

363, Arcot Road, Kodambakkam, Chennai – 24 Approved by AICTE & Affiliated to Anna University email Id: <a href="mailto:principal@msec.edu.in">principal@msec.edu.in</a> Website: <a href="mailto:www.msec.edu.in">www.msec.edu.in</a>

Criterion VII - Institutional Values and Best Practices

## 7.1 Institutional Values and Social Responsibilities

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

Details of the monitoring committee and minutes of the committee meetings



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363, Arcot Road, Kodambakkam, Chennai - 24

Approved by AICTE and Affiliated to Anna University 24801636, 24732488

#### CIRCULAR

Meeting the students to address about the Code of Conduct Committee will be scheduled on 08.11.2020 at Seminar Hall at 2PM. All the members are requested to make it convenient to attend the meeting and all the staff are requested to arrange the students in the above venue.

Dr K S Baba

Secretary

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363, Arcot Road, Kodambakkam, Chennai - 24

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#### **AGENDA**

- 1. Welcome Address by Vice-Chairman.
- 2 Discussion about Code of Conduct for fresher's.
- 3. Planning to have a day for addressing the students regarding Code of Conduct by secretary and all HODs.
- 4. Any other point to be discussed with the permission of Chairperson.
- 5. Vote of Thanks by Secretary.

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364, Arcot Road, Kodambakkam, Chennai - 24

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# THE MEMBERS OF CODE OF CONDUCT COMMITTEE:

S.NO	NAME	SIGNATURE
1	Dr K.S.Babai	Description of the second
2	Dr.P.K.Suresh	J. 82
3	Dr.K.Uma Rani	Car.
4	Prof.S.Raman	Shaman
5	Dr.L.Ramajeyam	Thank
6	Dr.B.Monica Jentifer	Shr.
7	Mrs.Siji Sivanandhan	400
8	Mrs.M.Soundarabala	MRODE
9	Dr.K.Balasubramanian	rex
10	Dr.A.Kanimozhi	***
11	Mrs.V.Ramadevi	Ravi
12	Mrs.P, Vatchala devi	P. Valabaladani
13	Mr.E, Selvakumar	E.M.

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Approved by AICTE and Affiliated to Anna University 24801636, 24732488

## MINUTES OF THE COMMITTEE MEETING ON CODE OF CONDUCT

The code of conduct Committee meeting was held under the chairmanship of the Secretary on 27-10-2020 in Secretary's chamber, regarding code of conduct to the principal, Teaching and non-teaching staff and students for the academic year 2020-2021.

Committee Members

1,	Dr K.S.Babai	Secretary	Chairman
2.	Dr.P.K.Suresh	Principal	Vice chairman
3.	Dr.K.Uma Rani	Dean Academics	Secretary
4.	Prof.S.Raman	HOD-H&S	Member
5	Dr.L.Ramajeyam	HOD-CIVIL	Member
6	Dr.BMonica Jenifer	HOD-CSE	Member
7	Mrs.Siji Sivanandhan	HOD-ECE	Member
8	Mrs.M.Soundarabala	HOD-EEE	Member
9	Dr.Balasubramaniyam	HOD-MECH	Member
10	Dr.AKanimozhi	HOD-IT	\Member
11	MrsVRamadevi	Administrative Officer	Member
12	Mrs.PVatchaladevi	Administrative Officer	Member
13	Mr.E.Selvakumar	Administrative Officer	Member



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### Resolutions:

- Usage of mobile phones are strictly prohibited inside the premises at any cost.
- Visitors will not be allowed inside the campus without formal permission.
- As student-members of the college they are responsible for all items of the College property they use and will be held liable for the damage, defacing and/or

for the removal of any article owned by the college from the college premises.

- They are advised to follow the decorum of the management and are advised to respect all the staff members including administrative staff members.
- All the students should wear their identity cards every day to the college.
- The students are advised to follow the dress code laid down by the management.
- Students are advised to take leave with prior permission.
- Ragging is completely prohibited inside the campus.

Dr.K.S. Babai



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#### CIRCULAR

Meeting of the Code of Conduct Committee will be scheduled on 27.10.2020 at Secretary's Chamber at 11AM.All the members are requested to make it convenient to attend the meeting.

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363, Arcot Road, Kodambakkam Chennai - 24

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#### **AGENDA**

- 1. Welcome Address by Vice-Chairman.
- 2. Meeting will be conducted through online mode.
- 2. Discussion about Code of Conduct for first year students.
- 3. Planning to have a day for addressing the students regarding Code of Conduct by secretary and all HODs.
- 4. Any other point to be discussed with the permission of Chairperson.
- 5. Vote of Thanks by Secretary.

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365, Arest Road, Kodainbakkam, Chennai - 24.

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S.NO	NAME	SIGNATURE
1	Dr K.S.Babai	A Constant
2	Dr.P.K.Suresh	Jun
3	Dr.K.Uma Rani	S Car
4	Prof.S.Raman	Stamoral
5	Dr.L.Ramajeyam	Mary
6	Dr.B.Monica Jen#er	gar,
7	Mrs.Siji Sivanandhan	BOS
8	Mrs.M.Soundarabala	MRD
9	Dr.K.Balasubramanian	MAS
10	Dr.A.Kanimozhi	33
11	Mrs.V.Ramadevi	Raevi
12	Mrs.P,Vatchala devi	3. Valikalardani.
13	Mr.E, Selvakumar	E.M.





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363, Arcot Road, Rodambaldam, Cheunai - 24

Annual of the ARCYE and Affiliated to Anna University 20 2480 to 36, 24732488.

# MINUTES OF THE COMMITTEE MEETING ON CODE OF CONDUCT

The code of conduct Committee meeting was held under the chairmanship of the Secretary on 27-10-2020 in Secretary's chamber, regarding code of conduct to the principal, Teaching and non-teaching staff and students for the academic year 2020-2021.

#### Committee Members

1	Dr K.S.Babai	Secretary	Chairman
	Dr.P.K.Suresh	Principal	Vice chairman
	Dr.K.Uma Rani	Dean Academics	Secretary
	Prof.S.Raman	HOD-H&S	Member
	Dr.L.Ramajeyam	HOD-CIVIL	Member
	Dr.B., Monica Jenifer	HOD-CSE	Member
	Mrs.Siji Sivanandhan	HOD-ECE	Member
	Mrs.M.Soundarabala	HOD-EEE	Member
	Dr.Balasubramaniyam	HOD-MECH	Member
	Dr.AKanimozhi	HOD-IT	\Member
11	MrsVRamadevi	Administrative Officer	Member
	Mrs.PVatchaladevi	Administrative Officer	Member
	Mr.E.Selvakumar	Administrative Officer	Member

## Resolutions:

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- As student-members of the college they are responsible for all items of the College property they use and will be held liable for the damage, defacing and/or for the removal of any article owned by the college from the college premises.
- They are advised to follow the decorum of the management and are advised to respect all
  the staff members including administrative staff members.
- All the students should wear their identity cards every day to the college.
- The students are advised to follow the dress code laid down by the management.
- Students are advised to take leave with prior permission.
- Ragging is completely prohibited inside the campus.

Dr.K.S. Babai, Secretary.



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363, Arcot Road, Kodambakkam, Chennai - 24

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#### CIRCULAR

Meeting the students to address about the Code of Conduct Committee will be scheduled on 02.08.2019 at Seminar Hall at 2PM.All the members are requested to make it convenient to attend the meeting and all the staff are requested to arrange the students in the above venue.

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363, Arcot Road, Kodambakkam, Chennai - 24

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#### **AGENDA**

- 1. Welcome Address by Vice-Chairman.
- 2 Discussion about Code of Conduct for freshers.
- 3. Planning to have a day for addressing the students regarding Code of Conduct by secretary and all HODs.
- 4. Any other point to be discussed with the permission of Chairperson.
- 5. Vote of Thanks by Secretary.





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363, Arent Road, bodambildsam, Chennai - 24

Approved by AICTE and Affillated to Anna University 8, 24801686, 24702403

S.NO	NAME	SIGNATURE	
1	Dr K.S.Babai	1 Son Dan	
2	Dr.P.K.Suresh	duly	
3	Dr.K.Uma Rani	0	
4	Prof.S.Raman		
5	Dr.L.Ramajeyam	Warm	
6	Dr.B.Monica Jentfer	Mamm gw/	
7	Mrs.Siji Sivanandhan	100	
8	Mrs.M.Soundarabala	MID	
9	Dr.K.Balasubramanian		
10	Dr.A.Kanimozhi	XX	
11	Mrs.V.Ramadevi	Rocci	
2	Mrs.P,Vatchala devi	P. Valahaladen.	
3	Mr.E, Selvakumar	E.M.	





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363, Arcot Road, Kodambakkam, Chennai - 24

Approved by AICTE and Affiliated to Anna University 24801636, 24732488

# MINUTES OF THE COMMITTEE MEETING ON CODE OF CONDUCT

The code of conduct Committee meeting was held under for the students with the Secretary on 02.08.2019 in Secretary's chamber, regarding code of conduct to the students for the academic year 2019-2020.

#### Committee Members

5.	Dr K.S.Babai	Secretary	Chairman
	Dr.P.K.Suresh	Principal	Vice chairman
7.	Dr.K.Uma Rani	Dean Academics	Secretary
8.	Prof.S.Raman	HOD-H&S	Member
5	Dr.L.Ramajeyam	HOD-CIVIL	Member
6	Dr.BMonica Jenifer	HOD-CSE	Member
7	Mrs. Siji Sivanandhan	HOD-ECE	Member
8	Mrs.M.Soundarabala	HOD-EEE	Member
9	Dr.Balasubramaniyam	HOD-MECH	Member
10	Dr.A.Kanimozhi	HOD-IT	Member
11	MrsVRamadevi	Administrative Officer	Member
12	Mrs.P. Vatchaladevi	Administrative Officer	Member
13	Mr.E.Selvakumar	Administrative Officer	Member

#### Resolutions:

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- · Visitors will not be allowed inside the campus without formal permission.
- As student-members of the college they are responsible for all items of the College property they use and will be held liable for the damage, defacing and/or

for the removal of any article owned by the college from the college premises.

- They are advised to follow the decorum of the management and are advised to respect all
  the staff members including administrative staff members.
- All the students shall carry their identity cards every day to the college.
- The students are advised to follow the dress code laid down by the management.
- Students are advised to take leave with prior permission.

Ragging is totally prohibited inside the campus.

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363, Arcot Road, Kodambakkam, Chennai - 24

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#### **AGENDA**

- 1. Welcome Address by Vice-Chairman.
- 2. Discussion about Code of Conduct for students.
- 3. Planning to address the students regarding Code of Conduct by secretary and all HODs.
- 4. Any other point to be discussed with the permission of Chairperson.
- 5. Vote of Thanks by Secretary.





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363, Arcot Road, Kodambakkam, Chemai - 24

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S.NO	NAME	SIGNATURE
1	Dr K.S.Babai	1000 about
2	Dr.P.K.Suresh	des
3	Dr.K.Uma Rani	T CO
4	Prof.S.Raman	Samen
5	Dr.L.Ramajeyam	Theron
6	Dr.B.Monica Jenffer	2001
7	Mrs.Siji Sivanandhan	405
8	Mrs.M.Soundarabala	MX002
	Dr.K.Balasubramanian	and a
0	Dr.A.Kanimozhi	20
1	Mrs. V. Ramadevi	
2	Mrs.P, Vatchala devi	P. Validada den
3	Mr.E, Selvakumar	E.M.





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363, Arcot Road, Kodambakkam, Chennai - 24

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#### **CIRCULAR**

Meeting of the Code of Conduct Committee will be scheduled on 18.07.2019 at Secretary's Chamber at 11AM, All the members are requested to make it convenient to attend the meeting.

Dr.K.S. Babai

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S.NO	NAME	SIGNATURE	
1	Dr K.S.Babai	de marco	
2	Dr.P.K.Suresh	Surfry	
3	Dr.K.Uma Rani	- @_	
4	Prof.S.Raman	Samon	
5	Dr.L.Ramajeyam	Whampa	
6	Dr.B.Monica Jender	Show	
7	Mrs.Siji Sivanandhan	4 ge	
8	Mrs.M.Soundarabala	M/8/102	
9	Dr.K.Balasubramanian		
10	Dr.A.Kanimozhi	200	
11	Mrs.V.Ramadevi	Lacoi	
12	Mrs.P,Vatchala devi	P. Valedader deri.	
13	Mr.E, Selvakumar	E,M.	





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363, Arcot Road, Kodambakkam, Chennai - 24

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#### MINUTES OF THE COMMITTEE MEETING ON CODE OF CONDUCT

The code of conduct Committee meeting was held under the chairmanship of the Secretary on 18-07-2019 in Secretary's chamber, regarding code of conduct to Staffs. Administrative staffs and students for the academic year 2019-2020.

Committee Members

		Committee Members	
1.	Dr K.S.Babai	Secretary	Chairman
2.	Dr. P.K.Suresh	Principal	Vice chairman
3.	Dr. K.Uma Rani	Dean Academics	Secretary
4.	Prof .S. Raman	HOD-H&S	Member
5	Dr Dr.L.Ramajeyam	HOD-CIVIL	Member
6	Dr Dr.B.Monica Jenifer	HOD-CSE	Member
7	Mrs.Siji Sivanandhan	HOD-ECE	Member
8	Mrs.M.Soundarabala	HOD-EEE	Member
9	Dr.Balasubramaniyam	HOD-MECH	Member
10	Dr.A.Kanimozhi	HOD-IT	Member
11	Mrs.V.Ramadevi	Administrative Officer	Member
12	Mrs.P.Vatchaladevi	Administrative Officer	Member
13	Mr.E.Selvakumar	Administrative Officer	Member





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363, Arcot Road, Kodambakkam, Chennai - 24

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# Resolutions:

- Usage of mobile phones are strictly prohibited inside the premises at any cost.
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- As student-members of the college they are responsible for all items of the College property they use and will be held liable for the damage, defacing and/or for the removal of any article owned by the college from the college premises.
- They are advised to follow the decorum of the management and are advised to respect all the staff members including administrative staff members.
- All the students shall carry their identity cards every day to the college.
- The students are advised to follow the dress code laid down by the management.

· Ragging is completely forbidden inside the premises



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363, Arcot Road, Kodambakkam, Chennai - 24

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#### CIRCULAR

Meeting the students to address about the Code of Conduct Committee will be scheduled on 25.07.2018 at Seminar Hall at 2PM. All the members are requested to make it convenient to attend the meeting and all the staff are requested to arrange the students in the above venue.

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363, Arcot Road, Kodambakkam, Chennai - 24

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#### **AGENDA**

- 1. Welcome Address by Vice-Chairman.
- 2 Discussion about Code of Conduct for freshers.
- 3.Planning to have a day for addressing the students regarding Code of Conduct by secretary and all HODs.
- 4...Any other point to be discussed with the permission of Chairperson.
- 5. Vote of Thanks by Secretary.

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363, Areot Road, Kodumbakkam, Chemai - 24

Approved by AICTE and Affiliated to Anna University 25, 2430 re 36, 2473 2488

S.NO	NAME	SIGNATURE
1	Dr K.S.Babai	Des Calai
2	Dr.P.K.Suresh	July 1
3	Dr.K.Uma Rani	- CD
4	Prof.S.Raman	Spanish
5	Dr.L.Ramajeyam	them
6	Dr.B.Monica Jenifer	20/
7	Mrs.Siji Sivanandhan	RDY
8	Mrs.M.Soundarabala	Mille
9	Dr.K.Balasubramanian	nu de
10	Dr.A.Kanimozhi	tys
11	Mrs.V.Ramadevi	& been
12	Mrs.P,Vatchala devi	7. Valberlarden.
13	Mr.E, Selvakumar	E.M.





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363, Arcot Road, Kodambakkam, Chennai - 24

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### MINUTES OF THE COMMITTEE MEETING ON CODE OF CONDUCT

The code of conduct Committee meeting was held under for the students with the Secretary on 25.07.2018 in Secretary's chamber, regarding code of conduct to the students for the academic year 2018-2019.

Committee Members

1.	Dr K.S.Babai	Secretary	Chairman
2.	Dr.P.K.Suresh	Principal	Vice chairman
3.	Dr.K.Uma Rani	Dean Academics	Secretary
4.	Prof.S.Raman	HOD-H&S	Member
5.	Dr.L.Ramajeyam	HOD-CIVIL	Member
6.	Dr.B.Monica Jenifer	HOD-CSE	Member
7.	Mrs. Siji Sivanandhan	HOD-ECE	Member
8.	Mrs. M.Soundarabala	HOD-EEE	Member
9.	Dr.Balasubramaniyam	HOD-MECH	Member
10.	Dr.AKanimozhi	HOD-IT	Member
11.	Mrs.V.Ramadevi	Administrative Officer	Member
12.	Mrs.PVatchaladevi	Administrative Officer	Member
13.	Mr.E.Selvakumar	Administrative Officer	Member





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- Ragging is completely forbidden inside the premises

Dr.K.S. Babai



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363, Arcot Road, Kodambakkam, Chennai - 24

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#### CIRCULAR

Meeting of the Code of Conduct Committee will be scheduled on 19.07.2018 at Secretary's Chamber at 11AM.All the members are requested to make it convenient to attend the meeting.

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363, Arcot Road, Kodambakkam, Chennai - 24

Approved by AICTE and Affiliated to Anna University 24801636, 24732488

#### **AGENDA**

- 1. Welcome Address by Vice-Chairman.
- 2. Discussion about Code of Conduct for fresher's.
- 3. Planning to have a day for addressing the students regarding Code of Conduct by secretary and all HODs.
- 4. Any other point to be discussed with the permission of Chairperson.
- 5. Vote of Thanks by Secretary.

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363, Arcot Road, Kodambakkam, Chemai - 24

Approved by AICTE and Affiliated to Anna University of A801636, 34770488

S.NO	NAME	SIGNATURE
1	Dr K.S.Babai	00000
2	Dr.P.K.Suresh	des
3	Dr.K.Uma Rani	Ca.
4	Prof.S.Raman	Samond
5	Dr.L.Ramajeyam	Whenpu
6	Dr.B.Monica Jenefer	220/
7	Mrs.Siji Sivanandhan	405
8	Mrs.M.Soundarabala	mille
9	Dr.K.Balasubramanian	and
10	Dr.A.Kanimozhi	200
11	Mrs.V.Ramadevi	
12	Mrs.P,Vatchala devi	7. Valdaladami.
13	Mr.E, Selvakumar	E.M.





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363, Arcot Road, Kodambakkam, Chennai - 24

Approved by AICTE and Affiliated to Anna University 24801636, 24732488

# MINUTES OF THE COMMITTEE MEETING ON CODE OF CONDUCT

Code of Conduct Committee was constituted on 26-03-2015 during the academic year 2018-19. The code of conduct Committee meeting was held under the chairmanship of the Secretary on 19-07-2018 in Secretary's chamber, regarding code of conduct to Staffs, Administrative staffs and students for the academic year 2018-2019.

#### Committee Members

1.	Dr K.S.Babai	Secretary	Chairman
2.	Dr. P. K .Suresh	Principal	Vice chairman
3.	Dr .K. Uma Rani	Dean Academics	Secretary
4.	Prof. S. Raman	HOD-H&S	Member
5.	Dr. L. Ramajeyam	HOD-CIVIL	Member
6.	Dr. B. Monica Jenifer	HOD-CSE	Member
7.	MrsSiji Sivanandhan	HOD-ECE	Member
8.	MrsMSoundarabala	HOD-EEE	Member
9.	Dr.K. Balasubramanian	HOD-MECH	Member
10.	Dr.A.Kanimozhi	HOD-IT	Member
11.	Mrs.V.Ramadevi	Administrative Officer	Member
12.	Mrs.PVatchaladevi	Administrative Officer	Member
13.	Mr.E.Selvakumar	Administrative Officer	Member





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