



**C. ABDUL HAKEEM COLLEGE OF
ENGINEERING AND
TECHNOLOGY**

Date	03.01.2025
Document No	CAHCET/COC/01
Issue No	01
Rev No	00

CODE OF CONDUCT

I. CODE OF CONDUCT FOR STUDENTS

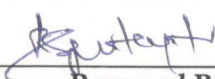
A. Student Responsibilities for Learning

Every student of CAHCET shall:

- Appreciate the vision, mission, goals, and objectives of the Institution and contribute actively toward achieving them.
- Have clear knowledge of the academic programmes, rules, regulations, and policies of the Institution.
- Follow institutional schedules, academic calendars, and examination timetables strictly.
- Undertake regular, sincere, and focused study of prescribed learning materials.
- Make optimum use of laboratories, library, workshops, computing facilities, and other learning resources.
- Prepare continuously for internal assessments, end-semester examinations, and project evaluations.
- Provide constructive feedback for academic and institutional improvement.
- Develop self-discipline, professional ethics, and a commitment to lifelong learning.
- Conduct themselves as responsible and worthy alumni of CAHCET.

B. Behaviour on Campus

1. Students shall abide by the rules framed by CAHCET and those prescribed by the affiliating University and statutory bodies.
2. These rules are intended to ensure a disciplined, safe, inclusive, and academically enriching environment.
3. Discipline, punctuality, integrity, and commitment to learning are essential qualities of a competent engineering graduate.

	
Prepared By	Approved By



PRINCIPAL
C. ABDUL HAKEEM COLLEGE
OF ENGINEERING & TECHNOLOGY
MELVISHARAM - 632 509

4. Regular attendance and active participation in academic activities are mandatory.

C. Behaviour with Other Students

- Students shall maintain respectful and courteous behaviour with juniors, seniors, and peers.
- Ragging in any form is strictly prohibited and is a punishable criminal offence.
- No discrimination shall be practiced on the basis of caste, religion, gender, nationality, language, race, or economic status.
- Any student involved in ragging shall be immediately suspended and may be handed over to the police.
- Proven cases of ragging will result in dismissal from the Institution, and fees paid will be forfeited.
- Students must report any incident of ragging immediately to the authorities.
- Students and parents/guardians shall submit an undertaking acknowledging that ragging is an offence and punishable under law.

D. Dress Code

- Students shall strictly adhere to the prescribed dress code while attending classes, laboratories, workshops, and institutional events.
- Decent, formal, and professional attire is mandatory.

E. Attendance

1. A minimum of **75% attendance** is mandatory in each subject to be eligible for university examinations.
2. Medical leave or submission of medical certificates does **not** automatically entitle condonation of attendance shortage.
3. Repeaters and detained students must fulfill the required attendance norms.
4. Students are responsible for monitoring their own attendance status.

	
Prepared By	Approved By



PRINCIPAL
C. ABDUL HAKEEM COLLEGE
OF ENGINEERING & TECHNOLOGY
MELVISHARAM - 632 509

F. Code of Conduct for First-Year Students (Special Note)

- Attendance for first-year students is calculated from the officially notified commencement date of the semester, irrespective of the date of admission.
- Students admitted late must attend classes regularly to compensate for attendance shortage.

G. Discipline in Laboratories, Workshops & Projects

- Students shall handle laboratory equipment, tools, and machinery carefully and responsibly.
- Safety rules must be strictly followed at all times.
- Laboratory records, project work, and assignments must be maintained and submitted as per guidelines.
- Respect for faculty supervision and instructions is mandatory.

H. Code of Conduct for Examinations

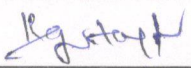
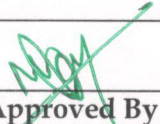
1. Attendance in all internal and end-semester examinations is compulsory.
2. Students must report to the examination hall at least **20 minutes** before the scheduled time.
3. Identity card and hall ticket must be produced during examinations.
4. Unfair means or malpractice will result in strict disciplinary action as per university rules.
5. Students shall follow all examination-related instructions issued by CAHCET and the affiliating University.

I. Student-Faculty Relationship

- Students shall maintain respect and professional boundaries with faculty and staff.
- Unauthorized visits to staff residences are prohibited.
- Institutional gatherings involving students and staff require prior approval.

J. Behaviour in Campus & Hostels

- Consumption or possession of alcohol, tobacco, narcotics, or intoxicants is strictly prohibited.

		
Prepared By		Approved By

PRINCIPAL
C. ABDUL HAKEEM COLLEGE
OF ENGINEERING & TECHNOLOGY
MELVISHARAM - 632 509

- CAHCET is a **smoke-free campus**.
- Outsiders are not permitted inside campus or hostels without authorization.
- Cleanliness and environmental responsibility shall be maintained at all times.
- Prior permission is required for displaying banners, notices, or conducting gatherings.

K. Hostel Rules

- Hostel accommodation is subject to availability and management discretion.
- Indiscipline may result in expulsion from hostel with forfeiture of fees.
- Room allotments shall not be changed without permission.
- Hostel rules, safety guidelines, and instructions from wardens must be strictly followed.

L. Use of Mobile Phones

- Mobile phones are not permitted in classrooms, laboratories, library, examination halls, and other restricted areas.

M. Medical Assistance

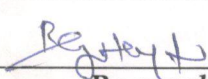
- First-aid and medical assistance are available on campus. Students may approach the designated medical facility.

N. Lodging of Complaints

1. Complaints/suggestions must be submitted in writing to the Principal.
2. Academic issues may be addressed through mentors or Heads of Department.
3. Hostel-related grievances shall be addressed to the Hostel Warden.

O. Central Library

- Library timings shall be notified by the Institution.
- Silence and discipline must be maintained.
- Damage or misuse of books/resources will invite penalties.

 Prepared By	 Approved By
--	--



PRINCIPAL
C. ABDUL HAKEEM COLLEGE
OF ENGINEERING & TECHNOLOGY
MELVISHARAM - 632 509

II. CODE OF CONDUCT FOR TEACHING STAFF

- Teaching staff shall uphold integrity, professionalism, and ethical conduct.
- They shall contribute actively to academic excellence, research, student development, and institutional growth.
- Discrimination, harassment, political activity, conflicts of interest, and malpractice are strictly prohibited.
- Faculty shall maintain confidentiality, punctuality, discipline, and respect towards students, colleagues, and authorities.

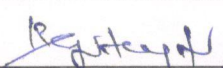
III. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

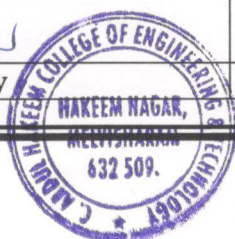
- Administrative staff shall act lawfully, ethically, and transparently.
- Equal opportunity, non-discrimination, confidentiality, and workplace safety must be ensured.
- Financial integrity, institutional loyalty, and professional conduct are mandatory.

IV. CODE OF CONDUCT FOR NON-TEACHING STAFF

- Non-teaching staff shall perform assigned duties diligently and responsibly.
- They shall maintain discipline, punctuality, cleanliness, and cooperation.
- Safety, confidentiality, and proper use of institutional property must be ensured.
- All instructions from authorities shall be strictly followed.

All stakeholders of C. Abdul Hakeem College of Engineering and Technology (CAHCET) are expected to uphold this Code of Conduct in letter and spirit to foster a disciplined, ethical, and academically vibrant campus.

 Prepared By	 Approved By
--	--



PRINCIPAL
C. ABDUL HAKEEM COLLEGE
OF ENGINEERING & TECHNOLOGY
MELVISHARAM - 632 509