



GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY

A PLACE TO LEARN & GROW

APPROVED BY AICTE, NEW DELHI

AFFILIATED TO ANNA UNIVERSITY, CHENNAI

ACCREDITED BY NAAC

RECOGNISED U/S 12(B) & 2(f) OF UGC ACT 1956

CODE OF CONDUCT - STUDENT



www.gojaneducation.tech

EDAPALAYAM, REDHILLS, CHENNAI - 600052

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GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY

1. ABOUT OUR INSTITUTION

Welcome to Gojan School of Business and Technology, where excellence meets innovation. Our institution is renowned for providing top-quality education in Engineering and Technology, and we take pride in our rich history of producing highly skilled and innovative engineers who lead the industry today.

Established in 2005, our College is a young and dynamic Institution located on an 80-acre campus in Redhills, Chennai. We are Affiliated with Anna University, Recognised by AICTE, New Delhi, and Accredited by NAAC. Our holistic approach to education ensures that our students receive not only Technical knowledge but also practical skills necessary to excel in their field. Our state-of-the-art facilities and experienced faculty ensure that our students receive the best possible education. Apart from academics, we provide our students with various Co-Curricular and extracurricular activities to help them develop their skills and interests. We have several Clubs and Societies on campus that cater to a wide range of interests, including Robotics and Sports. Additionally, we organise Industry visits, Guest lectures, and Workshops to keep our students up-to-date with the latest developments in their field.

COURSES OFFERED		
U.G COURSES		
1	B.E	AERONAUTICAL ENGINEERING
2	B.E	CSE (ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING)
3	B.E	COMPUTER SCIENCE AND ENGINEERING
4	B.E	CSE (CYBER SECURITY)
5	B.E	ELECTRONICS AND COMMUNICATION ENGINEERING
6	B.E	MECHANICAL AND AUTOMATION ENGINEERING
7	B.E	MEDICAL ELECTRONICS ENGINEERING
8	B.E	COMPUTER AND COMMUNICATION ENGINEERING
9	B.TECH	INFORMATION TECHNOLOGY
10	B.TECH	ARTIFICIAL INTELLIGENCE AND DATA SCIENCE
11	B.TECH	COMPUTER SCIENCE AND BUSINESS SYSTEMS
12	B.TECH	PHARMACEUTICAL TECHNOLOGY
P.G COURSE		
13	M.B.A	MASTER OF BUSINESS ADMINISTRATION

2. VISION, MISSION, OBJECTIVE AND QUALITY POLICY

VISION

To become an institution to provide high quality technical education with necessary skills and values to meet the demands of the industry and society.

MISSION

- To create a close to perfect place for learning process by adopting efficient teaching methodologies and strategies.
- To develop a platform for research by supporting innovative ideas for Research and Development based on the needs of the Industry and Society.
- To provide career development and higher studies assistance to the student community.
- To inculcate the demanded skills for the modern technologies with ethical and human values.

OBJECTIVE/PHILOSOPHY OF THE INSTITUTION

We are always ready to adapt changes in developing the environment to provide quality education for the successful achievement of academics and administration by understanding the requirements of stakeholders.

QUALITY POLICY

QUALITY EDUCATION:

We are dedicated to providing high-quality technical education that meets the needs of the industry and society, equipping our students with the skills and values necessary for success.

INNOVATIVE TEACHING APPROACHES:

We employ efficient teaching methodologies and strategies to create an optimal learning environment, fostering engagement and facilitating effective knowledge transfer.

RESEARCH EXCELLENCE:

We actively support and encourage research and development, providing a platform for innovative ideas that address the needs of the industry and society.

CAREER DEVELOPMENT AND HIGHER STUDIES:

We prioritise the career growth and higher education aspirations of our students, offering comprehensive assistance and guidance to help them achieve their goals.

TECHNOLOGICAL PROFICIENCY WITH ETHICS:

We aim to instill in our students the demanded skill for modern technologies, while emphasising the importance of ethical conduct and human values.

ADAPTABILITY AND CONTINUOUS IMPROVEMENT:

We embrace change and continuously strive to improve our academic and administrative processes, ensuring our institution remains at the forefront of quality education.

STAKEHOLDER SATISFACTION:

We value the satisfaction of our stakeholders and commit to understanding their requirements, working collaboratively to meet and exceed their expectations for a successful academic journey and administration.

3. GENERAL RULES AND REGULATIONS

IDENTIFICATION AND ATTENDANCE:

- Students must wear their ID cards inside the bus and on campus.
- Students should have breakfast before the start of the first class.
- Leaving the classroom during class hours requires permission from the respective faculty or until the class concludes.
- Parents are kindly requested to advise their children accordingly.

CELEBRATIONS AND LITTERING:

- Students are not allowed to organise personal celebrations such as Friendship Day, Birthday, Valentine's Day, Annual Day, New Year's Day, Holi, etc. on the college campus.
- Littering (discarding waste paper, fruit peels, cups, plates, etc.) is strictly prohibited on campus.

UTILISATION OF FREE TIME:

- Students are encouraged to spend their free time in the library or reading room.

ENTRY, EXIT, AND CAMPUS ETIQUETTE:

- Entry to and exit from the college and hostel premises should only be through designated points or gates.
- Walking on lawns and playgrounds is strictly prohibited.
- The use of cameras inside the campus requires written approval from college authorities.

MOBILE PHONES AND ELECTRONICS:

- Usage of mobile phones is strictly prohibited on campus. Students should not bring cell phones to college. Violation will result in confiscation by the Principal as a disciplinary measure.
- Usage of other electronic devices should comply with college regulations.

PROHIBITED ACTIVITIES:

- Ragging, smoking, consumption of alcohol, and physical assault are strictly prohibited on the campus and college buses. Students engaging in such activities will face dismissal.
- Usage of scooters/motorcycles inside the campus is not permitted, and parents are advised not to allow their wards to travel by these means for safety reasons. Wearing a helmet is mandatory.

BEHAVIOUR AND CONDUCT:

- Students are expected to exhibit respectful behaviour towards staff, fellow students, and the general public. Any misconduct reported to college authorities will be dealt with severely.
- Smoking, chewing pan masala, and consuming alcohol are not allowed on the college and hostel premises.

DAMAGE TO COLLEGE ASSETS:

- Any damage caused to college property by students will be subject to strict punishment, including bearing the cost of damages.

By adhering to these rules and regulations, students contribute to maintaining a harmonious and conducive learning environment within the college campus..

4. CURRICULAR ACTIVITIES

CLASSROOM ENGAGEMENT:

- Students should arrive punctually for classes, at least five minutes before the scheduled start time.
- Regular attendance is expected, and active participation in all learning and assessment activities is required.
- Attendance for tests and model examinations is compulsory.
- Students should visit the library during designated hours accompanied by teaching staff.
- Timely submission of records, observation notebooks, and assignments is mandatory.

5. LEAVE APPLICATION

APPROVAL FOR ABSENCE:

- Students cannot be absent from classes without prior approval from Class Advisors/HODs.
- Leave applications must be submitted in the prescribed format, signed by the Class/Faculty Advisor and HOD.
- Hostellers should obtain signatures from the Class/Faculty Advisor, HOD, and Warden during holidays. On other days, the signatures of the Class/Faculty Advisor and HOD are sufficient.
- Students staying in outside hostels or as day scholars require approval from their parents/guardians.
- In case of illness, students should inform HODs or Class Advisors about the nature and duration of leave required. Leave applications with the parent's signature and a doctor's certificate must be submitted on the next day of absence.
- Students must maintain a minimum attendance of 75% in each subject to be eligible for university examinations.

6. LEAVE ON DUTY

PERMISSION FOR DUTY LEAVE:

- Permission or leave on duty will only be granted in specific cases.
- Students are allowed to participate in paper presentations with prior approval from the college for symposiums or conferences.
- A limited number of students, on a 'first come first serve' basis, may participate in cultural, sports, and other competitions held in other colleges, subject to criteria such as having no pending arrears.
- The institution reserves the right to modify the student code of conduct as necessary.

Note: These guidelines ensure active student involvement, maintain attendance standards, and provide necessary procedures for seeking leave and participating in external activities.

7. RESPONSIBILITIES OF THE STUDENTS

- Be punctual and attend college regularly. The college gate will close at 8:20 a.m.
- Treat everyone with respect and courtesy, regardless of age or position.
- Maintain a dignified code of conduct at all times.
- Use appropriate language on the college campus, at home, and in public.
- Avoid bullying or teasing fellow students in college or on the bus.
- Refrain from wearing flashy accessories and footwear that do not comply with the dress code.
- Wear your ID card every day as it serves as identification during emergencies.
- Dress in a clean, neat, modest, and dignified manner when coming to college.
- Take leave only for valid reasons and avoid frivolous absences.
- Respect personal belongings and do not use other students' belongings without permission.
- Seek permission and leave only with prior approval from a parent or guardian, and obtain a gate pass from the office after the department HOD's permission.
- Mobile phones and other electronic devices are strictly prohibited in the college. Any such item found will be confiscated.
- Always maintain honesty and refrain from any form of cheating or malpractice in tests and examinations.
- Conserve electricity by turning off fans and lights when not in use.
- Avoid carrying excessive cash to college; only keep enough money for emergencies.
- Your parents are welcome to meet the class advisors, HODs, the Principal, Directors, or Vice Chairman. Please ensure they schedule an appointment in advance.
- The timely payment of fees is your responsibility. Remind your parents to make the payments on time.

- The college aims to train you in discipline and order, shaping you into a responsible citizen who can contribute to the progress of the country.
- We appreciate your support and cooperation in nurturing a responsible and disciplined generation of young adults.

8. INSTRUCTIONS FOR PARENTS

- Kindly ensure that your child carries their ID card to college.
- Please make sure your child follows the dress code, with neat attire, polished shoes, and a proper haircut. Failure to comply will result in immediate dismissal from college and marking the day as absent.
- Teach your child to greet elders, including family members, teachers, classmates, and staff. It fosters a sense of well-being and respect.
- Parents are requested to monitor their child's learning at home. Regular studying enhances learning effectiveness. Ensure your child maintains a schedule for each unit taught in class and doesn't postpone learning and related tests/examinations.
- Students should bring only materials relevant to their studies when coming to college.
- Expensive electronic devices such as iPods, mobile phones, mp3 players, tablets, iPads, etc., are distractions and will be confiscated if found in the possession of students.
- Avoid giving your child excessive money.
- Help your child attend college regularly and punctually. Leave should be applied for only in case of illness or unavoidable circumstances. Please provide leave letters/information in advance.
- Spend quality time with your child and encourage open communication. Monitor their use of the internet, television, and telephone.
- Supervise any outings with friends.
- Discipline is a crucial lesson for students to learn.
- We appreciate your cooperation in instilling discipline in all our students. Your partnership in enforcing these guidelines is highly valued.

9. DRESS CODE RULES AND REGULATIONS

BOYS

- Wear formal shirts properly tucked in.
- Avoid wearing jeans.
- Only formal shoes are allowed; sports or canvas shoes are not permitted.
- Dhoti/Lungi/Shorts are not allowed.
- During laboratory classes, wear lab coats and prescribed shoes.
- Avoid wearing short chains around the neck and plastic bracelets on your hands.

GIRLS

- Wear Salwar Kameez with a V-shaped dupatta pinned on either side of the shoulder.
- Only formal shoes are allowed; sports or canvas shoes are not permitted.
- Avoid wearing distracting ornaments such as anklets and glass bangles.
- Avoid free hairstyles; hair should be plaited or tied.
- During laboratory classes, wear lab coats and shoes.

10. LIBRARY RULES AND REGULATIONS

- Wear/produce your identity card inside the library.
- Sign the entrance register as an acceptance to adhere to the library rules.
- Personal books, files, and other articles (except loose sheets of paper) are not allowed inside the library.
- Maintain strict silence inside the library.
- Prohibit marking or writing inside the books.
- The usage of mobile phones is strictly prohibited.
- Misbehaviour in the library will result in the cancellation of membership and serious disciplinary action.
- The decision of the institution authorities is final and binding on all matters.

11. COMPUTER LABORATORY RULES AND REGULATIONS

BEFORE ENTERING THE LABORATORY:

- Obtain permission from the appropriate authorities before entering the lab as a visitor.
- Sign the register upon entry and exit from the computer laboratory.
- Dress formally when entering the lab during working hours.
- Remove footwear before entering the laboratory.
- Seek permission from authorised personnel before bringing any storage devices like CDs, Pen drives, or Hard Disks.

INSIDE THE LABORATORY:

- Maintain silence while working in the lab.
- Use the computer systems provided by the Lab in charge.
- Utilise the internet for academic purposes only; refrain from sending unproductive, provocative emails or engaging in illegal activities.
- The Lab in charge or System Administrators are not liable for any loss of personal belongings.
- Prohibit the use of mobile phones and other electronic devices inside the laboratory.

12. WORKSHOP AND LABORATORY RULES AND REGULATIONS

- Arrive on time for laboratory and workshop sessions.
- Wear lab coats/aprons during work in the laboratory.

- Handle laboratory equipment, workshop machinery, electrical appliances, and chemicals with care.
- Follow instructions given by faculty, laboratory technicians, and workshop technicians during the sessions.
- Bring record notebooks to the laboratory/workshop sessions and work silently.
- Use safety shoes for operating heavy machinery and to prevent electric shocks in workshops.
- Report any equipment breakage or malfunction to the respective faculty or lab instructor.

13. TRANSPORT RULES AND REGULATIONS

- Failure to follow the rules will result in the student being disallowed from boarding the bus and facing disciplinary action.
- Carry and produce the ID card while traveling on the college bus.
- Traveling without an ID card will incur a fine of Rs.100/- and may result in disciplinary action.
- Occupy the assigned seats and maintain discipline and courtesy.
- Usage of mobile phones is strictly prohibited.
- Follow the proper dress code.
- Do not argue with drivers/staff members; report any issues to the Transport In-Charge.

14. CANTEEN/MESS RULES AND REGULATIONS

- Do not alter seating arrangements inside the canteen/mess.
- The canteen is strictly for dining purposes and should not be used for academic or recreational activities.
- Misbehaviour towards canteen staff is an offense and will be punished.
- Maintain politeness and courtesy towards the canteen staff.
- Boys and girls should stand in separate queues and separate blocks.
- Adhere to the canteen timings.
- Do not visit the canteen during class hours.
- Do not share food inside the canteen.
- Outside food is not allowed in the canteen.
- Only students with available canteen access are allowed inside.
- Wear ID cards inside the canteen.

15. HOSTEL RULES AND REGULATIONS

- Maintain discipline in the hostel by avoiding noise and disturbances in the premises, including the dining hall.
- Respect the study hours of other students and refrain from disturbing them.
- Keep the rooms and hostel premises clean and tidy.

- In case of any health issues or emergencies, immediately inform the wardens.
- Only authorised residents are allowed inside the hostel; outsiders, friends, and relatives from other colleges are not permitted.
- Day-scholar students are not allowed to enter the hostel for any reason.
- Avoid bringing outside food into the hostel premises.
- Conserve water and electricity by using them responsibly.
- If you need to leave the hostel, seek permission from the warden and return within the specified time.
- Except on holidays, do not leave the college campus without prior permission from the Head of the Department (HOD) and hostel warden.
- Use furniture, electrical fittings, bathroom facilities, and sanitary fittings appropriately and responsibly.
- Avoid wasteful use of resources, such as power, water, and food in the dining hall. Do not damage the walls or floors.
- Remember that ragging is strictly prohibited, and any violations will lead to severe consequences, including dismissal from the college.
- Disobeying the above rules will result in expulsion from the hostel and college, forfeiting fees and deposits.

Follow the designated study timings:

- Morning - 6:00 am to 7:00 am
- Evening - 6:00 pm to 7:00 pm.

Adhere to the mess timings:

- Breakfast: 7:00 am to 8:30 am.
- Lunch: 12:00 pm to 12:45 pm (for 1st and 4th years) / 12:45 pm to 1:30 pm (for 2nd and 3rd years).
- Snacks: 3:00 pm to 3:15 pm.
- Dinner: 7:00 pm to 8:30 pm.

Let's make our hostel experience comfortable and enjoyable while respecting these guidelines.

16. RAGGING IS AN OFFENCE

- Ragging in any form is strictly prohibited, and severe punishments, including dismissal from the college, are imposed on those found guilty. Ragging includes the following acts:
- Any conduct, whether through words or actions, that teases, ill-treats, or rudely handles a fresher or any other student.

- Indulging in any activities that cause annoyance, hardship, physical or psychological harm, or generate fear among freshers or other students.
- Demanding or coercing a student to perform acts that bring shame, torment, or embarrassment, adversely affecting their well-being.
- Any act by a senior student that disrupts the regular academic activities of another student or fresher.
- Exploiting freshers or other students to complete academic tasks assigned to individuals or groups.
- Financial extortion or imposing unnecessary expenses on freshers or other students.
- Physical abuse, including sexual abuse, assaults, stripping, and any actions causing bodily harm or danger to health.
- Verbal abuse, including emails, posts, insults, and participation in discomfiting or demeaning freshers or other students.
- Acts that negatively impact the mental health and self-confidence of freshers or other students, with the intention to derive pleasure or exert authority.

Do Not 'RAG' and Do Not be a Mute Witness to 'RAGGING'

- Consequences for students involved in ragging:
- Expulsion from the institution and a ban from the mess/hostel.
- Withdrawal of scholarships.
- Debarment from examinations and denial of admission to any institution.
- Criminal prosecution with a maximum penalty of 10 years in jail and a fine of Rs 50,000.
- Institutions are required to file FIRs with the local police against individuals involved in ragging.

If you are being ragged:

- Immediately contact the UGC Anti-Ragging Helpline at 1800-1805522 (24/7 Toll-Free) or send an email to helpline@antiragging.in.

HUMAN RESOURCE – STUDENT POLICIES

To ensure a positive and effective learning environment for students, the following guidelines are considered:

1. ADMISSION PROCEDURES:

Implement orderly and ethical procedures for student admissions, following state government guidelines.

2. PROGRAM COMPLETION RATE:

- Monitor the percentage of students who successfully complete their program within the minimum scheduled duration.
- Identify subjects with high failure rates and take remedial actions to improve student performance.

3. PLACEMENT AND EMPLOYABILITY:

- Track the percentage of final-year students who secure a placement through campus recruitment or find employment within three months, six months, or after six months of graduation.
- Recognise the number of students qualifying in international, national, and state-level exams such as GRE, GMAT, GATE, CAT, Civil Services, etc.
- Consider the admission of students to postgraduate programs as an indicator of the quality of the teaching-learning process.
- Gather feedback from alumni regarding their experiences and suggestions.

4. ACADEMIC RESULTS ANALYSIS:

- Calculate the percentage of pass rates and distinctions in each subject and branch.
- Note the number of university ranks obtained, first-class and distinguished achievements in each branch and subject.
- Compare the performance of the college with 10 similar colleges in terms of average results.
- Identify reasons for poor performance if any and take necessary steps to improve the overall performance.

5. COMPETITIVE EXAMINATIONS:

- Provide special training for GATE and other competitive exams based on branch requirements.
- Offer training for exams like GRE, CAT, IES, TOEFL, etc., if there is sufficient student interest.
- Maintain records of student success in competitive examinations.

6. EMPLOYABILITY AND EMPLOYMENT SUPPORT:

- Enhance students' employability by offering training in aptitude tests, English language skills, soft skills, and personality development.
- Seek feedback from employers regarding the college's graduates.
- Conduct Entrepreneurship Development Programs to encourage entrepreneurship among students.

7. PROFESSIONAL SOCIETIES AND EXTRACURRICULAR ACTIVITIES:

- Encourage students to join professional societies such as ISTE, IEEE, Microsoft Chapter, etc.
- Promote student participation in seminars, techno-fests, paper presentations, and live projects.
- Encourage student involvement in National Service Scheme (NSS) programs.

8. INCENTIVES AND SUPPORT:

- Refer to the College Handbook for the code of conduct and incentives for high-performing students, including university rank holders, GATE, GRE, and CAT rankers.
- Assess students' internal marks based on their performance in tests, assignments, model examinations, and attendance.
- Provide tutoring and remedial/coaching classes for weak students based on their test performance.

9. COACHING CLASSES:

- To provide additional support to students who have failed tests, the subject faculty will organise coaching classes for one hour after regular class hours. These classes will commence immediately after each test. The Head of the Department (HOD) will create a schedule for the coaching classes, which must be approved by the principal. Attendance in coaching classes is mandatory, and students who are absent will not be allowed to attend regular classes the next day unless their parents meet with the HOD/Principal and provide a written undertaking. Subject faculty members will also conduct special coaching classes for poor learners on holidays.
- The HOD will visit the coaching classes to take attendance and counsel students who were absent. They will instruct these students to bring their parents for counselling. Parents will need to provide an undertaking that their wards will adhere to and improve their performance.

10. STUDENT INITIATIVES:

- The college recognises and encourages student excellence through various awards and certificates. Some of these awards are sponsored awards. Here are the details:

BEST OUTGOING STUDENT (OPEN FOR BOYS AND GIRLS):

- The recipient receives a Gold medal, a cash award of Rs.10,000, and a Certificate.

CERTIFICATE OF EXCELLENCE:

- The college honours the first five excellent students of each batch with Certificates of Excellence.

BEST OUTGOING LADY STUDENT AND MERIT CERTIFICATES:

- The Best Outgoing Lady Student receives a Gold medal, a cash award of Rs.10,000, and a certificate.
- Merit certificates are presented to the first five meritorious lady students among all branches.

BEST PROJECT WORK:

- The winner receives a cash prize of Rs.5,000 and three merit certificates (open to all branches).

BRANCH-WISE TOPPERS:

- Gold medals and three merit certificates are awarded to the first three meritorious students of each branch.

BRANCH-WISE BEST PROJECT WORK:

- A cash prize of Rs.2,000 is awarded to the best project work in each branch.

ELIGIBILITY CRITERIA FOR CERTIFICATES OF EXCELLENCE:

- Good conduct and character
- Attendance of not less than 80%
- Completion of the course without any arrears

CRITERIA FOR BEST OUTGOING STUDENT (BOYS AND GIRLS):**ACADEMIC: 50 MARKS**

- Marks are awarded based on the aggregate percentage of marks obtained in all examinations.

ATTENDANCE: 10 MARKS

- Marks are awarded based on the percentage of attendance.

PERSONALITY: 10 MARKS

- Marks are awarded based on leadership qualities, communication skills, and proficiency in English.

SPORTS AND GAMES: 10 MARKS

- Bonus marks are awarded for representing at the university level, state level, and national level.

CULTURAL EVENTS: 10 MARKS

- Bonus marks are awarded for winning prizes in cultural meets at the university, state, and national levels.

CO-CURRICULAR ACTIVITIES: 10 MARKS

- Marks awarded for presenting prize-winning technical papers at seminars or publishing in technical journals.
- Other awards such as Branch-wise Toppers, Best Project Work, Best Outgoing Sports Person (Boys and Girls), and prizes for students will be judged by committees and awarded accordingly.
- In addition, the college supports students by providing financial assistance for professional society memberships and awards prizes to university rank holders and top performers in exams like GATE, GRE, and CAT. Students who publish in international/national referred journals also receive awards in the form of gold medals.

MERIT CUM MEANS SCHOLARSHIPS:

- To support deserving students with financial needs, the college has established the Merit Cum Means Scholarships.
- For B.E/ B.Tech students: 5% of the students will be awarded this scholarship starting from the second year, with an amount of Rs.5,000 per annum. To be eligible for this scholarship, students must have a minimum of 80% marks and their parental income should be less than Rs.1,00,000. The scholarship will be based on the aggregate marks of all exams up to the end of the previous semester.

QUALITY POLICY FOR SPONSORING STUDENTS:

- Students will be sponsored for paper presentations and seminar attendance once per semester.
- Only one-way fare will be covered for the first author.
- If the student secures 1st prize, the registration fee and two-way fare will be reimbursed.
- Duplicate claims for travel allowance (TA) and registration fees will not be accepted.
- The student must submit the seminar material to the department.
- Prior permission from the department is required before attending the seminar.
- Reimbursement of the scholarship money will be made to the student upon submission of a Xerox copy of the certificate of attendance and the paper presented.