



J.N.N INSTITUTE OF ENGINEERING AUTONOMOUS

NAAC 'A' Grade & NBA Accredited | Affiliated to Anna University

College Code: 1107

CODE OF CONDUCT [For Parents]

**90, Ushaa Garden, Kannigaipair,
Chennai - Periyapalayam Highway, Tamil Nadu 601102
Phone Number: 044 2762 9613**

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GENERAL RULES AND REGULATIONS OF OUR INSTITUTION

Parents and visitors are permitted to meet their children/wards only after taking permission from the Principal. Students are expected to use courteous and polite language with members of the staff and maintain decorum in the campus and outside. They are expected to conduct themselves in such a way, so as to bring a good name for the college wherever they are.

- College will normally work for 8 hours beginning 8.30 a.m.
- Students are required to be regular and punctual to the classes.
- Students should be seated in the lecture halls 5 minutes before the commencement of the class.
- Students should maintain perfect order and strict silence inside the lecture/drawing halls / labs / workshops at all times.
- Movement outside the classroom in between lectures should be minimum and for valid reasons only.
- Students should bring calculators every day along with drawing instruments and charts whenever needed. They should avoid borrowing them in the college from other students or try to procure them after coming to college. Observation notebooks should be brought to the laboratory classes.
- Record of experiments done in a particular class should be submitted in the next laboratory class.

ACADEMIC STANDARDS:

- A minimum of 80% attendance is expected, in each semester, necessarily to enable a student to appear in the University examination.
- Students are not allowed to take leave of absence for more than 5 days in a semester.
- Students who absent themselves without permission will be treated to have been absent for 2 days. Continuous absence from class on medical

grounds will be permitted only after submission of medical certificate and letter from parent.

- Names of students who are absent continuously for more than 12 days on any account with or without permission will be struck off the rolls. They should seek readmission by paying a readmission fee.
- Internal Assessment Marks will be awarded only based on the Unit Test I, Unit Test II, Model Exam and Attendance Percentage Calculation.

INSTRUCTIONS TO PARENTS

- Please ensure that your son/daughter comes to college in the proper dress code, wearing his/her ID card.
- Make your son/daughter respect all elders including members at home, Faculty members, classmates and supporting staff. It gives everyone a feeling of wellbeing.
- Parents are requested to monitor the students learning at home. Regular Studying will make learning easy and effective. Ensure that he/she has a time schedule for every unit taught in the class and does not put off learning for the tests and exams only.
- Parents are requested to ensure that students bring only materials related to their academics learning to the college.
- Expensive electronic equipment like tablets, mobile phones, MP3's, etc. are distracters and if found on the student will be confiscated and levied with fine.
- Avoid giving them too much money.
- Please help your son/daughter come to college regularly and on time. Leave should be applied only for illnesses and absolutely emergency cases. Leave Letters/Information regarding their failure to attend college should be sent in advance.

- Please spend quality time with your son/daughter. Encourage them to confide in you. Monitor the usage of internet, television and telephone.
- Any outing with friends should be carefully monitored.
- Discipline is the most important aspect a student needs to be aware of. We look forward to you working with us to instill this in all our students.
- Please make sure that your student comes to the college with proper dress code, neatly shaved with polished shoes and proper haircut.
- If your son/daughter does not adhere to the above rules he/she will be sent out from the college immediately and the day will be marked as absent.
- We seek your cooperation in all aspects.