

STUDENT'S GUIDELINES

Do's

- Give respect to all Faculty Members.
- Follow the Dress Code Strictly.
- Wear ID Cards while inside the Campus.
- Follow the Academic Calendar.
- Be Punctual and Maintain 100% Attendance.
- Keep Silence and Maintain Discipline in Classrooms.
- Keep the Classrooms/Laboratories/Campus clean.
- Keep Silence while moving in Verandah.
- Behave gently with others.
- Use Internet Facilities only for Education purpose.
- Protect Institution's Properties.
- Be Courteous to others.
- Focus attention only towards studies.
- Concentrate on improving Knowledge and Skill.
- Submit Assignments, Lab Records as per Schedule.
- Take all the Tests/Exams seriously and perform well.
- Grievances to be informed to the HOD/DEAN.

DON'T

- Ragging is strictly prohibited which is legally Punishable.
- Avoid bringing and using mobile phone inside campus.
- Avoid entering to other Departments.
- Not to go out of the campus without Authorized Gate Pass.
- Not to give or get money to/from any Unauthorized Officials or Students.
- Not to take leave without Prior Permission.
- Avoid Argument inside the Campus.
- Avoid bringing valuables / Costly material inside the Campus.
- Avoid keeping money inside the bags.
- Not to leave the Text Books/Notes while leaving Classrooms.
 - Follow the above Instruction Meticulously;
 - Failing which lead to initiate Disciplinary Actions.
 - Make yourself to be fit as an Engineer.

CODE OF CONDUCT FOR STUDENTS

- **Students are to strictly follow the Dress code of the College. Wearing of Jeans pant, T-Shirts, Shirts with two packets and printed Shirt are not allowed. Students are to put all the buttons on except the neck button inside the Campus.**
- **Student should comb their hair properly and should always wear shoes.**
- **Students should wear over coat during Practical Sessions.**
- **Students should always wear the Identity Card with lope, visibly inside the campus. The loss of Identity Card should be immediately reported to the HOD in writing. An amount of Rs.100/- will be charged for the duplicate identity card.**
- **Students should respect all the Staff members irrespective of their Departments.**
- **Girls are to wear decent dress which can make them respectful and they are not allowed to wear Saree/HalfSaree without the permission of the HOD.**
- **Students who cause willful damage to the College properties will be expelled from the College. If the miscreant is not identified the whole lot will be fined.**
- **Students must inform the change of address and Change of Phone numbers to their respective Faculty Advisors/Class Advisors.**
- **Students are not permitted to use their motorized vehicles inside the campus without valid permission.**
- **Whistling/Howling is strictly prohibited inside the campus and the defaulters will be severely punished.**
- **Chewing tobacco or using drugs are not allowed inside the campus.**
- **Usage of Cell Phone is prohibited inside the campus. In case of the Student is found using Cell Phone, the Cell Phone will be seized and it will be kept in the College Lockers till the Course Completion.**
- **Students are to apply for leave in advance, however, in case of emergency students must leave immediately after arrival. The Students with attendance percentage below 75% will not be permitted to appear in the examination. The Absentees of the First Hour will be treated as Absentee for Half Day.**
- **Students should keep them restraint on Ragging and Teasing as they are punishable under IPC and the defaulters can get Two Years imprisonment for these offences, Management have the right to dismiss any student without prior notice for the following reasons.**
 - **Ragging**
 - **Eve-Teasing**
 - **Damaging the College Properties and**
 - **Malpractices of any kind.**