



# Gnanamani College of Technology

(AUTONOMOUS)

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai  
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GCTPD#03

## CODE OF CONDUCT

### 1. Code of Conduct for the Principal

- **Academic Leadership:** Participate in teaching, research, and project preparation for the Institution
- **Faculty Development:** Assist in organizing orientation courses, workshops, and training programs to enhance faculty skills
- **Discipline:** Oversee the admission of students and maintain the overall discipline of the Institution
- **Resource Management:** Supervise the management of libraries, laboratories, and hostels
- **Financial Oversight:** Manage receipts and expenditures, maintain accurate records, and submit quarterly financial statements to the Management
- **Supervision:** Oversee Institution examinations, including the setting of question papers and the assessment of answer scripts
- **Welfare:** Safeguard the interests and welfare of both teaching, non-teaching staff and students

### 2. Code of Conduct for Administrative Staff

- **Punctuality:** All administrative staff should be present in the college at least 30 minutes before the start of the workday

- **Zeal:** Staff should carry out assigned work with complete dedication and professionalism
- **Laboratory Maintenance:** Staff working in laboratories must ensure proper maintenance and cleanliness of equipment and facilities
- **Professional Ethics:** Staff must maintain professional ethics and proper behavior toward authorities, colleagues, and students
- **Responsibility:** Staff should carry out additional responsibilities assigned to them from time to time without delay

### 3. Code of Conduct for Teachers

- **Professional Ethics:** Teachers must maintain high standards of reliability, honesty, and professional ethics
- **Dress Code:** Teachers must ensure they are dressed professionally and appropriately for an educational environment
- **Collaboration:** Teachers should cooperate with colleagues and external agencies to support the development of students and the Institution
- **Confidentiality:** Maintain strict confidentiality regarding examination results and other sensitive institutional information
- **Continuous Improvement:** Teachers should strive for continuous improvement through training programs, workshops, and research activities

### 4. Code of Conduct for Students

#### General Discipline

*Failure to comply with rules may lead to counseling, parental notification, or debarment.*

- **ID Cards:** Wearing I-Cards on campus is compulsory at all times
- **Attendance:** Students must maintain at least 75% attendance per subject to be eligible for examinations
- **Media:** Students are prohibited from communicating information about the Institute to the press without prior permission

- **Cleanliness:** Students must maintain cleanliness in classrooms, labs, and the library

### **Classroom Discipline**

- **Punctuality:** Students are expected to be in class 5 minutes before the scheduled session
- **Electronic Gadgets:** The use of cell phones in classrooms is strictly prohibited. Laptops may only be used for the session in progress.
- **Food/Beverages:** Eating and drinking are prohibited inside the class and while sessions are in progress

### **Library Discipline**

- **Issue Policy:** ID cards are required to borrow books. Students may borrow 2 books for a duration of 7 days
- **Fines:** A late return fine of ₹2 per day will be applicable
- **Conduct:** Bags and valuables are not allowed inside the library. Silence must be maintained

### **Examination and Viva-Voce**

- **Integrity:** The use of unfair means or talking during examinations is strictly prohibited
- **Preparation:** Students must be present in the exam hall 10 minutes before the start time
- **Viva Conduct:** Students must present their identity cards for verification and conduct themselves professionally, adhering to the stipulated dress code

**PRINCIPAL**

**CHAIRMAN**