
Code of Conduct

The students admitted in the college are expected to abide by the rules and regulations of the college and follow its spirit.

No student shall collect money for any activity without the prior permission of the Principal.

No student should invite any person for any function or talk in the college without the prior permission of the Principal.

The students are expected to respect the college's property.

Classes start from 9.00 a.m.to 2.30 p.m. on all the six days of a week (Monday to Saturday). Students are advised to reach the college by 8:45 am to attend classes. As per university rules 75% attendance is mandatory to appear in semester end examination.

Students must adhere to the Dress Code of the Institute.

Use of mobile phones in the classrooms, Library, labs, workshop area etc. is strictly prohibited.

Every student must carry his/her Identity Card while entering the campus and identify himself/herself with the help of the Identity Card whenever asked for.

No guests/visitors shall be allowed with the students in the class/lab/library.

Students must keep the college neat and clean and also preserve and maintain the greeneries. Eatables/beverages are not allowed inside the study areas including labs, library, and workshops. Students should have their Tiffin inside the canteen or class room. Tobacco is strictly prohibited in the premises of the college.

Students must conserve electricity and water. They must switch off lights & fans when they leave the class rooms & laboratories.

Students are strictly prohibited to do any party politics inside the college campus.

Rules to be followed in laboratory/workshop/drawing & Craft centre

All the labs follow certain safety and academic norms for their smooth functioning. Students are advised to keep themselves updated on those norms and follow them accordingly.

Any removable data storage device or hardware attachments for software operations cannot be taken in or out without written approval of the department in charge. A violation of this will be considered as an intention for piracy\theft.

Students are not allowed to put any pass word in the common computers of the lab.

While studying in the college, students will have to operate equipment and tools carefully and observe all safety regulations and see that no damage is caused to self, others or to the college property, machinery and equipment. In case it is found that they have caused any damage to the Institute's property they shall be required to reimburse or make good the damage caused. Any decision regarding the extent of their liability on such account shall be at the discretion of the Institute, which shall be final.

The nature of learning in any program may require the students to purchase tools, stationary items from time to time. Specific instructions in this regard will be given by the concerned department/faculty at the beginning of various courses.

In case of medical emergency in the laboratory, the student must inform the faculty member/technical assistant without any hesitation.

Rules to be followed in Library

Service Hours: Monday to Saturday: 8:30 am to 4:00 pm

Membership

All registered students of the institute are eligible to become members of the college Library.

To become a member of the Library, a student has to submit one stamp size photograph; his/her address proof, Photocopy of College admission receipt to the Library Assistant, who will further guide him/ her regarding membership procedure. Readers shall always notify any change of his/her permanent address to the Librarian in writing.

Membership to the library is not transferable.

Library membership cards or other identity cards are to be shown, if demanded, at the time of entering into the library or whenever asked for in the library.

Dress code for students will be observed in the library even beyond class timings.

Conversation, gossiping, sleeping, smoking, sitting on top of the table and loitering, speaking, use of mobile are not allowed in the library.

The arrangement of chairs in the reading rooms should not be disturbed.

Users are not allowed to distort or deface any book, magazine, newspaper. If a student requires any article, it may be photocopied with permission of the Librarian.

No reader shall bring any non-member into the library, nor shall lend, even temporarily, library books borrowed by him to others.

Without obtaining special permission from the Librarian, nobody shall enter the Stackroom or any part of the library, not ordinarily open to him.

Any official of the institute or the security personnel will have the authority to examine everything that passes into or out of the library.

Upon any infringement of the Library rules, students may forfeit the privileges and memberships.

Every member of the library shall be responsible for the safe custody of any library book borrowed by him for study in the library reading room or for use at home.

Library books issued for use in the reading room shall not be taken out of the section without prior permission of the Librarian.

Library books shall never be left unattended on the table in the reading room. The borrower shall be held responsible for loss, mutilation or damage, if any, while the book stands issued on his account.

Circulation Rules

Students: 2 Books for 15 Days.

Staff: 6 Books for 30 days.

- No books shall be issued and delivered to any person other than a duly registered borrower in person. However under exigencies a

registered borrower can give authority in writing to another member to receive a book or books on his/her behalf.

- At the time of borrowing a book either for use in the library reading room or for use at home, every borrower is expected to examine it carefully and bring to the notice of the Librarian, cases of mutilation, defacement or damage, if any, immediately; otherwise if any mutilation, defacement or damage be detected subsequently, the person to whom the book was issued last will be held responsible for such damage, defacement or mutilation.
- Borrowed items by college-students must be returned on or before the due date failing which the borrower will need to pay overdue charges at the following rate, for continuation of membership:

Overdue Charges

Rupees 2/- per day per book.

- Absence, illness etc. are not acceptable excuses for waiver of overdue charges. However, if the due date falls on an institute holiday, the item may be returned on the next working day without any overdue charge.
- Repeated failure to return borrowed items on time and/or failure to return such items

inspite of reminder(s), may lead to denial of borrowing facility for a period to be decided by the Librarian.

- Students found defaulters in respect of returning library books more than twice in the course of two consecutive months or those who do not return books after a third reminder may be denied privileges and facilities of the library, both reference and lending, by the Librarian.
- In case of loss of a library card, a duplicate card may be issued at the discretion of the Librarian for which a fee of Rupees 10/- per card will have to be charged. Another duplicate library card which will be third duplicate library card for students can be issued. against a charge of Rupees 100/- per card. Thereafter no duplicate card shall be issued.
- Reference materials, loose issue of periodicals and CD-ROMs/DVDs, Project Reports are among items which are not meant to be issued.
- A student can renew borrowing an item only once, provided that there is no requisition for that particular item.

Following activities shall be deemed as act of indiscipline

- i) Involvement in party politics inside the campus may invite expulsion from the college;
- ii) Disruption of, or improper interference with the academic, administrative, sporting, social or other activities of the institute, whether on institute premises or elsewhere;
- iii) Using abusive language and creating nuisance in the premises of this institute, disturbing the peace and independent rights of fellow students and faculty members;
- iv) Violent, indecent, disorderly, threatening or offensive behaviour or language and action likely to cause injury or impair safety on this premises;
- v) Fraud, deceit, deception, dishonesty or theft in relation to this institute or its staff, or in connection with holding any office in relation to being a student of this institute;
- vi) Action likely to cause sexual or racial harassment of any student, member of staff or other employee of this institute or any authorized visitor of this institute;

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- vii) Damage to, or defacement of, any property caused intentionally or recklessly, or misappropriation of such property which includes, damaging library books, resources and furniture like cupboards / lockers / file cabinets / walls /doors/ windows/ white board / tables/equipment / chairs etc. by way of writing names/painting/scribbling etc;
 - viii) Misuse or unauthorized use of the institute premises or items of property, including computer misuse;
 - ix) Being instrumental directly or indirectly for mass absenteeism or boycott of classes resulting in vitiating the atmosphere of the Institute; Threatening, physically preventing or using any other means from preventing the students from attending classes;
 - x) Consuming drugs, alcohol or any other activity in Campus/ Hostel which is construed as a societal offence at large.

Penalties for minor disciplinary violation

Where the violation is considered minor by the Competent Authority, the following penalties may be imposed at the discretion of the Competent Authority for minor disciplinary violations:

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- A warning to be issued to the student for first offence may not be placed in the student's record. However, in case of a repeat offence the censure may be placed on the student's record and may invite action;
 - A fine may be imposed for each violation/offence;
 - Withholding scholarship or other benefits/grade cards / offer letters.

Penalties for major disciplinary violation

When violation is considered major by the Competent Authority, the following penalties may be imposed for the major disciplinary violations:

- Suspension / debarment from the institute/ hostel where the student will be declared 'persona-non-grata' and will be debarred from entering the premises, facilities and from attending the classes.
- Permanent expulsion from the institute.
- The defaulter may be debarred from taking an examination or examinations for one year or more than one year.
- Any other course of action which may be reasonable in the circumstances.

Penalties for ragging

As per Supreme Court Judgment ragging is - any disorderly conduct whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness any other student, Indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

The punishment may also take the shape of:

- i. Withholding scholarships or other benefits.
- ii. Debarring from representation in events.
- iii. Withhold results.
- iv. Suspension or expulsion from the college/hostel.