

## **GENERAL RULES AND REGULATIONS**

1. The college timing is from 9.20 am to 4.30 pm.
2. Students should be seated in the respective classes as per seating arrangements before the staff enters the classroom.
3. Students who are not present during the class hours while taking attendance will be marked absent.
4. A student who have attendance 75% and above is eligible to appear for the university examination.
5. Medical leave will be considered only after the submission of medical certificate.
6. Absentees for the cycle test, internal and model examinations will be viewed seriously.
7. Students are advised to keep the campus, class room and laboratory clean and tidy.
8. Mobile phones are strictly prohibited in the college premises. If any student is found possessing mobile phones inside the campus, his/her mobile will be seized.
9. Boy Students should wear only formal dress, wearing jeans, T-shirts, cargo pants, short shirts, embroidery works in pants, shirts, Different hair styles are not permitted and he should be in clean shave
10. Girls Students should wearing short tops, leggings, free type hair style are not permitted.
11. Students are instructed not to make any damages to the furniture, electrical components and instruments in the laboratories, workshops, classrooms, canteen, hostel, toilets, etc.,. A penalty will be imposed for such misconducts.
12. Scribbling on the walls and desks or causing any other damages to the college property is strictly prohibited. Students responsible for any such wanton damage will be penalized.
13. Maintain silence in the classroom, laboratories and library.
14. The students who are found loitering around the verandas without any valid reason will be taken action against them.
15. Students should not indulge in any activity leading to the disruption of peace and discipline and dislocation of normal work in the college and hostel premises. Those who are found guilty of violating this will be severely dealt with.
16. Girls and boys will not be allowed to talk inside the college premises unnecessarily. Any discussion regarding the subject can be allowed only inside the class rooms and laboratories.
17. Students should attend the classes and the other activities of the college on time.
18. Students are not permitted to bring their own vehicles to the college.
19. Students are instructed to be regular in attending the classes.

20. Follow up the notice board daily for updating regular activities.

### **Engineering College Timing**

<b>BELL RING</b>	
<b>9.15 a.m.</b>	<b>Warning Bell</b>
<b>9.20 a.m.</b>	<b>Long Bell</b>
<b>10.10 a.m.</b>	<b>Short Bell</b>
<b>11.00 a.m.</b>	<b>Long Bell (Break)</b>
<b>11.08 a.m.</b>	<b>Warning Bell</b>
<b>11.10 a.m.</b>	<b>Long Bell</b>
<b>12.00 p.m.</b>	<b>Short Bell</b>
<b>12.50 p.m.</b>	<b>Long Bell (Lunch Bell)</b>
<b>1.18 p.m.</b>	<b>Warning Bell</b>
<b>1.20 p.m.</b>	<b>Long Bell</b>
<b>2.05 p.m.</b>	<b>Short Bell</b>
<b>2.50 p.m.</b>	<b>Long Bell (Break)</b>
<b>2.58 p.m.</b>	<b>Warning Bell</b>
<b>3.00 p.m.</b>	<b>Long Bell</b>
<b>3.45 p.m.</b>	<b>Short Bell</b>
<b>4.30 p.m.</b>	<b>Long Bell</b>

## **LIBRARY**

### **General Instructions**

- 1. Register your name while entering the library.**
- 2. The belongings of the user should be kept in the provided racks.**
- 3. Maintain silence in the library.**
- 4. Do not scribble or write anything on the books/ journals of the library.**
- 5. For the damaged or missed books, other properties in the library will be fined double the amount of value.**
- 6. Users need not try to replace books/ journals on the shelves. They shall leave the books/ journals on the table.**
- 7. Library will be open from 8.00 a.m. to 8.00 p.m.**

### **Conditions for Issue of Books**

- 1. Books will be issued only on producing their identity cards. A maximum of eight books will be issued for a student.**
- 2. The student should verify the condition of the book while receiving it. If there is any damage noticed, it should be informed to the librarian immediately. If any damages are found while returning the book the borrower will be held responsible.**
- 3. Periodicals, publications, dictionaries, encyclopedias, and other reference books will not be lent out.**
- 4. It may be refused to issue the books or get back the books without assigning any reason from any student by the concerned authorities.**
- 5. The borrower will be held responsible for any loss or not returning the books.**
- 6. Three renewals will be allowed per book.**

### **Period for Lending of Books to the Students**

- 1. The borrower should return or renew the books within 14 days.**
- 2. Absence from the college will not be permitted as an excuse for the delay in the return of books.**
- 3. If the due date falls on a holiday, the next working day will be taken into an account.**

4. **Fine of Rs.2/- will be charged for delay in returning the books.**
5. **Books that are in special demand may be lent only for a short period as maybe get back at any time if required without assigning any reason.**
6. **The loss of a library book should be reported immediately in writing to the librarian.**
7. **The books borrowed by students should be returned in good condition before they get hall tickets for university examinations and students who request transfer certificates from the college and they should get a “No dues certificate” from the library.**

## **HOSTEL**

1. Management of the hostels
2. The hostels are administrated by the chief warden. The chief warden will assist the deputy wardens, residential tutors, and hostel staff.
3. Admission
  4. 1. Application for admission to the hostel can be received from the office. The student who seeks hostel admission must give an undertaking in writing that he will abide by the rules and regulations of the hostel. This shall be endorsed by the parent/ guardian in writing.
  5. 2. Hostel membership shall be canceled automatically at the end of each academic year. Students who are desirous of returning to the hostel shall make a new application for re-admission. Admission and continued stay in the hostel depend on the good behavior and conduct of the student.
  6. 3. The chief warden reserves the right to refuse admission to the hostel to any student without assigning any reasons or to expel any member in the interest of administration. The decision of the chief warden shall be final.
7. Hostel Rules and Regulations
  8. 1. The allotment of rooms will be made by the chief warden/ deputy warden based on the application submitted by the candidate.
  9. 2. They should not change their rooms and furniture without the knowledge of the deputy warden.
  10. 3. Residents must keep their rooms, bathrooms, and surroundings clean and tidy. Walls must not be disfigure. They are accountable for any loss or misuse of hostel property.

11. 4. Playing cards or any other form of gambling and playing audio and video are strictly prohibited in the hostel premises.
12. 5. Religious gatherings, prayer meetings, birthday celebrations, etc., are not permitted.
13. 6. The hostellers should not enter into any unnecessary conversation quarrel or altercation with the hostel staff. Use of abusive vulgar and unparliamentarily language against the hostel/mess staff is strictly forbidden.
14. 7. Students can lodge written complaints with the chief warden against any employee of the hostel.
15. 8. Hostellers should not encourage the entry of day scholars/ friends unnecessarily.
16. 9. Parents/ guardians/ visitors are not allowed to stay in the room.
17. 10. Students are permitted to go home only during holidays.
18. 11. Girl students will be allowed to go home only with their parents or guardians during holidays.
19. 12. Boys are allowed to go home during holidays at their own risk. However, during working days, they should get permission through parents by a letter or through the phone.
20. 13. All inmates are required to follow a daily standard schedule that comprises

	<b>Regular days</b>	<b>Holidays</b>
Morning coffee	6.00 to 6.45 am	6.00 to 7.00 am
Breakfast	8.00 to 8.30 am	8.30 to 9.30 am
Lunch	12.50 to 1.20 pm	12.50 to 1.50 pm
Evening snacks	5.00 to 5.45 am	4.30 to 5.30 am
Dinner	8.00 to 8.30 am	8.00 to 8.30 am
Study hour	6.30 to 8.30 pm	8.30 to 9.30 am

21. Attendance will be taken during the study hours and they should not come out of their room during study hours.

22. Students absenting themselves from regular classes will have to take the permission of the deputy warden and communicate the information to the chief warden.
23. Hostellers coming to the hostel after the gate closing hours without prior permission or without a valid reason will not be allowed.
  - i. Use of Computers:

Installation of computer systems in the hostel rooms should be done only after getting written permission from the chief warden.

    - a. The usage of computers is for academic purposes only.
    - b. The college/ hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action will be taken against him/her.
  - ii. In case a student falls sick, he/she should contact immediately the deputy warden/ resident doctor for appropriate advice.
  - iii. If any sick hosteller requires a special diet, the individual should inform the mess supervisor through the warden concerned for making suitable provisions.
  - iv. The hostellers themselves are personally responsible to safeguard their belongings. They are not to keep large amounts of cash or valuables like gold, costly wristwatch, etc., in their rooms. They should also take care of their purse, calculators, and books. In case of theft or loss of any items, they should be reported to authorities. The hostellers are advised to keep their room, boxes, suitcases cupboards, etc., securely locked with good quality locks.
  - v. Under any circumstance, the students should not carry mess utensils or foodstuffs outside the dining hall.
  - vi. Guests are allowed to dine in the mess on the basis of the token issued.
  - vii. Cleanliness in the mess and in the hostel area has to be maintained. Wastage of food should be totally avoided. The students should not enter the kitchen. However, complaints if any can be reported to the deputy warden/ the warden.
  - viii. Mess bill reduction is not allowed to any student irrespective of the number of days.
  - ix. Apart from the above rules, other rules framed by the hostel authorities from time to time should also be followed strictly.

#### Hostel Leave Rules

No student shall absent himself/herself from the hostel, he/ she shall submit an application to the warden through the deputy warden/ chief warden only after getting the approval, the student can leave the hostel. While leaving the hostel, the student has to hand over the

furniture and electrical fittings and he/ she should get a clearance certificate from the deputy warden.

Hostel Outing

The outing is permitted once in 15 days between 2.00 p.m. and 6.00 p.m.

### **LEAVE REGULATIONS**

- 1. Students should follow the following rules to avail leave.**
- 2. All leave letters should be forwarded to the HoD through the class advisor.**
- 3. Leave letter with the parent's signature should be submitted on the previous day.**
- 4. Leave letter should be submitted (with the parent's sign) on the day of leave through any one of the friends coming to college.**
- 5. Leave can be informed to the class advisor or to the office by the parents through the phone.**
- 6. Students who undergo medical treatment can avail of leave with a medical certificate.**
- 7. When long leave is required for any family function or on any medical grounds, parents should come in person and avail themselves of the leave from the respective class advisor and HoD with the approval of the principal.**
- 8. When there are consecutive holidays, students should not take leave before or after the declared holidays failing the students must bring their parents and they must meet the mentor with proper reasons for this absence.**

### **Transport Rules**

1. Usage of college transport is not compulsory and only those students who agree to abide by the transport rules of the college are advised to use the college transport.
2. The students who want to use the college transport should give a request in writing along with a photo to the college at the beginning of the academic year.
3. Bus pass will be issued for those students who have given a written request for using the college transport. The bus pass will be valid for the academic year.
4. The boarding/ dropping point should be given clearly in the requisition form.

5. The transport fee is for one year and no pro-rate claim will be entertained for any reasons whatsoever.
6. Once a student applies for and obtains a bus pass the transport fee will be charged for one full year.
7. Surrendering of bus passes during the middle of the year will not be permitted for any reason except in the case of the student admitted to our college hostel.
8. The transport fee should be paid at the beginning of the year and the fee once paid will not be refunded under any circumstances.
9. The students travelling in the college bus should carry the bus pass and produce it at any time if demanded by the driver/ conductor or the staff of the college.
10. All the students travelling in the college bus should carry the bus pass and produce it at any time if demanded by the driver/conductor or the staff of the college.
11. Those who travel in the bus without a bus pass will be fined and if necessary disciplinary action will also be taken.
12. The students travelling in the college bus should occupy the seats allotted to them and should not create any disturbance to other fellow students and staff.
13. Strict discipline should be maintained inside the college bus.
14. All the students/ parents are expected to be aware of the transport rules of the college and ignorance of the same will not be an excuse for any dispute/ claim.
15. There will be slabs of transport charges depending upon the distance.
16. The transport charges will be notified every year and is subject to change depending on the increase in the cost of fuel and other operating costs.
17. The students will not be permitted to board or drop at points other than what is specified in their bus pass.
18. In case of any dispute the decision of the principal will be final and binding on the students.
19. The college can add, alter, amend any of the above rules at any point in time and it will be binding on the students.



