



7.1.10 The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard

Code of Conduct for staff members



K.L.N.COLLEGE OF ENGINEERING



Code of Conduct for Members of Faculty

- Faculty members should adhere to the service rules and norms of the institution. Faculty members are expected to work honestly in all aspects of assigned work.
- Faculty members are instructed to comply with college policies and procedures which aim to promote student education and welfare.
- Faculty members should be kind enough, caring, fair and committed to the best interests of the students. Faculty members should treat all students equally without considering gender, family status and religion.
- Faculty members should acknowledge, respect the uniqueness, individuality and specific needs of students. Faculty members should not misguide or de-motivate the students under any circumstances.
- Faculty members are expected to report incidents or matters that affect students' welfare immediately to the competent authority.
- Faculty members should communicate with students and parents in a professional manner. They should not use unparliamentary words under any circumstances.
- Faculty members are expected to develop cordial relationships with stake holders such as students, Colleagues, Parents, Alumni, Employers, and Management.
- Faculty members should respect the privacy of others especially with opposite gender and also expected to help their colleagues in their work.
- Faculty members should maintain punctuality in coming to the college, class engagement and in attending academic activities.
- Faculty member should wear formal dress with shoes. Jeans pants and T-Shirts are prohibited. They should act as a role model to the students in maintaining personality.
- Any instructions in the form of circulars / electronic media issued by the Principal time to time must be complied with.
- Faculty members must always wear their Identity Card while inside the college premises. Faculty members are barred from using mobile phones while taking classes, attending meetings and exam duty.

- Any lapses from the assigned work by the faculty members, not obeying their higher authorities will lead to an enquiry for a disciplinary action.
- For making any representation to the Principal, it should be sent through proper channel.
- Faculty members are not allowed to be part of any political party in order to engage in political movement or activity.
- Faculty members should not involve in any communal / religious activities inside or outside the campus.
- No representation to any government authority / University in the name of the college should be made by any members of faculty without the Principal's permission.
- Any faculty member who commits a mistake or offence which affects the reputation of college shall be punishable by the competent authority.
- Faculty member should not send any anonymous letter degrading others to higher authorities of the institution or any higher bodies.
- Faculty members should not indulge in any kind of illegal activities.
- Faculty members should not upload any derogatory comments / pictures / videos in the social media.
- Faculty members are instructed not to involve in plagiarism while presenting research papers / thesis / project.
- Faculty members should not engage in private tuition, part time work for any monetary gain.

Code of Conduct for Students

K.L.N.COLLEGE OF ENGINEERING



CODE OF CONDUCT FOR STUDENTS

- ❖ Students should maintain the highest standards of discipline and decorum inside the college campus. They shall abide by the rules and regulations of the college and should act in such a way that maintains the dignity and pride of the institute.
- ❖ Students should adhere to the work schedule of 5 days from Monday to Friday. Second and fourth Saturdays of every month are working days. Working hours for the college is from 9 a.m to 4.20 p.m. Students should attend the classes as per the time table, late coming is not encouraged.
- ❖ Identity Card (ID) is given to each student with his/her roll number, name, date of birth, branch, year of study and blood group. All students must wear the ID card while they are in the campus. If a student lost the ID card, he/she has to obtain a new ID card immediately from the office by paying necessary charges. Any change of address should be informed to college office immediately. Students not wearing ID card will be fined.
- ❖ Students must pay the tuition fees, transport fees and hostel fees (if applicable) before the commencement of classes.
- ❖ Students must maintain a minimum of 90% attendance and they should avoid availing unnecessary leave. SMS will be sent to parents if they are absent. Students must avoid coming late to classes after tea / lunch break.
- ❖ Students must submit leave forms to the class coordinator duly signed by parents, counselor / tutor before availing leave. In case of emergency situations, leave forms to be submitted within two working days. In case of medical leave, a medical certificate should be produced. Defaulters will be dealt suitably.

- ❖ Students must wear uniform on all working days. However, Second, Third and final year students are permitted to wear formal dress on Fridays. Students should wear shoes during laboratory hours. Defaulters will be dealt suitably.
- ❖ Students should not avail leave during class tests, centralized internal tests, model exams and placement training classes.
- ❖ Students appearing internal tests / end semester examinations should adhere to the code of conduct of Controller of Examinations, Anna University, Chennai.
- ❖ In case of any emergency on health problems students shall approach any staff/ Counselor / Coordinator / HOD for making first aid arrangements at college health centre. They should not leave the campus on their own without prior permission.
- ❖ In case of any specific reasons, students can leave the campus during class hours, only after getting a gate pass duly signed by the HOD, Principal and signing in the register available in the exit gate. Girl students are allowed to leave the campus accompanied either by parents / guardian.
- ❖ Students must get on-duty (OD) approval in prior from Principal through HOD to participate curricular, co-curricular and extracurricular events.
- ❖ Students are instructed to make use of academic, co-curricular and extracurricular facilities efficiently to improve their employability / life skills.
- ❖ Students are encouraged to attend the extra coaching classes, remedial classes after the college hours. Slow learners must attend the remedial classes to cope up with academic schedule.
- ❖ Reading books & journals in the library / working in laboratory after the college hours is highly encouraged.

- ❖ Ragging in any form is punishable as per Government norms.
- ❖ Any kind of indisciplinary activities such as quarrelling / fighting among themselves, hurting others etc will be treated seriously. Students should maintain silence and decorum in the campus.
- ❖ Students are prohibited to bring /use mobile phones inside the class rooms. Also they should not use the mobile phones while travelling in the college bus and inside the canteen.
- ❖ Damaging / misusing of college properties either individually or as a group will be considered very seriously. Such students must undergo enquiry by a disciplinary committee and suitable action will be taken on them.
- ❖ Students are instructed to keep the campus clean and neat. Celebrations in any form such as cutting cakes, firing crackers etc is completely prohibited.
- ❖ Students are instructed to handle the lab equipments carefully during lab hours. If any damage to lab equipments is caused by a student, he / she must bear the equipment cost.
- ❖ Students should not bring any valuables like jewels, bulk cash, electronic gadgets etc. Students should keep their belongings under safe custody.
- ❖ Uploading of pictures / photographs / videos in any social media, hurting staff / students and spoiling the reputation of the institution will be viewed seriously.
- ❖ Loitering inside the campus during class hours, not attending the classes is punishable. Any misbehavior with staff members will be viewed seriously.
- ❖ Misbehavior towards girl students will be treated very seriously leading to suspension / termination from the college, after conducting an enquiry by Prevention Of Sexual Harassment (POSH) cell.

- ❖ Access to college campus beyond the working hours and on holidays without written permission from the concerned HOD and Principal will be treated as case of trespassing leading to disciplinary action.
- ❖ In the event of non compliance relating to prevailing rules and norms which violates the college quality policy, an enquiry committee constituted by Principal is empowered to proceed further in accordance with Institution / University norms.

EXAM SQUAD COMMITTEE

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612.
(An Autonomous Institution, Affiliated to Anna University)
EXAMINATION MANAGEMENT CELL (EMC)

Ref: KLNCE/EMC/AY 2023-24/EVEN / 244
CIRCULAR

Date: 13.05.2024

The **CIT – II for the IV Semester B.E / B.Tech Degree** courses for the even semester of the Academic year 2023-2024 will be conducted from **15/05/2024 to 22/05/2024** from **09.30 AM to 11.00 AM** (1&1/2hr) in a **centralized manner**. The following squad committee members are requested to attend the duty assigned as scheduled below.

S.No	Year	Date of Examination (FN)	Name of the Squad Member	Designation/ Department
1.	II	15.05.24	Dr.R.M Satheesh Kumar	HOD/AUTO
2.		16.05.24	Dr.P.Ganesh Kumar	HOD/IT
3.		17.05.24	Dr.K.G.Gnanambal	Professor/EEE
4.		20.05.24	Dr.J.S.Karchana	HOD/CSE(CS)
5.		21.05.24	Dr. M.R. Thansekhar	Professor /MECH
6.		22.05.24	Dr.S.Parthasarathy	Professor/EEE

d. Hanumanth
13/5/24
COCONVENER

d. P.S.
13/5/24
CHIEF CONVENER

Sr. J.
ADVISOR
14/5/24

[Signature]
PRINCIPAL
14/5

CC to HOD MECH, EEE, ECE, CSE, CSE(CS), IT, AI&DS
CC to Dr. M.R. Thansekhar, Dr.K.G.Gnanambal
Cc to File

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612.
(An Autonomous Institution, Affiliated to Anna University)
EXAM MANAGEMENT CELL (EMC)

Ref: KLNCE/EMC/AY 2023-24/EVEN / 222

Date: 06.05.2024

CIRCULAR

The **CIT – III** for the **VI Semester B.E / B.Tech** Degree courses for the even semester of the Academic year 2023-2024 will be conducted from **07/05/2024 to 11/05/2024** from **10.00 AM to 11.00 AM (1 hr) FN & 02.45 PM to 03.45 PM (1hr) AN** in a **centralized manner**.

The following squad committee members are requested to attend the duty assigned as scheduled below.

S.No	Year	Date of Examination	Name of the Squad Member	Designation/ Department
1.	III	08.05.2024(FN)	Dr.G.Ramesh	Professor /IT
2.		08.05.2024(AN)	Dr.P.Udhayakumar	HOD/MECH
3.		09.05.2024(FN)	Dr.D.Pradeep Kannan	Professor /EIE
4.		09.05.2024(AN)	Dr.S.Nagammai	HOD/EIE
5.		10.05.2024(FN)	Dr.V.Kejalakshmi Dr. S. Miruna Joe Amali	HOD/ECE HOD/CSE
6.		10.05.2024(AN)	Dr. S.C.Sivaprakash	Professor /ECE

d. K. K. K.
6/5/24

Co CONVENER

J. P. S.
6/5/24

CHIEF CONVENER

S. S. S.
6/5/24

ADVISOR

[Signature]
6/5/24

PRINCIPAL

CC to HOD MECH, EEE, ECE, CSE, CSE(CS), IT, AUTO, EIE

CC to Dr. S.C.Sivaprakash, Dr.D.Pradeep Kannan, Dr.G.Ramesh,

Cc to File

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612.

(An Autonomous Institution, Affiliated to Anna University)

EXAMINATION MANAGEMENT CELL

Ref: KLNCE/EMC/AY 2023-24/EVEN/196

Date: 16.04.2024

CIRCULAR

The **CIT – II** for the **VI Semester B.E / B.Tech** Degree courses for the even semester of the Academic year 2023-2024 will be conducted from **22/04/2024** to **03/05/2024** from **09.30 AM** to **11.00 AM** (1&1/2hr) in a **centralized manner**. The following squad committee members are requested to attend the duty assigned as scheduled below.

S.No	Year/Sem	Date of Examination	Name of the Squad Member	Designation/ Department
1.	III /VI	22.04.2024	Dr.G.Ramesh	Professor /IT
2.		24.04.2024	Dr.V.Kejalakshmi Dr. S. Mirana Joe Amali	HOD/ECE HOD/CSE
3.		25.04.2024	Dr.D.Pradeep Kannan	Professor /EIE
4.		26.04.2024	Dr.S.Nagamalai	HOD/EIE
5.		27.04.2024	Dr.P.Udayakumar	HOD/MECH
6.		29.04.2024	Dr. S.C.Sivaprakash	Professor /ECE


CO CONVENER


CHIEF CONVENER


ADVISOR


PRINCIPAL

CC to HOD MECH, EEE, ECE, CSE, CSE/CSI, IT, AUTO, EIE

CC to Dr. S.C.Sivaprakash, Dr.D.Pradeep Kannan, Dr.G.Ramesh,

Co to File

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612.
(An Autonomous Institution, Affiliated to Anna University)
EXAMINATION MANAGEMENT CELL


Ref: KLNCE/EMC/AY 2023-24/EVEN

1157
CIRCULAR

Date: 26.03.2024

The CIT I for II year B.E / B.Tech Degree courses for the even semester of the Academic year 2023-2024 will be conducted from 01.04.24 to 10.04.24 at 9.30 A.M to 11.00 AM (FN) in a centralized manner. The following squad committee members are requested to attend the duty assigned as scheduled below.

S.No	Year	Date of Examination (FN)	Name of the Squad Member	Designation/ Department
1.	II	01.04.2024	Dr.R.M Satheesh Kumar	HOD/AUTO
2.			Dr. M.R. Thansekhar	Professor /MECH
3.		02.04.2024	Dr.P.Ganesh Kumar	HOD/IT
4.		03.04.2024	Dr.K.G.Gnanambal Dr.J.S.Kanchana	Professor/EEE HOD/CSE(CS)
5.		04.04.2024	Dr.S.Suresh Raja	HOD/AI&DS
6.		05.04.2024	Mr.R.V.Suresh Babu	ASP/MECH
7.		08.04.2024	Dr.S.Parthasarathy	Professor/EEE


26/3/24
CO CONVENER


26/3/24
CHIEF CONVENER


26/3/24
ADVISOR


PRINCIPAL

CC to HOD MECH, EEE, ECE, CSE, (CS), IT, AI&DS
CC to Dr. M.R. Thansekhar, Dr.K.G.Gnanambal
Cc to File

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612.
(An Autonomous Institution, Affiliated to Anna University)
EXAM MANAGEMENT CELL (EMC)

Ref: KLNCE/EMC/AY 2023-24/EVEN /116

Date: 05.03.2024

CIRCULAR

The CIT I for III year B.E / B.Tech Degree courses for the even semester of the Academic year 2023-2024 will be conducted from 07.03.24 to 16.03.24 at 9.30 A.M to 11.00 AM (FN) in a centralized manner. The following squad committee members are requested to attend the duty assigned as scheduled below.

S.No	Year	Date of Examination (FN)	Name of the Squad Member	Designation/ Department
1.	III	07.03.2024	Dr.G.Ramesh	Professor /IT
2.		08.03.2024	Dr. S. Miruna Joe Amali	HOD/CSE
3.		11.03.2024	Dr.D.Pradeep Kannan	Professor /EIE
4.		12.03.2024	Dr.S.Naganmai	HOD/EIE
5.		13.03.2024	Dr.P.Udhayakumar	HOD/MECH
6.		14.03.2024	Dr. S.C.Sivaprakash	Professor /ECE

PR
CHIEF CONVENER
5/3/24

S
ADVISOR
6/3/2024

PR
PRINCIPAL
6/3

CC to HOD MECH, EEE, ECE, CSE, ICS, IT AUTO, EIE
CC to Dr. S.C.Sivaprakash, Dr.D.Pradeep Kannan, Dr.G.Ramesh,
Cc to File

K.L.N.COLLEGE OF ENGINEERING, POTTAPALAYAM-630 612.

(An Autonomous Institution, Affiliated to Anna University)

EXAM MANAGEMENT CELL (EMC)


Ref: KLNCE/EMC/AY/2023-24/ ODD/ 600

Date: 09.12.2023

CIRCULAR

The CIT-III for first year, B.E. / B.Tech degree courses for the odd semester of academic year 2023-2024 will be conducted from 11/12/2023 to 18/12/2023 between 09.30 AM to 11.00 AM in a centralized manner. The following squad committee members are requested to attend the duty assigned as scheduled below.

S.No	Date of Examination	Name of the Squad Member	Designation/ Department
1.	11.12.2023	Dr.S.Suresh-Raja	Prof/ AI&DS
2.	12.12.2023	Dr.A.Rajasekumar	Prof/ ENG
3.	13.12.2023	Dr.K.Gunrambal	Prof/EEE
4.	14.12.2023	Dr.I.K.Sebastian	Prof/MATHS
5.	15.12.2023	Mr.N.V.Karthikeyan	ASP/PHY
6.	18.12.2023	Mrs.O.D.Shakila	ASP/CHE


PRINCIPAL
Ceto ALL HOD's
Ceto EMC File

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612.
(An Autonomous Institution, Affiliated to Anna University)
EXAM MANAGEMENT CELL (EMC)


Ref: KLNCE/EMC/AY 2023-24/ODD/599

Date: 08.12.2023

CIRCULAR

The CIT II for II year, B.E / B.Tech Degree courses for the odd semester of the Academic year 2022-2023 will be conducted from 11.12.23 to 19.12.23 at 9.30 A.M to 11.00 AM (FN) in a centralized manner. The following squad committee members are requested to attend the duty assigned as scheduled below.

S.No	Year	Date of Examination (FN)	Name of the Squad Member	Designation/ Department
1.	IIIII	11.12.23	Dr. S.M. Kannan	HOD/EEE
2.		12.12.23	Dr.R.M Sathes Kumar	HOD/AUTO
3.		13.12.23	Dr.D.Pradeep Kannan	Professor /EIE
4.		14.12.23	Dr.P.Ganesh Kumar	HOD/IT
5.		15.12.23	Dr. S.Venkatanarayanan	Professor /EEE
6.		18.12.23	Dr.S.Nagammai Dr.G.Ramesh	HOD/EIE Professor /IT
7.		19.12.23	Dr. S. Mirata Joe Amali Dr.S.Parthasarathy	HOD/CSE Prof/EEE


CHIEF CONVENER


PRINCIPAL

CC to HOD's

CC to Dr.D.Pradeep Kannan, Prof/EIE, Dr. S.Venkatanarayanan, Prof/EEE
Dr.G.Ramesh, Prof/IT, Dr.S.Parthasarathy, Prof/EEE

Cc to file

K.L.N.COLLEGE OF ENGINEERING, POTTAPALAYAM-630 612.

(An Autonomous Institution, Affiliated to Anna University)

EXAM MANAGEMENT CELL (EMC)

Ref: KLNCE/EMC/AY/2023-24/ODD/ 536

Date: 28.10.2023

CIRCULAR

The CIT- II for 1 year B.E / B.Tech degree courses for the odd semester of academic year 2023-2024 will be conducted from 31/10/2023 to 06/11/2023 between 09.50 AM to 10.50 AM in a centralized manner. It has been planned to constitute a squad committee with HODs and Professors for overseeing the forth coming examination. This action has been taken forward so that students would have prior practice for their end semester Examinations.

S.No	Name of the Squad Member	Designation/Department
1	Dr.J.K.Subashini	Prof / MATHS
2	Dr.A.Raviakkumar	Prof/ENG
3	Mrs. O.D .Shakila	ASP/CHE
4	Mr.N.V.Karthikeyan	ASP/PHY
5	Dr.S.Suresh Raja	Prof/AIDS



Cc to A L L HOD's
Cc to File



PRINCIPAL

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612.
(An Autonomous Institution, Affiliated to Anna University)
EXAM MANAGEMENT CELL (EMC)

Ref: KLNCE/EMC/AY 2023-24/ODD

Date: 14.08.2023

CIRCULAR

The CIT I for II year B.E / B.Tech Degree courses for the odd semester of the Academic year 2022-2023 will be conducted from 27.10.23 to 03.11.23 at 9.30 A.M to 11.00 AM (FN) and CIT III for III & IV year, B.E / B.Tech Degree courses for the odd semester of the Academic year 2022-2023 will be conducted from 01.11.23 to 03.11.23 at 10.00 A.M to 10.50 AM (FN) and 02.55 PM to 03.45 PM (AN) in a centralized manner. The following squad committee members are requested to attend the duty assigned as scheduled below.

S.No	Year	Date of Examination	Name of the Squad Member	Designation/ Department
1.	II/III/IV	27.10.2023	Dr. S.M. Kannan Dr. S.Venkatanarayanan	HOD/EEE Professor/EEE
2.		30.10.2023	Dr. S.C.Sivaprakash	Professor /ECE
3.		31.10.2023	Dr.P.Udhayakumar	HOD/MECH
4.		01.11.2023 (FN)	Dr.R.M Sathesh Kumar Dr. M.R. Tharasekhar	HOD/AUTO Professor /MECH
		01.11.2023 (AN)	Dr.P.Ganesh Kumar	HOD/IT
5.		02.11.2023 (FN)	Dr.S.Naganmai Dr. S. Miruna Joe Amali	HOD/EIE HOD/CSE
		02.11.2023 (AN)	Dr.K.G.Gnanambal	Professor/EEE
6.		03.11.2023 (FN)	Dr.S.Parthasarathy Dr.G.Ramesh	Prof/EEE Professor /IT
		03.11.2023 (AN)	Dr.D.Pradeep Kannan	Professor /EIE

A. Venkatesh
25/10/23
f CHIEF CONVENER

[Signature]
PRINCIPAL

CC to HOD/MECH, EEE, ECE, CSE, (CS), IT/AUTO, EIE
CC to Dr. M.R. Tharasekhar, Dr. S.C.Sivaprakash, Dr.D.Pradeep Kannan, Dr.K.G.Gnanambal,
Dr.S.Parthasarathy, Dr. S.Venkatanarayanan, Dr.G.Ramesh,
Cc to File

ANTIRAGGING COMMITTEE CIRCULAR

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM - 630 612
(An Autonomous Institution Affiliated to Anna University, Chennai)

ANTIRAGGING COMMITTEE MEMBERS

Ref: KLNCE/ANTIRAGGING /AY 2023-4 (17 -)

Date: 09.09.2023

CIRCULAR

The Antiragging committee is constituted with the following members for the AY 2023-24 with immediate effect. HOD's and Directors are requested to disseminate the circular to the faculty members and students.

S.No	Name with Designation/Department	Position	Contact no	E-mail id
1	Dr. A.V.Ramprasad Principal	Chairman	9940125238	principal@klnce.edu
2	Dr. A.Umarani Professor/IE	Convener	9443564967	drumarani@gmail.com
3	Dr. A.Hemalatha ASP/ Mechanical	Member	9847382541	ahemalatha2008@gmail.com
4	Dr. S.Balamurugan AP(SG)A&DS	Member	9863202887	mrugab6@gmail.com
5	Dr. S.Subashanthan ASP/ Maths	Member	9994175157	sabarisidhavan@gmail.com

7/9/23


PRINCIPAL

CC to HOD's
CC to Director MBA, MCA,
(For circulation among the students & staff members)
CC to SM,EO (Stat.), EO (Admin. & HR)
CC to TPD,SM,ISSG
CC to Girls Hostel & Boys hostel Residential /Assistant warden
CC to be read in all UG/PG classes
CC to File

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM -630 612.

(An Autonomous Institution, Affiliated to Anna University, Chennai)

Ref: KLNCE/ANTRAGGING /AY 2023-2024/ ODD / 617-2

Date: 09/09/2023

CIRCULAR

The Anti-Ragging committee is constituted for this AY 2023-24. In this regard HOD's and Directors are informed to provide the UG B.E., B.Tech & PG (MBA & MCA) student representatives as per the ratio 1:1 (1 Girl student & 1 Boy student) from I, II, III & IV year (UG), I & II year (MBA & MCA).

Student Representatives					
S.No	Roll No	Year	Name of the Student	Mail Id	Contact Number
		I			
		II			
		III			
		IV			

Kindly furnish the data in the format shown above as hardcopy and mail the soft copy to ahemalathuramesh@gmail.com on or before 20.09.2023 (Wednesday).


CONVENER


PRINCIPAL 9/9/23

CC to HOD's MECH, EEE, ECE, CSE, IT, AUE, EIE, ADS
CC to Director MBA, MCA
CC to file

CANTEEN MONITORING COMMITTEE

K.L.N.COLLEGE OF ENGINEERING(AUTONOMOUS),POTTAPALAYAM

Ref: KLNCE/SM/2024/36

Date: 29.01.2024

CANTEEN MONITORING COMMITTEE

A Canteen Monitoring committee is re-constituted with the following staff members of this College with immediate effect.

- | | | |
|--|---|----------|
| 1) Dr.D.Satheesh Pandian, ASP 1 / Mech.Engg. | - | Convener |
| 2) Mr.T.Samynathan, Asst.Prof. 2 / Mech.Engg. | - | Member |
| 3) Mr.M.Balamurugan, Asst.Prof. 2 / EEE | - | Member |
| 4) Mr.B.Balan, Asst.Prof. 2 / ECE | - | Member |
| 5) Mr. M.Arul Selvam, Asst.Prof. 2 / CSE | - | Member |
| 6) Mr.PL.Subramanian, Asst.Prof. 2 / I.T. | - | Member |
| 7) Mr.S.Sathish Kumar, Asst.Prof. 2 / AI & DS | - | Member |
| 8) Mrs.T.Shobana Devi, Asst.Prof. 2 / MBA | - | Member |
| 9) Mr.K.Tamilselvam, Asst.Prof. 2 / MCA | - | Member |
| 10)Mr.S.S.Karthick Kumar, Asst.Prof. 2 / English | - | Member |

The above re-constituted committee members are to monitor the movement of UG and PG students in and around canteen during Lunch / Break times on all working days. They should also Co-ordinate with Dr.V.Sivaram Kumar, ASP 1 / Mech.Engg. & Campus Maintenance Incharge in maintaining discipline among students inside College campus.

The committee should immediately bring to the notice of the undersigned about any untoward incidence among students that happens during their monitoring process. They should submit a periodical report to the Principal (even nil report) in this regard.

All HODs are requested to permit the above staff members to look after the assigned Canteen duty. All staff members are informed to Co-operate with the above committee in maintaining discipline inside College campus.


PRINCIPAL 29/1/24

CC to HODs Mech EEE ECE CSE IT ADS CSE(CS) AuE EIE Maths, Phy, Chem, Eng
CC to Directors MBA MCA
CC to EO (Admin & HR).
CC to Controller of Examination
CC to IQ-AC Co-ordinator
CC to T.P.O., Library, PD, Health Care Centre
CC to Sr Mgr, ISSG, Transport Section
CC to Hostel Res. / Asst. Warden
CC to Maintenance sections (Civil, Electrical, Campus, etc.)
CC to Mess, Canteens, File.

Punishment for Malpractice Cases

EXAMINATION MANAGEMENT CELL

B.E. / B. Tech / M.E/ MBA / MCA DEGREE COURSES

Ref: KLNCE/EMC/AY2023-24/378

14.08.2023

CIRCULAR

The Students of B.E. / B. Tech / M.E/ MBA / MCA Degree courses are strictly instructed not to indulge in any kind of malpractices during the CIT's. Action will be taken against the defaulters and an administration amount will be levied as listed below against each malpractices. HOD's & Directors are informed to disseminate the information to the students through their respective class coordinators and cooperate in the smooth conduct of internal tests.

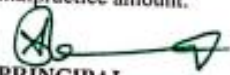
GUIDELINES FOR AWARDING PUNISHMENTS TO MALPRACTICE CASES OF STUDENTS IN CENTRALIZED INTERNAL ASSESSMENT TESTS

S. No.	Nature of Malpractice	Punishment	Action Taken
1.	The students communicating with neighboring student orally or non-verbally, the student causing suspicious movement of his/ her body.	Admin amount of Rs. 100/- per subject	Invigilators submit the details to Examination Management Cell (EMC) for further action.
2.	The students possessing of mobile phones/programmable calculator /smart watch/ or any other electronic storage device (s) gadgets like mobile phone, smart watch etc.	Admin amount of Rs. 500/- per subject	Invigilators submit the details to Examination Management Cell (EMC) for further action.
3.	The students facilitating the other student(s) to copy from his / her answer script	Admin amount of Rs. 500/- per subject for both the students.	Invalidating the examination of the particular subject written by both the students. Details should be submitted to EMC for further action.
4.	The student possessing any incriminating material(s) (whether used or not). For example written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, Hall ticket, question paper etc. and copying content from electronic storage device (s)like gadgets like mobile phone, smart watch etc.	Admin amount of Rs. 1000/- per subject	Invalidating the examination of the particular subject written by the student. Details should be submitted to EMC for further action & Parents may be called for enquiry.
5.	The student possessing the question paper of another student with additional writing on it	Admin amount of Rs. 200/- per subject written by both the students.	Details should be submitted to EMC for further action for both the students.
6.	The student taking answer booklet(s), used or unused out of the examination hall.	Admin amount of Rs. 200/- per subject	Details should be submitted to EMC for further action.

7.	The student possessing the answers script of another student	Admin amount of Rs. 500/- per subject for both the students.	Invalidating the examination of the particular subject written by both the student. Details should be submitted to EMC for further action
8.	The student passing his/her answers script to another student	Admin amount of Rs. 500/- per subject for both the students.	Invalidating the examination of the particular subject written by the student. Details should be submitted to EMC for further action.
9.	Involved in any one or more of the malpractices of the above for the second or subsequent times	Admin amount of Rs. 2000/- per subject.	Invalidating the examination of all most subjects written by the student. Details should be submitted to EMC for further action Parents.
10.	Student destroying evidence relating to an alleged irregularity.	Admin amount of Rs. 500/- per subject	Details should be submitted to EMC for further action
11.	The student misbehaving in the examination hall, (within students, towards faculty)	Admin amount of Rs. 500/- per subject	Details should be submitted to EMC for further action. Particular exam cancelled.
12.	The student harass or engage others to harass on his/her behalf an invigilator, official, witnesses or any other person in relation to an irregularity by making telephone calls, visits mails or by any other means.	Admin amount of Rs. 1000/- per subject.	Invalidating the examination of the particular subject written by the student. He/she will not be permitted for attending the regular classes till the enquiry committee meeting is over. Parents may be called for enquiry.
13.	The student possessing any firearm/weapon inside the examination hall	Admin amount of Rs. 2000/- per subject	Invalidating the examination of the particular subject written by the student. He/she will not be permitted for attending the regular classes till the enquiry committee meeting is over. Parents may be called for enquiry.

Note:

1. If a student indulges in any one of the above malpractice, the result for the particular course concerned will be withheld.
2. If any students do not turn up for the malpractice enquiry committee on the scheduled date He/She may be levied with a maximum administration amount of Rs 5000/- in addition to the malpractice amount.


PRINCIPAL

18/123

CC to HOD's (E&T and S&H)
 CC to Director MBA, MCA
 (To be read in all classes through HOD's & Directors)
 CC to First Year coordinator
 CC SM, File

K.L.N.COLLEGE OF ENGINEERING(AUTONOMOUS),POTTAPALAYAM

Ref: KLNCE/SM/2024/ 63

Date: 05.02.2024

CIRCULAR

We once again inform that such of those staff members willing to **come to College by their own vehicle (Two / Four Wheeler) may do so on their own risk**. They should abide by the traffic / other rules and regulations framed by the Government / College. They are advised to produce original Driving License and other relevant documents on demand by the Police / RTO / College / other competent authorities.

The concerned staff should give an undertaking assuring that the College is not responsible for any incidents / accident that may occur during driving own vehicle outside / inside College campus like accidents, hospitalization, compensation, police cases (FIR) and punishments for violation of traffic rules and they themselves should take personal responsibilities for its consequences.

Further, it is strictly instructed that those **staff** coming to College by own vehicle or using their own vehicle to pick up & drop at College, **should park their own vehicles only in front of Check Post near Main Gate inside College Campus. Parking in any other places by the staff are strictly prohibited.**

All HODs are requested to kindly convey this message to their staff members and ensure that the concerned staff strictly adhered to.


PRINCIPAL 872

CC to HODs Mech EEE ECE CSE IT ADS CSE(CS) AuE EIE Maths, Phy, Chem, Eng
CC to Directors MBA MCA
CC to Controller of Examination
CC to IQ-AC Co-ordinator
CC to T.P.O., Library, PD, Health Care Centre
CC to Sr.Mgr, ISSG, Transport Section
CC to Hostel Res. / Asst. Warden
CC to Maintenance sections (Civil, Electrical, Campus, etc.,)
CC to Notice Board, File.

Instructions to exam invigilators

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612.
(An Autonomous Institution, Affiliated to Anna University)
EXAM MANAGEMENT CELL
B.E. / B. Tech / MBA / MCA DEGREE COURSES

Ref: KLNCE/EMC/ AY 2023-24/EVEN / 89
CIRCULAR

Date: 23.02.2024

INSTRUCTIONS TO THE INVIGILATORS FOR INTERNAL EXAMINATION

Before Invigilation

- ❖ Note down your date and time of the exam invigilation duty as soon as duty list is received from exam cell through HOD.
- ❖ Set reminders for invigilation duty *by SMS/WA*
- ❖ Report to exam cell at least 10 minutes before commencement of tests.

Test Timings

Centralized Internal Test : 09.30 am to 11.00 am [1 hr 30 Minutes]

Faculty Members availing CL/ OD/ ML/ EL/ Special leave during test/exam period can exchange their duty (*only at emergency works*) with other faculty member and the duty exchange form should be submitted earlier to EMC convener through HOD. *primarily some cases*

During invigilation

- ❖ Invigilators who are assigned for reserved duty should remain back in EMC to look after the reserve duties.
- ❖ Collect all the test/exam material (answer booklets, question papers, attendance formats, books and other relevant materials (if required) etc) from exam cell and check the count.
- ❖ Reach the hall at least 5 minutes before commencement of test/exam.
- ❖ Inform the students to wear ID card before entering the hall and to occupy their seats and allow them to settle down.
- ❖ Late coming of students shall not be encouraged for tests, however it is allowed till the first 10 minutes under unavoidable circumstances. Exam Invigilators will note the roll number and branch and year of study of the student coming late and will allow him/ her to write the test. The details of the student coming late list should be sent to the EMC convener through department member and the respective department HOD for further action.
- ❖ Ask student to keep their belongings not required for the test/exam in the designated place on the stage or a separate hall.

(P.T.O)

- ◆ Instruct the students not to indulge in any kind of malpractices and ask to check themselves for possession of any material violating the code of conduct of tests/examinations. Check calculators, covers of calculators, smart watches, electronic gadgets scales/rulers and any incriminating material.
- ◆ Instruct students to occupy seats according to the seating allotment and check the same.
- ◆ Instruct the students to fill all the relevant details in the first page and distribute question papers in time and ask the students to immediately check for the number of printed pages, course code and title of the course.
- ◆ Instruct the students to write their roll number on the right top corner of the question paper.
- ◆ Check the ID card of the students and put signature with date and full name on the first page of the answer paper for every student in the hall.
- ◆ Keep record of attendance and enter the same in consolidated attendance sheet provided.
- ◆ Enter the details of the students who do not wear ID card and late comers in the sheet circulated during the test/exam. The same is to be informed to department HODs for suitable action.
- ◆ It is desirable to keep walking across the entire hall for the entire period of invigilation duty and distribute the additional sheets when demanded by the students.
- ◆ Do not carry any electronic gadgets like mobile phone/Tabs etc. to the hall *pc to keep sim*
- ◆ Students shall be encouraged to remain in the hall for entire duration of test/exam and they are allowed to go out of the hall before 10 minutes for CTT's.
- ◆ When the exam duration is completed, instruct the students to remain seated and collect the answer books and other data books (if provided).
- ◆ Tally the total count of answer booklet with the attendance, upon successful tallying allow the students to leave the hall.
- ◆ The answer booklets shall be arranged in order and submitted to exam cell. Both used and unused answer booklets as well as unused question papers and other material Supplied (Eg. Data books etc) shall be returned to exam cell.

Attendance shall be taken or circulated during last 30 minutes to all halls. (10:30 am - 11:00 am)

A. Pratik
23/2/24
CO-CONVENER

V. D. Srinivas
CHIEF CONVENER

S. J. Srinivas
ADVISOR

[Signature]
PRINCIPAL 23/

CC to HOD Mech, EEE, ECE, CSE, CSE (CS) IT, AI&DS AUE, EIE, Maths, Physics, Chemistry, English
(for circulation among Faculty members through HOD)

CC to Director MBA, MCA

CC File, SM

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612.

(An Autonomous Institution, Affiliated to Anna University)

EXAM MANAGEMENT CELL

B.E. / B. Tech / MBA / MCA DEGREE COURSES

Ref: KLNCE/EMC/ AY 2023-24/ODD / 377
CIRCULAR

Date: 14.08.2023

INSTRUCTIONS TO THE INVIGILATORS FOR INTERNAL EXAMINATION

Before Invigilation

- ◆ Note down your date and time of the exam invigilation duty as soon as duty list is received from exam cell through HOD.
- ◆ Set reminders for invigilation duty.
- ◆ Report to exam cell at least 10 minutes before commencement of tests.

Test Timings

Centralized Internal Test : 09.20 am to 10.50 am [1 hr 30 Minutes]

Faculty Members availing CL/ OD/ ML/ EL/ Special leave during test/exam period can exchange their duty (only at emergency works) with other faculty member and the duty exchange form should be submitted earlier to EMC convener through HOD.

During invigilation

- ◆ Invigilators who are assigned for reserved duty should remain back in EMC to look after the reserve duties.
- ◆ Collect all the test/exam material (answer booklets, question papers, attendance formats, books and other relevant materials (if required) etc) from exam cell and check the count.
- ◆ Reach the hall at least 5 minutes before commencement of test/exam.
- ◆ Inform the students to wear ID card before entering the hall and to occupy their seats and allow them to settle down.
- ◆ Late coming of students shall not be encouraged for tests, however it is allowed till the first 10 minutes under unavoidable circumstances. Exam Invigilators will note the roll number and branch and year of study of the student coming late and will allow him/ her to write the test. The details of the student coming late list should be sent to the EMC convener through department member and the respective department HOD for further action.
- ◆ Ask student to keep their belongings not required for the test/exam in the designated place on the stage or a separate hall.

(P.T.O)

- ◆ Instruct the students not to indulge in any kind of malpractices and ask to check themselves for possession of any material violating the code of conduct of tests/examinations. Check calculators, covers of calculators, smart watches, electronic gadgets scales/rulers and any discriminating material.
- ◆ Instruct students to occupy seats according to the seating allotment and check the same.
- ◆ Instruct the students to fill all the relevant details in the first page and distribute question papers in time and ask the students to immediately check for the number of printed pages, course code and title of the course.
- ◆ Instruct the students to write their roll number on the right top corner of the question paper.
- ◆ Check the ID card of the students and put signature with date and full name on the first page of the answer paper for every student in the hall.
- ◆ Keep record of attendance and enter the same in consolidated attendance sheet provided.
- ◆ Enter the details of the students who do not wear ID card and late comers in the sheet circulated during the test exam. The same is to be informed to department HODs for suitable action.
- ◆ It is desirable to keep walking across the entire hall for the entire period of invigilation duty and distribute the additional sheets when demanded by the students.
- ◆ Do not carry any electronic gadgets like mobile phone/Tabs etc. to the hall
- ◆ Students shall be encouraged to remain in the hall for entire duration of test/exam and they are allowed to go out of the hall before 10 minutes for CIT's.
- ◆ When the exam duration is completed, instruct the students to remain seated and collect the answer books and other data books (if provided).
- ◆ Tally the total count of answer booklet with the attendance, upon successful tallying allow the students to leave the hall.
- ◆ The answer booklets shall be arranged in order and submitted to exam cell. Both used and unused answer booklets as well as unused question papers and other material Supplied (Eg. Data books etc) shall be returned to exam cell.

A. Kulkarni
14/01/23
CO-CONVENER

A. D. G.
14/01/23
CHIEF CONVENER


PRINCIPAL

CC to HOD Mech, EEE, ECE, CSE, CSE (CS) IT, A&RDS AUE, EIE, Maths, Physics, Chemistry, English
(for circulation among Faculty members through HOD)
CC to Director MBA, MCA
CC File, SM

Instructions to the Students for Internal Examinations

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612
(An Autonomous Institution, Affiliated to Anna University)
EXAM MANAGEMENT CELL

B.E. / B. Tech / MBA / MCA DEGREE COURSES

Ref: KLNCE/EMC/AY 2023-24/EVEN

88
CIRCULAR

Date: 23.02.2024

INSTRUCTIONS TO THE STUDENTS FOR INTERNAL EXAMINATION

Students should occupy their seat in the respective halls 10 minutes before start of the examination.

Test Timings

Centralized Internal Test : 09.30 am to 11.00 am [1 hr 30 Minutes]

- ❖ Late coming of students shall not be encouraged for tests, however it is allowed till the first 10 minutes for CIT/Model Exam. Invigilator shall note the roll number and branch and year of study of the defaulting student and allow him/her to write the test. The details of those students will be sent to respective department HOD for further action.
- ❖ Students should come with proper dress code and ID card.
- ❖ Strict silence should be maintained in the examination hall and are required to bring their own pens, pencils, and eraser. Students should use only blue or black ink while answering their papers.
- ❖ Before proceeding to answer the paper, the students should write his/her roll number, semester, subject and date of the examination and other details at the appropriate space provided in the first page of the answer book.
- ❖ Students are not allowed to exceed the prescribed time assigned to each paper.
- ❖ Students who are absent for the examinations will be fined Rs. 100/- per subject.
- ❖ Students shall not talk/ask questions of any kind during the examination.
- ❖ Students shall not take any written/printed matter, any paper material, cell phone, smart watches, programmable calculator, any unauthorized data sheet/table into the examination hall and if found in possession of any such material in the examination hall during the examination hours, those candidates shall be liable for disciplinary action.
- ❖ The students are strictly instructed not to indulge in any kind of malpractices during the CIT's. Action will be taken against the defaulters and an admin amount will be levied depending upon the nature of malpractice.
- ❖ Students found guilty of using unfair means of any nature shall be liable for disciplinary action.
- ❖ Students will have to hand over the answer books to the invigilator before leaving the examination hall.
- ❖ Students remain in the hall for entire duration of Test and they are allowed to go out of the hall before 10 minutes for CIT and Model Exam, before end of the exam.
- ❖ Students, who fail in one / two / three subjects in the internal test, should attend the coaching / remedial class and also appear before the EMC committee meeting. A fine of Rs. 200/- will be collected from those students absent for the remedial classes, the details to be submitted to EMC as above.

V. Venkatesh
23/02/24
CO-CONVENER

P. Srinivas
CHIEF CONVENER

S. J.
ADVISOR

A. Srinivas
PRINCIPAL

CC to All HOD's & Directors

(for circulation among students through HODs & Directors and to display in the students notice board)

CC to File

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612
(An Autonomous Institution, Affiliated to Anna University)
EXAM MANAGEMENT CELL

B.E. / B. Tech / MBA / MCA DEGREE COURSES

Ref: KLNCEEMCAV 2023-24/ODD / 377-1
CIRCULAR

Date: 14.08.2023

INSTRUCTIONS TO THE STUDENTS FOR INTERNAL EXAMINATION

Students should occupy their seat in the respective halls 10 minutes before start of the examination.

Test Timings

Centralized Internal Test : 09.20 am to 10.50 am [1 hr 30 Minutes]

- ❖ Late coming of students shall not be encouraged for tests, however it is allowed till the first 10 minutes for CIT/Model Exam. Invigilator shall note the roll number and branch and year of study of the defaulting student and allow him/her to write the test. The details of those students will be sent to respective department HOD for further action.
- ❖ Students should come with proper dress code and ID card.
- ❖ Strict silence should be maintained in the examination hall and are required to bring their own pens, pencils, and eraser. Students should use only blue or black ink while answering their papers.
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- ❖ Students found guilty of using unfair means of any nature shall be liable for disciplinary action.
- ❖ Students will have to hand over the answer books to the invigilator before leaving the examination hall.
- ❖ Students remain in the hall for entire duration of Test and they are allowed to go out of the hall before 10 minutes for CIT and Model Exam, before end of the exam.

A. K. Senthil Kumar
14/8/23
CO-CONVENER

A. P. Senthil Kumar
14/8/23
CHIEF CONVENER

P. Senthil Kumar
PRINCIPAL

CC to All HOD's & Directors

(for circulation among students through HODs & Directors and to attach to the examination hall)