

The following general rules and regulations are designed to execute the academic and other college operations systematically. Now Students are advised to read carefully and strictly follow these instructions.

General Rules and Regulations

- 1) All students are expected to observe decorum to enhance the image of the college hence, follow the college dress code. (i.e. formal dress: Trouser, White Shirt, tie , Saree, Suit & shoe.) On the specified day the students should be dressed as per the dress code.
- 2) Students should always wear their valid college Identity card whenever in college or while representing the college at any other place. Further, it should be produced whenever demanded by any of the college authorities.
- 3) Students should be regular and punctual in classes. Attendance for all Theory and Practical classes are compulsory. A student who does not have 75% of attendance during a particular semester/academic year WILL NOT BE PERMITTED to take the final examinations. Assignments & projects (as applicable) given to the students shall be completed and submitted within specified time period.
- 4) The concerning authority shall fix a schedule for lectures, practical & other programs the way it considers best shall endeavor all to adhere to this schedule. The college reserves the right to make appropriate changes in its lecturing staff, schedule if it seems necessary.
- 5) Evaluation of test, assignment and Internal exam by the concerning authority for the purpose of internal assessment shall be final and binding on the students. If any student will not appear in the internal exam then he/she will pay fine decided by the college authorities.
- 6) Mobile phones should be switched off during Lectures, and on 'Silent mode' in the Institute premises.
- 7) Smoking, Tobacco Chewing, Consumption of alcohol and use of narcotics are strictly prohibited in the premises of Institute. Students founded in the case will be dismissed from the Institute and will be handed to the law enforcement authorities.
- 8) The authorized media of communication between the students and college is the Notice Board; the students are expected to read the notice board regularly. The college will not be responsible for any loss of the students due to their negligence.
- 9) Ragging in any form within or outside the Institute is totally banned. Any student found undertaking these practices will be expelled from the Institute and handed to the law enforcement authorities.
- 10) The vehicles should be parked in the specified 'Parking Area'. The Institute will not be responsible for their security.
- 11) All the students are expected to follow a proper code of conduct in the Institute.

- 12) Students are bound by the rules and regulations framed by the Institute from time to time. Any violation of the rules or an act of indiscipline on the part of the student shall result in disciplinary action leading to dismissal from the Institute.
- 13) Dress code is compulsory for the industrial visits and other functions.
- 14) An application in writing should be submitted to the Class Co-coordinator, if a leave is required. Students are not allowed to go outside the class during Lecture sessions. Permission of the lecturer should be taken in unavoidable conditions. Students should come prepared to class.
- 15) Students are encouraged to voice their opinion and engage each other in healthy debate. But they must be polite to other students and teachers in the class.
- 16) Students should arrive in the class 5 minutes before the lectures. Students who are late will not be allowed to enter the class.
- 17) If the lecture is unattended by the faculty for any reason, the C.R. should communicate with the class Co – Ordinator; under no circumstances students are not allowed to leave the class.
- 18) Copying of presentations, assignments, projects will be viewed seriously. Strict action will be taken against students who are found guilty.
- 19) Any students remaining absent for more than 07 days without written prior permission class coordinator shall be deemed to have dropped out and his / her name will be struck off from the rolls.
- 20) During the conduct of lectures, students should not loiter in the corridors or in and around the college premises. While representing the college at any other place, the student's behavior should not be detrimental to the image of the college. In case of any problem, personal or academic, students should report to the Principal, who will help them solve their problems. Student is liable to immediate dismissal for any serious misconduct and/or any reason of any breach of the college's rules and regulations.
- 21) The college reserves the right to reject a fresh admission/Re-Registration application and expel any student if and when necessary. No fee refunded on expulsion. The college's decision in all matters pertaining to rules and regulations or terms and conditions shall be final.
- 22) The students have to abide by all safety measures and proper handing procedure of equipments. Any willful damage to equipment will be paid by the student responsible for the damage. Fee for any semester/year is strictly according to the notice given. Once the classes for particular semester starts, student admitted will be assumed in that particular class and he/she has to pay all the fees even he/she leaves the course in between before the semester commencement. Any stoppages must be requested in writing and subjected to college's approval.