



M.A.M. SCHOOL OF ENGINEERING

(ACCREDITED BY NAAC)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

SIRUGANUR, TRICHY – 621 105

www.mamse.in

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.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized
- 5.

The Code of Conduct is displayed on the website

← ↻ ⚠ Not secure https://www.mamse.in



WHY JOIN US ?

This section explain our core strength and what are the features of our institution.



Social Activities

We are participate the NSS, YRC, Green Club, Rotaract Club and Cultural Club



Transport System

Excellent Transportation is one of the special features of this institution.



Sports

We are participate in various sports activities.



Scholarships

We are provide and arrange the government scholarship benefit to eligible students



Achievements

We are received many awards and achievements in all categories of event



Anti-Ragging

We are strict against ragging and have setup the Anti-Ragging committee.

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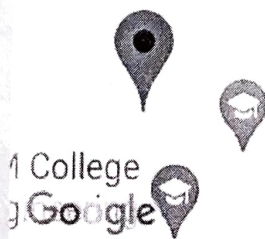
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MAMSE RULES AND REGULATIONS

MAMSE RULES AND REGULATIONS

1. Boy students should wear only formal shirts and tuck-in their shirts while inside the campus, wearing jeans, pants and tattoos and any other form of symbols are strictly prohibited inside the campus.
2. Girls should wear either full saree or salwar with dupatta. Wearing half-saree, middles, jeans are strictly prohibited inside the campus.
3. Students should compulsorily wear their ID cards with e-ling in the campus, class rooms and also in the college bus.
4. Students are advised not to wear loose-fitting shirts or pants while doing workshop practical.
5. Students should wear the respective uniforms to attend their practical classes.
6. Girls must that students should wear leather shoes inside the workshop.
7. The students should reach college in time.
8. The students should attend all the classes. If the attendance of any student falls below 75% (65% on medical/sports grounds) she will not be allowed to sit for the university examination.
9. No leave or absence will be granted except on written application of the student/parent, addressed to the HoD/in-charge.
10. Students who for unexplained reasons absent themselves for more than three days continuously will have their names struck off the rolls and as a rule will not be re-admitted without proper explanation from their parents.
11. No student should be seen outside the class room or out of the college during class hours.
12. Students should keep the class rooms and college premises absolutely clean thus promoting a clean environment.
13. Damage to college property, distorting of walls, damages to electrical items, indecent language or behavior are serious offences which may lead to severe punishment and even dismissal.
14. The students should maintain absolute discipline inside the class room as well as the college premises.
15. The students are not allowed to form any type of unauthorized union/meeting and not allowed to celebrate birthday and any form of parties.
16. No student is allowed to entertain outsiders inside the premises of the college without prior permission from the college authorities.
17. Smoking, drinking alcohol, taking intoxicants and drugs are strictly prohibited inside the college premises.
18. No student is allowed to create disturbance in any manner whatsoever inside the examination hall during examination sessions. If any such report is received from the invigilator/superintendent/supervisor, the student will be punished as deemed fit including expulsion from the college without assigning any reason whatsoever.
19. No student is allowed to pass any derogative remarks or abuse/use filthy language or unparliamentary words to any teaching and non-teaching staffs and junior/senior, or to any other colleague, or to any boy/girl students of the college.
20. Ragging or harassment of fresher or juniors by seniors of the college anywhere in the form, is strictly prohibited. In any case of ragging, the college will lodge police complaint against the miscreant which will be dealt with as per law. College may also impose penalty as deemed fit. The maximum punishment is expulsion from the college. The college authorities have all such power to award any punishment to the student without assigning any reasons or even without giving any opportunity to defend. All such cases will be intimated to the university, which may lead to cancellation of regd. no. of the concerned student.
21. The college will send the academic performance of the students to the parents/guardians periodically.
22. In all finance matters, the college expects to interact with the parents/guardians.
23. If a student is found guilty of indiscipline, the college reserves the right to take disciplinary action against him/her and inform the parents/guardians about the action so taken.
24. In some cases, the college may call the parents/guardians for a meeting to discuss various issues of students, healthy co-operation in this regard is ever sought.

GPS Map Camera



Tiruchirappalli, Tamil Nadu, India
Unnamed Road, Tamil Nadu 621105, India

Lat 10.996529°

Long 78.778926°

30/12/21 12:27 PM

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CODE OF CONDUCT - CALENDER

7 MAMSE

Rules and Regulations

"Success is nothing more than a few simple disciplines, practiced every day"

- Jim Rohn

All powers relating to discipline and disciplinary action are vested in the Principal. The Principal may delegate all or such powers as he deems proper to any of the faculty of the institute. Every member of the faculty has authority to forbid disorderly behavior within the institution.

All the MAMSEians are required to adhere to the following rules & regulations of the institution and discharge your responsibilities as a student with diligence and devotion.

GENERAL

1. The conduct of each student should be satisfactory.
2. Each student shall show due respect and courtesy to the teachers, administrators and staff of the Institution.
3. College timings are from 8.45 a.m to 5.00 p.m. Students are not permitted to enter in to the campus after 8.45 a.m and are also not allowed to leave the college before 5.00 pm.
4. Students should be seated at the lecture halls 5 minutes before the commencement of classes.
5. Students should acquaint themselves in time with the notifications put up on the Notice - Board
6. Damage of any kind, done to the College property will not be tolerated. The student shall compensate damage to institute/ hostel property/furniture caused by neglect or willful damage
7. Tuition fees and other fees should be paid on or before the stipulated dates.
8. During the college hours visitors are strictly not entertained to meet the students

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9. Refrain from possessing, consuming or distributing alcohol or harmful drugs or illegal narcotics or chewing gums or smoking cigarettes. If found, it will lead to severe action including suspension / dismissal of the student.
10. Boys and girls should not wear any expensive gold and other ornaments in the college campus.
11. Students should use dustbins for throwing any unwanted material. Do not scribble on the desks or the black board and walls of the college and hostel.
12. The students should not loiter in the college premises when the classes are in progress. When they are free, they should make use of the college library.
13. Students can take part in inter - college competitions, TV/Radio Programmes, only after getting the prior permission from the HOD / Principal.
14. Do not convene or attend any unauthorized meeting in the campus.
15. Do not collect money from co-students for any purpose without the knowledge of college authorities.
16. Day scholar students will be given Transport Card with specific college bus number and bus stop. They have to come only in the specific bus. They have to possess the transport card, whenever they travel in the college bus.
17. Do not be a part of any union or group or organization. Any move to form unions or groups of any type unauthorized by the Management and the Principal is an offense.

LIBRARY

18. In order to keep the wide circulation of Library Books among students, it is desired that the student must return the book in time failing which a fine of Rs. 1/- per day per book will be

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charged. If the book is lost, it must be replaced by new one, failing which the "double" price of the book will be realized.

19. No journal will be issued for taking it home.
20. Three Library Tickets for each student will be issued only on production of Identity Cards
21. The tickets issued are not transferable and the Library reserves the right to refuse issue of books on any unauthorized tickets.
22. Books will be lent out for 14 days (2 weeks) and the due date will be entered on the date slip. One renewal for another 14 days is permitted.
23. The book should normally be returned on due date.
24. Loss of borrower's tickets and books should be reported to the Librarian as soon as possible.
25. Loss of tickets should be reported to the Librarian immediately.
26. Duplicate ticket will be issued on payment of Rs. 25.00 after verification
27. No user shall deface the Library books by underlining, scribbling notes in the margins etc.
28. Every book will be examined as soon as it is returned, and if pages are found missing or if any book is found to be marked, soiled or damaged, the borrowers should either replace the book or pay the cost at the current market price which will be ascertained and fixed by the librarian.
29. Books taken out of the shelves for reading should be left on the reading tables. Students should not replace them in shelves.
30. Except for notebooks, writing materials and Library books already issued, no other personal belongings will be allowed inside the Library.
31. Periodical publications, dictionary, reports, proceedings, reference sources after reference should be handed over to the Librarian and rare books will not be lent out.
32. All members and the Library staff should observe silence inside the Library.
33. Reservation for books is also available.

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DRESS CODE

34. All the students inside the campus should be neatly dressed.
35. Men students to be clean shaven at all times in the college premises.
36. All the boys are expected to wear pants with their shirts neatly tucked in. Jeans, T-Shirts and casual wears are strictly avoided inside the college campus. Girls should wear either Salwar Kameez with V shaped dupatta pinned on either sides of the shoulder or saree.
37. No loose garments are permitted in the workshop/laboratories. Gentlemen and lady students have to wear leather shoes in the workshops.
38. In Physics and Chemistry laboratories, all students have to wear white overcoats.

ATTENDANCE

39. Students should attend the classes regularly. It is imperative that a student secures a minimum attendance of 75% to be eligible to appear for the University Examinations at the end of each semester. Under no circumstances this may be relaxed.
40. Leave letter should be submitted on the previous day itself with the parent's signature. Prior permission must be obtained for availing leave. Leave of absence will have to be obtained from the Head of the Department through their class coordinator in advance, for valid reasons.
41. In case of sickness, a medical certificate should accompany the leave application along with an endorsement letter from the parent/guardian while reporting to College after recovery from illness.
42. A student who is continuously absent for 30 days without a valid reason will be removed from the rolls of the College without further deliberations.
43. Attendance at the Examinations, Tests, Assignments and Class is compulsory except on medical grounds.

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44 Latecomers and defaulters:

In case of student coming late during the first period, a grace time of 5 minutes may be permitted; however, when the student comes later than those first 2 periods may be marked absent.

In case of student coming late after any interval break, a grace time of 3 minutes may be permitted; however, when the student comes later than that the next 2 periods may be marked absent.

In case of student coming late and comes only after the 1st period, he/she will be marked 4 periods absent.

In case when the student does not attend any class in between periods, the student may be marked absent for the whole day. In case of delay due to college transport, punishment is not applicable.

IDCARDS

45. An Identity card displaying the details of the student is given to every individual. Students are expected to wear the identity card all the time in the campus and also while travelling by college transport.

46. In case the card is lost, a duplicate ID card will be issued against a nominal payment within a day of information to the Librarian.

CELL PHONES

47. Students will not be allowed to keep the cell phones with them, and if any culprit is found then it will be seized by the college.

48. The cell phones thus seized would be returned only: (a) at the end of the course or, (b) after payment of a fine of Rs. 2,000/-.

49. The use of any audio / video gadgets in the campus and college transport by students is strictly banned and if such items are found in possession of students, they will be confiscated.

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INTERNAL ASSESSMENT

The following tests are conducted in each semester and the results are communicated to the parents.

S.No.	Test / Exam	Portions
1	Unit Test 1	Unit 1
2	Unit Test 2	Unit 2
3	Unit Test 3	Unit 3
4	Unit Test 4	Unit 4
5	Unit Test 5	Unit 5
6	Model 1	Unit 1,2,3
7	Model 2	All 5 Unit

50. The Continuous assessment shall be calculated for maximum of 20 marks .
51. Tests shall be conducted during the semester by the Department / College concerned. The total marks obtained in all test merged together out of 300, which shall be proportionately reduced for 20 marks and rounded to nearest integer .equal weightage will be give to all test .
52. The internal marks will be calculated strictly based on the percentage of marks scored by the students in the above tests / examinations / Assignments .
53. The student has to appear for the retest and shall be required to attend the same until he or she passes the test.
54. Any student found indulging in malpractice in the test would be debarred for the rest of the tests / examinations. Note: Any case of malpractice in the University Examinations will be reported to the University.

RAGGING

55. Ragging in any form is a serious offence and severe action will be taken against those who indulge in such activities as per the Tamil Nadu Prohibition of Ragging Act No. 7 of 1997.

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56. The cause of expulsion will be entered in their Transfer Certificate. Indulging in ragging and eve-teasing will attract punishment as stipulated by the Government of Tamilnadu / Anna University.

HOSTELLERS

57. Students admitted to the Institution hostel, shall abide by the rules and regulations of the hostel (separately given) as existing at the time of admission and as amended from time to time.

58. A student dismissed from the Institution shall automatically cease to be a member of the Hostel.

59. Day-Scholars are not allowed to enter the Hostel without prior permission from the Principal.

NOTE:

1. Breach of any of the above rules will lead to disciplinary action resulting in suspension or expulsion of the student.
2. The Management reserves the right to expel from the college any student on grounds of serious irregularity of attendance, insubordination, malpractice in examination or any other act of indiscipline or misconduct. The decision of the college authorities in this regard shall be final.

Parents / Guardians

The College will send the academic performance of the students to the parents/Guardians periodically.

In all financial matters, the College expects to interact with the Parents/Guardians.

If a student is found guilty of indiscipline, the College reserves the right to take disciplinary action against him/her and inform the Parents/Guardians about the action so taken.

In some cases the College may call the Parents/Guardians for a meeting to discuss various issues of students. Healthy co-operation in this regard is ever solicited.

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Duties and Responsibilities

8.1 Class Co-ordinators

- Coordinators will maintain records of attendance, marks, grades of all students concerned.
- Coordinators will be responsible for verifying and sending performance letter along with attendance report to the parents.
- Overseeing administration of student progress and attendance.
- Provide students with course syllabus that includes broad course objectives, course schedule, mark grading policy, expectations of academic integrity etc.
- Organize and hold periodic meetings with the class representatives for the course to obtain oral student feedback.


8.2 Academic in-charge

- Monitor and ensure the basic discipline such as wearing ID card, Dress code etc., among the student community.
- Closely monitor the academic activities through checking the faculty log book twice in a week.
- Any alternative in the regular class work must be monitored and recorded in the respective faculty's log book.
- Display clearly the time table of the class.

8.3 Faculty Advisors

- Maintain the Faculty Advisor file with proper data and proper counseling twice in a semester.
- Identify the slow learners, under-achievers in the group, in order to help them to achieve according to their needs and abilities.
- Overseeing the student progress & attendance in the group.

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There is a committee to monitor adherence to the Code of Conduct

**M.A.M.SCHOOL OF ENGINEERING
TIRUCHIRAPPALLI – 621 105**

ACADEMIC YEAR 2016-2017

Disciplinary Committee

CONVENER

- ✓ Principal

COORDINATORS

- ✓ Prof.R.IIango
- ✓ Dr.P.Lilly Florence

MEMBERS

- All HOD's
- Predesh Kumar [Physical Director]

RESPONSIBILITIES

- To maintain and enforce strict discipline within the college campus
- Conduct enquiry & submit the report

MEETING SCHEDULE

- As required

REPORT SUBMISSION DATE

- After the Enquiry, Consolidated report at the end of the Semester


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M.A.M.SCHOOL OF ENGINEERING TIRUCHIRAPPALLI – 621 105

ACADEMIC YEAR 2017-2018

Disciplinary Committee

CONVENER

- ✓ Principal

COORDINATORS

- ✓ Prof.R.Ilango
- ✓ Dr.P.Lilly Florence

MEMBERS

- All HOD's
- Predesh Kumar [Physical Director]

RESPONSIBILITIES


- To maintain and enforce strict discipline within the college campus
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MEETING SCHEDULE

- As required

REPORT SUBMISSION DATE

- After the Enquiry, Consolidated report at the end of the Semester


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M A M SCHOOL OF ENGINEERING, TRICHY (Accredited by NAAC)

ACADEMIC YEAR 2017-2018

MAMSE/DCM/2017

DATE : 17th July 2017

CIRCULAR

As directed by the Correspondent, Student's disciplinary Committee meeting is scheduled on 19th July 2017 at Correspondent Chamber to discuss the various issues pertaining to Student's Discipline. All members are asked to be present in the meeting

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M A M SCHOOL OF ENGINEERING, TRICHY (Accredited by NAAC)

ACADEMIC YEAR 2017-2018

DISCIPLINARY COMMITTEE – MINUTES OF MEETING

MAMSE DCM/2017

DATE : 19th July 2017

A Disciplinary Committee meeting was held at Correspondent Room on 19th July 2017, Wednesday. The following members were present in the meeting.

1. Dr.P.Ranjith Kumar/Convener
2. Mr.R.Hango/Coordinator
3. Dr.P.Lilly Florence/Coordinator
4. Mr.R.Ramanathan/Member
5. Mr.T.Ashok/Member
6. P.Kavitha/Member

Agenda of the meeting

1. Discussion on disciplinary action to be taken on students on the misconduct
2. During discussion, it was opined that initially if a student commit any in-disciplinary action, he should be warned. if the same mistake is committed by the student again, then the disciplinary action to be taken on the student depending upon the misconduct.
3. The disciplinary action should be such that it does not affect the career of the student
4. It was decided to have the awareness program during the induction program for first year students.
5. All the members have agreed the same
6. Principal thanked all the members for attending the meeting and suggesting their valuable inputs

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ACADEMIC YEAR 2018-2019

Disciplinary Committee

CONVENER

- ✓ Principal

COORDINATORS

- ✓ Prof.R.Ramanathan
- ✓ Prof.M.Panner Selvam
- ✓ Dr.P.Lilly Florence

MEMBERS

- All HOD's
- Predesh Kumar [Physical Director]

RESPONSIBILITIES

- To maintain and enforce strict discipline within the college campus
- Conduct enquiry & submit the report

MEETING SCHEDULE

- As required

REPORT SUBMISSION DATE

- After the Enquiry, Consolidated report at the end of the Semester


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M. A. M SCHOOL OF ENGINEERING TIRUCHIRAPPALLI - 621 105
Academic Year (2018-2019)

MINUTES OF MEETING

ASSOCIATION /CELL NAME : Disciplinary Committee		Date : 07.02.19
Scheduled Time of start: 10.15 a.m	Actual Time of start: 10.15 a.m	Venue : Principal chamber
Planned Duration of the Meeting : 30 Minutes	Actual Duration of the Meeting : 45 Minutes	Attendance (%) :85.7%
Chaired by : Dr.P.Ranjith Kumar		Compiled by : P.Kavitha
Members Present 1.Pradesh kumar/PD 2.Dharani Devi/HOD/EEE 3.T.Ashok/HOD/CSE 4.R.Ramanathan/HOD/MECH 5.P.Kavitha/HOD/ECE 6.Dr.K.Chandrasekar/AERO		Members Absent 1.M.Panner Selvam

AGENDA	Points Discussed
Academic Status	All the students should wear their ID Cards while they are in the campus and their respective class rooms.
	In case of any violation of dress code or disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
	During lecture and practical hours students must be seated in the classroom or laboratories only. No single student should seat in parking area, canteen and in the campus. To ensure that all the students attend classes without bunking and prevent them from leaving the college early.

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M.A.M.SCHOOL OF ENGINEERING
Siruganur, Tiruchirappalli – 621 105

(ACCREDITED BY NAAC)

ACADEMIC YEAR 2019-2020

DISCIPLINARY COMMITTEE

Date : 08.07.19

CONVENER

- ✓ Principal

COORDINATORS


- ✓ Prof.R.Ramanathan
- ✓ Prof.M.Panner Selvam
- ✓ Dr.P.Lilly Florence

MEMBERS

- All HODs
- Predesh Kumar [Physical Director]
-

RESPONSIBILITIES

- To maintain and enforce strict discipline within the college campus
- Conduct enquiry & submit the report
- To frame rules and regulations to maintain discipline in the college premises.
- To encourage Good and Healthy Practices
- To have an optimistic approach in imparting discipline among students.

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M. A. M SCHOOL OF ENGINEERING TIRUCHIRAPPALLI - 621 105
Academic Year (2019-2020)

MINUTES OF MEETING

ASSOCIATION /CELL NAME : Disciplinary Committee		Date : 10.10.19
Scheduled Time of start: 12.30 p.m	Actual Time of start: 12.45 p.m	Venue : Principal chamber
Planned Duration of the Meeting : 30 Minutes	Actual Duration of the Meeting : 45 Minutes	Attendance (%): 100%
Chaired by : Dr.P.Ranjith Kumar		Compiled by: P.Kavitha
Members Present 1.Pradesh kumar/PD 2.Purusothaman/HOD/EEE 3.S.Murugavalli/HOD/CSE 4.R.Ramanathan/HOD/MECH 5.P.Kavitha/HOD/ECE 6.Dr.K.Chandrasekar/AERO 7.M.Panner Selvam		Members Absent Nil
AGENDA	Points Discussed	
Academic Status	No student can leave the college early without prior permission from the concerned authorities.	
	In case of any misbehavior or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.	
	To enforce total prohibition of playing music on cell phone by the students within the college campus. If a student is found playing loud music on a cell phone, it will be taken away and handed over to the Principal.	
	If any indiscipline is found by any one of the student, warn them on the first instance. Take disciplinary action based on the rules and regulation of the committee ,if found with indiscipline behavior by the same student repeatedly	

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Institution organizes professional ethics programmes for students, teachers, administrators and other staff

MOTIVATIONAL TALK ON "ETHICAL AND MORAL VALUES" - DR. JAGANATHAN - 19.09.2017



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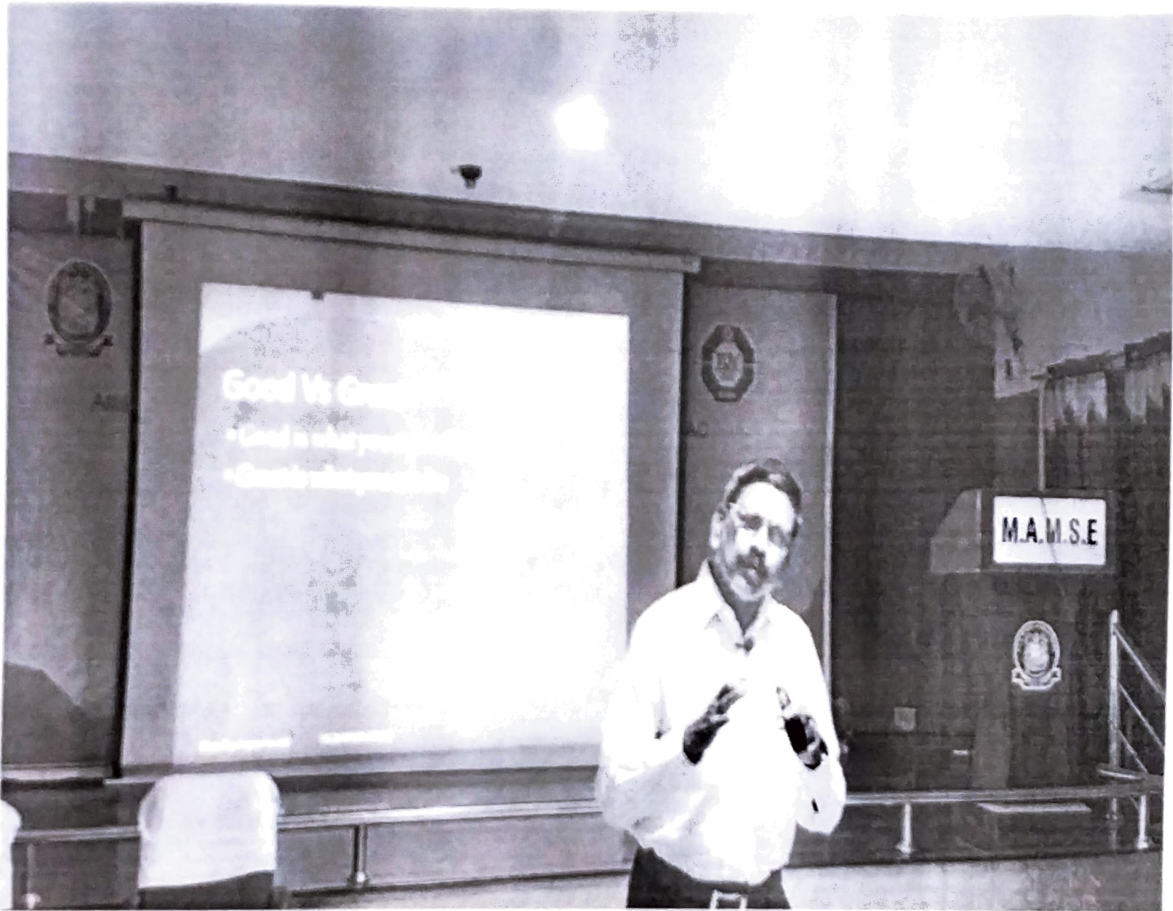
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