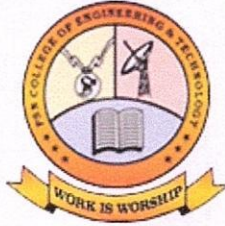
Principal

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Meeting Minutes



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Discipline Committee

Minutes of the Meeting

Ref:-PSNCET/Minutes of the meeting/Decp/01

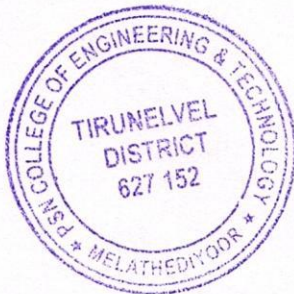
17.11.2021


As per the direction of the Executive Director and Principal, the discipline committee members are instructed to maintain discipline inside the campus. The meeting held at Principal's cabin on 17.11.21, 10.00 AM. The list of members presented in the meeting is given below.

The instructions are given by the Director of Physical Education, Mr. P. Suresh about the responsibilities of the Discipline in charges follows as,

- The students are requested to come to a time for their classes.
- It was decided that to maintain discipline in the time of break.
- The discipline in charges should take care of students leave.
- Late comers will not permit inside the class without the prior permission from their HoD.
- The Days scholar shouldn't enter in to the hostel without prior permission.
- The proper dress code should be maintained inside the campus.
- All the disciplinary committee members are help to maintained a discipline actions inside the campus.

List of members present in the meeting are shown below,




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CRITERION- 7


Key Indicator - 7.1 Institutional Values and Social Responsibilities

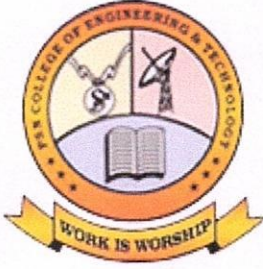
Metric No- 7.1.10

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**Name - The Institution has a prescribed code of
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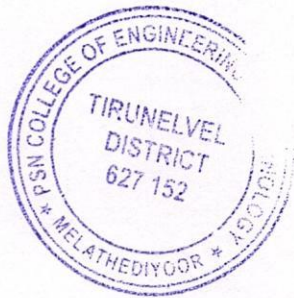
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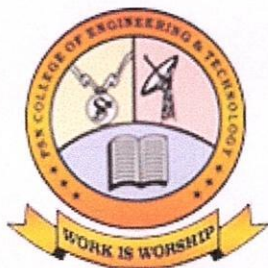
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CODE OF CONDUCT DISPLAYED

IN THE WEBSITE



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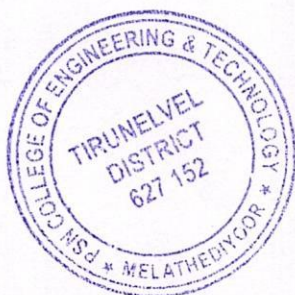
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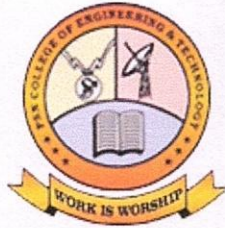
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S. No	Description	Page No
1	Code of conduct displayed on the website	3
2	Code of conduct with policy documents	4



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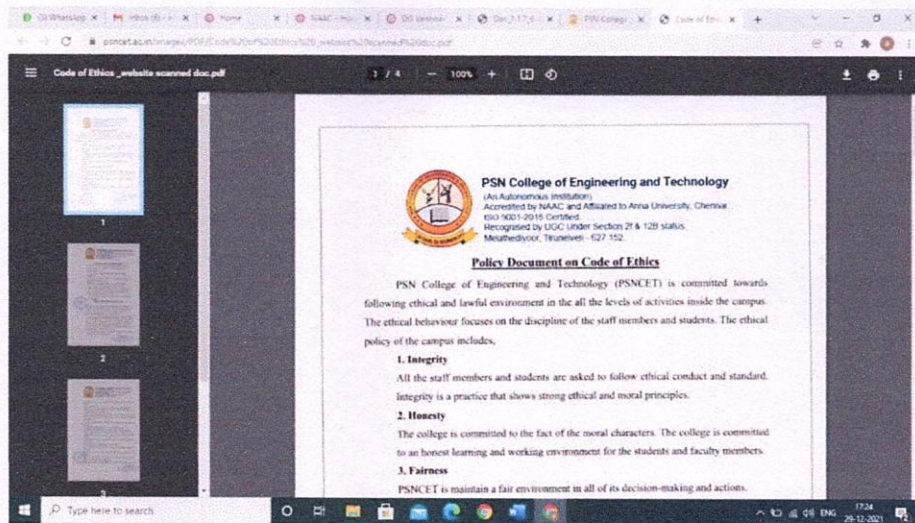
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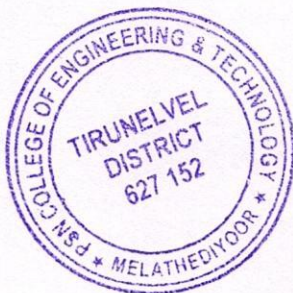
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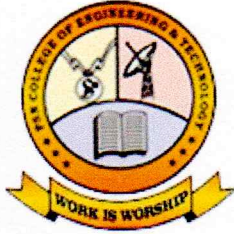
**Code of Conduct and Policy Document Screen Shot Displayed on
the Website**

Website Link

[https://www.psnecet.ac.in/images/PDF/Code%20of%20Ethics%20
website%20scanned%20doc.pdf](https://www.psnecet.ac.in/images/PDF/Code%20of%20Ethics%20website%20scanned%20doc.pdf)



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Policy Document on Code of Ethics

PSN College of Engineering and Technology (PSNCET) is committed towards following ethical and lawful environment in the all the levels of activities inside the campus. The ethical behaviour focuses on the discipline of the staff members and students. The ethical policy of the campus includes,

1. Integrity

All the staff members and students are asked to follow ethical conduct and standard. Integrity is a practice that shows strong ethical and moral principles.

2. Honesty

The college is committed to the fact of the moral characters. The college is committed to an honest learning and working environment for the students and faculty members.

3. Fairness

PSNCET is maintain a fair environment in all of its decision-making and actions.

4. Respect

PSNCET treats all persons with respect and a joyful face.

5. Trust

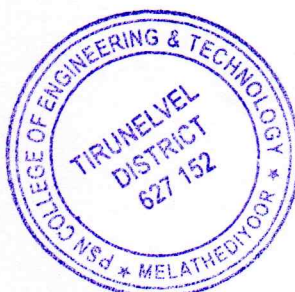
The healthy environment of the PSNCET campus is built full of trees and trust. All the ethical principles will always promote very good trust for the students and employees.


6. Diversity

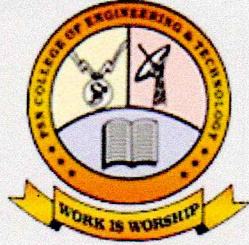
The multicultural environment of the college promotes diversity among the staff members and students.

7. Respect for Environment

In all of the possible ways, the college contributed to maintaining environmental sustainability.




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(An Autonomous Institution)

Accredited by NAAC and Affiliated to Anna University, Chennai.

ISO 9001-2015 Certified.

Recognised by UGC Under Section 2f & 12B status.

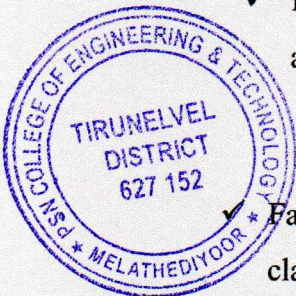
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CODE OF CONDUCT FOR ADMINISTRATORS

- ✓ Ensure the work of the staff members, and supporting staff members.
- ✓ Act as a conversant to the polices designed by the institution, and implementation.
- ✓ Ensure the duties allocation to the fellow staff members based their qualification.
- ✓ Ensure the goals of the institution are disseminated properly across the stack holders towards their responsibilities.
- ✓ Support the fellow faculties to upgrade their knowledge and skills.
- ✓ Act as a liaison between the administrators and staff members.
- ✓ Ensure the all-budgeting activities, approval and its fair implementation.
- ✓ Exercise the caution towards favoritism and does not encourage further.
- ✓ Ensure that authorative powers are not misused.
- ✓ Ensure the exchange of information to the external agencies will be precise and not ambiguous.

CODE OF CONDUCT FOR FACULTIES AND STAFF

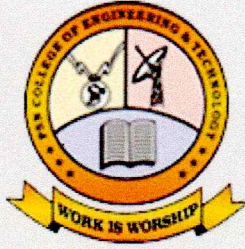
- ✓ Faculties should come to the class 5 minutes earlier, before the starting of the next class, if they having classes, at least in the correct time without exception.
- ✓ Every faculty must take the attendance at the beginning of the class
- ✓ All the faculty must engage the class till end the session.
- ✓ If any faculty finding, a student committing any misconduct inside the classroom or in the premises, shall take immediate action or report the issue to the principal.
- ✓ Every staff member should develop their knowledge by attending faculty development programs (FDP's) and other programs on their area of interest.
- ✓ All the staff members of the department should coordinate and show their fullest cooperation in all of the department activities.
- ✓ All the staff members are work for the development of the students by organizing various skilled programs for the students.



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- ✓ Wearing jeans pants, T-shirts, and drawing awkward tattoos are not permitted for students.
- ✓ Girls should wear chudidhars with dupatta pinned on either side of the shoulders.
- ✓ In between the class hours students won't allow outside from the class without any cause of emergency with prior permission.
- ✓ During class hours the students are not allow to sit outside the classrooms and corridors.
- ✓ All the extra-curricular and co-curricular circulars must be displayed in the department notice board.
- ✓ For all the students laboratory uniform is mandatory when they are inside the laboratory.
- ✓ Students should maintain discipline inside the classroom and campus.
- ✓ Students should wear their I.D cards, when they are inside the college premises.
- ✓ After the college in time is over then, hosteller students should go to their rooms directly, if they want to go somewhere else, they must get permission from their warden and leave.
- ✓ Students should maintain the special emphasis discipline and good conduct in the institution.
- ✓ Students are not allowed to visit opposite genders residence.
- ✓ Days scholar students should not enter into the hostel without prior permission from the Principal.

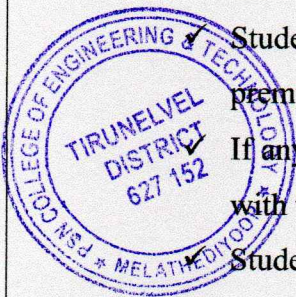
Students are not allowed to form any unrecognized union or meeting inside the college premises.

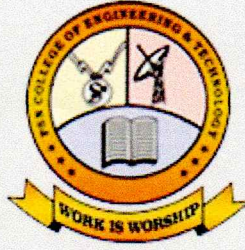
If any of the student involved in any of the disciplinary activities should be punished with the knowledge of their parents/ guardian.

Students are not allowed to celebrate birthdays and parties inside the campus.


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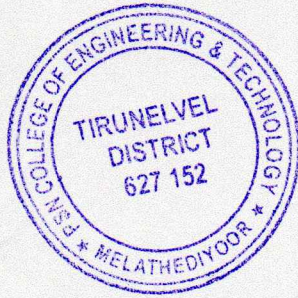
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CODE OF CONDUCT FOR GOVERNING BODIES

- ✓ Governing body members are required to respect the confidentiality of sensitive information whispered by the institution.
- ✓ Member of Governing body, does not share the information discussed in the meetings (discussions and decisions from the higher officials).
- ✓ Governing body members are requested to attend all the Governing body meetings.
- ✓ Governing body members must commit vigorously towards the ethical policies of the institution.
- ✓ Governing body members should not get benefits from the outsiders for the benefits of the any of the institutional activities.



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