**INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS**

**1. DISCIPLINE**

* The student shall observe and follow the academic calendar of the Institute.
* Any act of indiscipline or misbehavior by any student will attract severe penalties / punishment.
* Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
* Students shall only use the waste bins for dispensing waste materials within the Campus including classrooms, hostels and offices.
* Students should not throw litters in the Institute campus. Any student found littering will have to pay fine of Rs. 100/-.
* The fund so collected through these penalties will be used towards student’s welfare.
* Students have to park their vehicles in parking zone only. Any student found breaking the rule will have to pay a fine of Rs. 50/-
* No person shall be invited to address or entertain the students of the college, without the prior written permission of authorities.
* Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
* All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students’
* Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
* Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

**2. ID-CARD**

* + The student should take her Identity Card at the beginning of the year.
  + The student should collect her ID- Card within 15 days from the date of admission.
  + The student should carry identity card with her regularly and the identity card should be produce when demanded by the authorized persons of the Institute.
  + If student has lost library card or I-card should be reported immediately to the coordinator with an application. Rs.200/- will be charged for duplicate ID-card.

**3. HUMAN VALUES**

* Be scrupulously honest in all academic activities and with all staff and students.

**4. DRESS CODE**

* We believe in inculcating a sense of discipline and belongingness in the students by observing a dress code.
* Students are expected to wear college uniform every day of the week except Friday.
* Students are expected to wear formal dress throughout the week.

**5. MOBILE PHONE**

* The student should switch off their mobile phones while in the class room, Laboratory and Library etc. as per notification.
* Mobile phone is strictly prohibited in the exam hall during the examination.

**6. RAGGING**

**What is Ragging…?**

Hon’ble Supreme court as per the directions of

* Ragging means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm.
* Raises Apprehension or fear or shame to a student within or outside an educational institution

* Any act or abuse by spoken words, emails, snails-mails, blogs, public insults.
* Any act of financial extortion or forceful expenditure burden put on a junior student by senior students.
* Any act of physical abuse.
* Any act that affects mental health & self-confidence of students.
* Asking to perform amusing tasks for eg. Dancing, singing, jumping etc. in college or hostel.
* Any injury caused to the fundamental right to human dignity through humiliation heaped on juniors by senior.

**ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN**

**Ragging as per the Directions of Hon’ble Supreme court of India.**

* Cancellation of admission and also debarred from taking admission in any technical institution in India.
* Suspension from attending classes.
* Withholding/Withdrawing scholarship / fellowship and other benefits.
* Debarring from appearing in any test/ examination or other evaluation process.
* Withholding results.
* Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
* Suspension / expulsion from the institution for period ranging from 1 to 4 semesters.
* Fine of Rs.25,000/-.
* Collective punishment.
* An FIR filed without any exception with local police station.

**7. ATTENDANCE**

* Newly admitted student should report to Director Administration with duly signed registration form along with the undertaking of Parent/ Guardian.
* Student should be regular in attendance for all sessions during the day.
* Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
* If the student is found irregular in attendance, disciplinary action will be taken.
* The student coming late shall not be allowed to enter the class.
* The student must report about the sickness to the Institute (Respective HODs) on mobile and if after joining the college she has to submit the leave application with medical certificate toHOD. Sanction of leave for more than three days will have to be obtained before the fourth day itself and not at the time when the student comes back to college.
* The total number of lectures missed on the grounds mentioned above should not in any case exceed 25%. Grant of permission does not mean that the absence has been condoned for the purposes of computing attendance.
* On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
* Students should have to take prior permission (written) of the HOD to remain absent from any activity of Institute.
* Leave Travel Concession as per the rules and regulations of Indian Railways and TSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
* The student should complete of all Practical’s and Term – work such as Journals, Drawing Sheets, Workshop or any other assignment as per schedule.

**8. EXAMINATION**

* Candidates must appear at the examination hall half an hour before the commencement of the examination.
* Mobile phone is strictly prohibited in the exam hall during the examination.
* Candidates should not communicate with one another in any manner whatsoever during the examination.
* A candidate is permitted to bring the following items to an exam: pen, pencil, drafting instruments, and, if specifically permitted, electronic calculators. All equipment brought to the examination must be placed on the candidate’s desk and kept in view during the examination.
* All students should follow the rules of university published by university examination department.

**9. GENERAL**

* Loud/impolite talk/use of unparliamentarily language which offends the listener would be dealt with seriously.
* Expected to spend their free time in the Library/Reading Room.

**10. CODE OF CONDUCT FOR PROJECT**

**1.** Student must report to their respective guide on project day as per the time table. Activity planned should be completed as per the schedule only.

**2.** Submit soft and hard copies of the Synopsis, Project Phase-I(Seminar) &Phase-II report in the prescribed format.

**3.** Student must present paper on their project in at least one National/International Conferences/Journals along with guide Name and participate at least in one project competition organized by IEEE/IETE/IIT/NIT/ any other Engineering College to become eligible to appear for final project exam.

**4.** Students must maintain Logbook, Workbook and File(containing all the documents related to the project like, IEEE papers, datasheets, reference material etc.) and must be brought at the time of meeting with guide, project reviews and examination.

**5.** Changes, if any, must be counter signed by the concerned project guide.

**6.** For any queries please contact to your project guide/ project coordinator.

**7.** This log book must be submitted to Guide/Coordinator/Committee or the Head of Dept. at the time of final submission of the project.

**8.** Synopsis has to be submitted in the prescribed format.

**9.** It is mandatory to test and assemble the circuit in the college lab before finalizing the artwork and layout of the PCB.

**10.** Fabricated hardware should be enclosed in a proper enclosure designed by the students.

**11.** Plagiarism is a very serious offence and, where proven against a

student, may result in disqualification from the examination of the project.

**12.** The project report must be checked by their respective guide before printing the final copy.

**13.** Sponsorship letter of company is compulsory and is to be submitted to project coordinator and project-guide.

**14.** University project examination may be conducted on any day including Saturday, Sunday and any other holiday.