



VSB College of Engineering Technical Campus

Approved by AICTE, New Delhi & Affiliated to Anna University
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ABOUT COLLEGE

V.S.B. Educational Trust was founded in the year 2000 by Mr. V.S. Balsamy, the founder and correspondent of the V.S.B. Engineering College, with an interest in promoting, managing and administrating educational institutions with high academic standards, discipline and to take up and help other allied activities in the field of education. Under the Trust, V.S.B. Engineering College, Karur was established in the year 2002 and V.S.B College of Engineering Technical Campus, Coimbatore in the year 2012.

VISION

We endeavor to impart futuristic technical education of the highest quality to the student community and to inculcate discipline in them to face the world with self-confidence and thus we prepare them for life as responsible citizens to uphold human values and to be of service at large. We strive to bring up the Institution as an Institution of Academic excellence of International standard.

MISSION

We transform persons into personalities by the state-of-the-art infrastructure, time consciousness, quick response and the best academic practices through assessment and advice.

Quality Policy

- ✓ V.S.B.College of Engineering Technical Campus strives to achieve academic excellence by futuristic outlook in the fields of Engineering and Technology in a well-disciplined environment through commitment to continual improvement in all areas Involvement of people at all levels.
- ✓ Up gradation of infrastructure and human resources.

CHAPTER 1

DUTIES AND RESPONSIBILITIES OF VARIOUS BODIES

Duties and Responsibilities of Governing Council

The Governing Council being the supreme administrative authority of the institution performs the following functions:

1. Monitors the academic as well as related activities of the institution.
2. Recommends Staff Selection Committee and accords the approval.
3. Taking policy decisions with respect to the communications from the University / Government /AICTE, etc.
4. Monitors the students and faculty progress.
5. Recommends the planning and monitoring board of the institution for implementation.
6. Approves the annual budget of the institution.

Duties and Responsibilities of Planning and Monitoring Board

1. To review the Academic and other related activities of the College.
2. To review the students and Faculty Development Programs.
3. To visualize and formulate perspective plans for the development and growth of the College.
4. To formulate master plan for campus development, facilitating implementation of the provision of the perspective plan.
5. To draw new schemes of development for the college.
6. To promote Research and extension activities in the college campus.
7. To promote Teaching innovations and student placement programs.
8. To plan for sustaining the quality of education, quality improvement and accreditation of the College.
9. To recommend schemes for promoting participation of Academic departments in community development activities in the region.
10. To consider such other activities for furtherance of academic excellence.

Duties and Responsibilities of Internal Complaints Committee

1. Conducts the women empowerment related events.
2. Motivates the women students and staff to exhibit their skills in a holistic manner.
3. Enquires the complaints received from the aggrieved women in respect of sexual harassment and suitable recommendation is forwarded to the Principal.
4. Suggests facilities / events for the betterment of women in campus.

Duties and Responsibilities of Discipline Committee

1. Ensures discipline in the campus and hostel premises.
2. Analyzes the malpractices in examinations and recommends suitable punishments.
3. Supports Anti-ragging committee on the complaints of ragging.
4. Supports Grievance and Redressal Committee on harassment of weaker section.
5. Any other activity that may damage the discipline and harmony of the college.

Duties and Responsibilities of Students Grievance Redressal Committee

1. Regular follow up and collection of complaints/grievances through the Mail/Online.
2. The student grievances are taken up for discussion and remedies in the meeting.
3. Intimating the students about the action taken by the committee.

Duties and Responsibilities of SC/ST Committee

The Cell will take care of SC/ST students with respect to,

1. Scholarships – their distribution to the beneficiaries on time.
2. Solve any problems occurred during their educational career.
3. Making arrangements for sending statistical information required by University /Government authorities.
4. Any issues relating to discrimination experienced by the students in the College.

Duties and Responsibilities of IQAC

1. To conduct the perspective plan meeting at every year.

2. Prime agenda of the meeting would be review based planning of academic policies for the sustainable growth of the College.
3. To develop a monitoring system for quality assurance of the policies.
4. To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to NAAC.

Duties and Responsibilities of Exam Cell

1. To conduct Internal and University examinations smoothly and efficiently.
2. To allot the hall and hall invigilators for both internal tests and University exams.
3. Collecting the question papers for internal tests and model examinations.
4. Identifying the eligible AUR and Recommending through the principal.
5. Sending the Faculty members to other College as an external examiner for both Theory and Practical who are identified by Anna University, Chennai.
6. Follow up on Internal and External hall supervisors for University examinations.
7. Internal squad members are identified and they should be in rounds to identify the indiscipline students involving in malpractice.

Duties and Responsibilities of Admission Cell

1. Daily reporting of admission status to the Principal and Management.
2. Planning for admission promotion activities.
3. Identifying the team for each admission promotional activity.

Duties and Responsibilities of Library Committee

1. Planning for Maximum usage of Library facilities by Faculty members and Students.
2. Submission of library budget.
3. Obtaining approval for recommendation of Books, Magazine and Journals.
4. Addressing the difficulties of Faculty and Students faced in Library.
5. Framing the rules and regulations of the Library.
6. Creating awareness among Faculty and Students to utilize the Library.
7. Providing library card for Staff and Students for their use.

Duties and Responsibilities of Anti Ragging and Anti Ragging Squad Committee

1. Creating awareness to first year students to make them comfortable in hostel and college.
2. Identifying the Gray area and vigilance team may be deputed to prohibit ragging.
3. Allocation of duty to all the Staff members to make “Ragging free campus”.
4. Taking disciplinary measures on defaulters.
5. Ensuring regular rounds in the Hostel & Canteen areas.
6. Recording the misbehavior activities in a prescribed format.

Duties and Responsibilities Hostel Committee

1. Discussing the Students “Complaints and Suitable Remedial measures” must be recommended with the approval of management.
2. Regular visits to avoid conflicts among Hostel inmates.
3. Planning for monitoring mechanism for study hour.
4. Educate the students to avoid wasting of food.
5. Ensuring cleanliness of the Hostel area.
6. Monitoring of food menu.
7. To check the students in and outs.
8. Monitoring the usage of accessories in Hostel.

Duties and Responsibilities of Class committee

1. To review periodically the progress of the classes including in terms of syllabus coverage in each course.
2. To discuss problems concerning curriculum and syllabus, the conduct of the classes as well as non-academic issues concerning students.
3. To organize the meeting of the class committee.
4. To prepare the minutes of the meeting and forwarded to the same to HoD / Principal. The minutes shall also be circulated to all the class committee members and get the signature from the students and Staff members.

Duties and Responsibilities of Sports Committee

1. Permission to hold sports events in the college campus.
2. To recommend students for permission to participate in the intra-or inter- college events.
3. Maintaining records of sports events attended by students outside the college.
4. Finalize the schedule of events for the whole academic year in advance in consultation with the Students“ Sports Committee”.

Principal

The Principal, as Head of the Institution, shall

1. Be the overall responsible person for all day to day academic activities.
2. Monitor all activities, such as attendance; leave applications, welfare activities of all teaching, technical, supporting and ministerial staff of the college.
3. Supervise the conduct of all theory and laboratory classes, and ensure that they are in order.
4. Call for and conduct periodic meeting of heads of departments, to identify and rectify their Problems in running their department activities.
5. Call for and conduct periodic meeting of student representative of all classes to identify and rectify their problems in their day to day activities.
6. Frame the academic calendar of the Institution getting input from all heads of departments.
7. Find out the requirements of human resources and infrastructures required, from the departments and submit to the management for further action.
8. Supervise the Examination Cell In charge to frame the activities of the Examination cell and guide in the conduct of Institutional Tests and University Examinations and take necessary and appropriate actions.
9. Ensure the discipline and welfare of both staff and students inside the campus.
10. Enforce the defined code of conduct for the staff and student.

11. Review the performance of students in their Institutional Tests & semester examinations and take necessary steps to conduct special classes as needed to improve their performance.
12. Constitute various committees such as Grievance Redressal Committee, Discipline Committee etc, and monitor their operations.
13. Following up all the academic activities as per the regulations.
14. Coordinate with departments and sections to ensure the availability of academic requirements and standards prescribed by AICTE, UGC, NAAC, NBA and University.
15. Formulate and conduct academic pedagogy and curriculum development activities to improve the teaching learning processes.
16. Organize and conduct annual stock verification.
17. Submit proposals for modernizing the laboratories, computer center, sports facilities, etc with the input from HoD's.
18. Monitor and guide the HoD's to organize the co-curricular and extra-curricular activities for students.
19. Coordinate for the details of relevant documents required for the approval of AICTE, UGC and University affiliation.
20. Coordinate with HR dept. for staff recruitment, leave rules and performance appraisal requirements.
21. Recommend to the management for appropriate actions required in branding the College in all respects.
22. Coordinate academic relationship with Industries and Corporates.
23. Formulate, Co-ordinate and monitor the value added education and training activities.
24. Co-ordinate with the Internal Quality Assurance Cell (IQAC) to ensure quality in teaching learning and evaluation processes.
25. Organize and conduct strategic planning meetings.
26. Report to Management periodically.

Head of the Departments

1. Heads of the Department are responsible for Preparing department Goals, Objectives and Annual Plan Ensuring that class and course committee meetings are conducted as per College rules.
2. Confirming that completion of portions is as per plan.
3. Ensure the conduction of Mentoring/ Counseling the students periodically.
4. Verification of class Log books periodically.
5. Monitoring the Attendance of students on regular basis.
6. Planning for department Budget (Recurring, Non-recurring, Maintenance, Repairs and up-keeping).
7. Analyzing students' result and implementing steps to improve the performance.
8. Faculty planning (requirement for teaching and supporting staff).
9. Planning and requesting for Infrastructure development of the department.
10. Networking and developing collaborative partnerships.
11. Planning for in-house research activities and submitting/forwarding proposals to various funding agencies.
12. Planning and organizing conferences, seminars and workshops at the State, National and Global levels.
13. Planning for industry-academia partnerships for arranging Industrial visits, In-plant Training,
14. Student Projects, offering value added programmes, Guest lectures by experts.
15. Planning for department review of the activities.
16. Promote Research and Consultancy activities in the department.
17. Recommending staff to attend training, seminar, conferences, workshops, exam duty and recommending leave / on duty.
18. Arrange to obtain and analyse feedbacks from students, parents, alumni, employer and devise steps for taking corrective actions.
19. Recommending Guest faculty, organizing Workshops, Conference and Seminars.

Class Advisor

1. One Class Advisor is identified for each Class.
2. Maintaining database and bio-data of Students.
3. Recommending leave and on duty.
4. Maintaining overall attendance of the students.
5. Co-ordinate for industrial visits, In plant Training, Internship for students.
6. Guiding and counseling the students of that batch.
7. Corresponding with parent regarding Absentees.
8. Sending Letter/SMS to the parents of students regarding Internal Marks.

Faculty Members

1. Preparation of study materials.
2. Courses plan.
3. Counseling the students.
4. Conducting test, evaluation, uploading of internal marks and Attendance to the Anna University web portal.
5. Identify and Coach the slow learners.
6. Assisting HOD in curricular, co-curricular and extra -curricular activities of the department.

Lab In charge

1. Maintenance and up-keeping of Equipment's/Machineries for total utility and traceability.
2. Suggesting for modernization with addition of latest equipments.
3. Planning for practical classes semester wise.
4. Planning work schedule for the lab assistant and supporting staff.
5. Maintaining the register of the machines/equipments/gadgets/software and database of approved suppliers.
6. Preparing and adhering to annual budget (Including recurring and nonrecurring expenditure as per the approved budget).

7. Ascertaining proper preventive and break down maintenance of equipments in the laboratory.
8. Recommending for in-house/ external training to lab assistants.
9. Preserving Lab manuals and sample record note books maintaining students discipline and order in the Laboratory.

Lab Technicians

1. Updating of stock, based on receipt and issue of products.
2. Maintaining of all lab resources.
3. Maintaining the lab neatly.
4. Providing requirements for the purchase of new equipments/machines, etc.
5. Updating practical knowledge and skills so as to help students to execute practical exercises.
6. Maintaining all lab records day to day.

Coordinator& Head - IQAC

It is formed to ensure and promote the quality of education. The progress of curricular, co-curricular and extra-curricular activities is monitored periodically by the IQAC. The coordinating team comprises Academic coordinator, ISO/NBA coordinators, Research coordinator, Sports, Training & Placement coordinator and Library.

1. Ensuring the effective functioning of all the IQAC members.
2. Expertise in quality aspects.
3. A full-time functionary, a senior academic /administrator entrusted with the IQAC as an additional responsibility.
4. A sound knowledge of computer, usage for effective communication and record maintenance.

Placement Officer

1. Works closely with industry to identify requirements.
2. Relationship building.
3. Identify potential organizations for campus drives.
4. Organizes Campus drives (On / Off / Pooled).
5. Preparing reports & maintaining of documents.
6. Maintaining copy of offer letters.

Placement Coordinator

1. Plan training needs of students based on the industry expectations.
2. Foresee skill requirements in the industry and roll-out training programs in advance.
3. Work with other skill development authorities to organize exclusive trainings.
4. Create learning opportunities for students in the areas like Technical, Technology, Soft Skills, other Learning opportunities.
5. Coordinate with Placement Team & Departments for training planning, execution and analysis.

Librarian

1. Discusses / counsels users towards identification of needs and solving issues, if any.
2. Making arrangements for Book purchase.
3. Academic / Industry membership.
4. Library budget preparation and related activities.
5. Monitoring of Library Activities (Daily Issues, Daily Returns, Overdue Books, Fine Reports, Remittance& Receipts, User Entry and Usage, Reports, Attending User Queries)
6. Collecting Feedback from library users and action taken.
7. Monitoring collection of Question Papers and its utility & Question Bank.
8. Participating in Management Review Meeting.

Physical Education Director

1. Ensure smooth conduct of sports.
2. Ensure proper use of Gym.
3. Purchasing of sports items.
4. Encourage students to participate in zonal tournaments.
5. Creation and upkeep of sports facilities.
6. To motivate the students to involve in sports and games.
7. Organizing the entire physical education activities.
8. Maintenance of stock of sports goods.
9. Issue of consumables for sports and games to students.

Office superintendent

1. Liaisoning with AICTE, DOTE, UGC and University.
2. Co - ordinate day to day activities of office.
3. Overall Supervision of administrative Staff.

Office Assistant

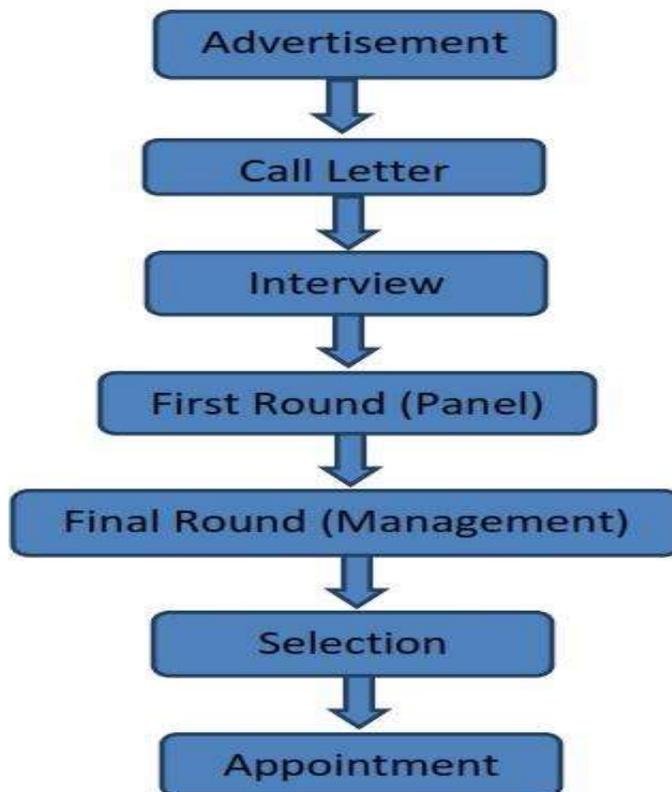
1. Establishment assistance for staff requirement, promotions, deputation, attendance, leave maintenance of stationary.
2. Receiving and dispatching all kinds of letters.
3. All kinds of scholarships, Students welfare and documentation work.

CHAPTER 2

RECRUITMENT PROCEDURE

- ✓ Separate HR department is looking after the recruitment process.
- ✓ The sanctioned strength of each course is noted down as per AICTE norms.
- ✓ The number of required staff is identified taking into account of the available student strength also in each course. For the requirement of staff, a requisition is made to the authority for selecting new faculty.
- ✓ For recruiting new faculty, Advertisement is given in newspapers and also in media.
- ✓ The applications received are scrutinized and Call Letters are sent to the shortlisted candidates through e-mail, by post and by information over phone.
- ✓ The number of candidates responded to the advertisement are shortlisted keeping in view the AICTE Norms for qualification and experience depending upon the post.
- ✓ The staff selection committee for the selection of candidates is constituted with the approval of Chairman/Secretary. After that the venue and the date of interview is finalized and it is informed to the shortlisted candidates through call letter.
- ✓ On the day of interview, the registered candidates are interviewed by the selection committee based on different parameters.
- ✓ The selected candidates list is forwarded to the Chairman for personal interview.
- ✓ After getting the selected list from the Chairman, the appointment orders are issued to the selected candidates.

Flow Chart



PROMOTION POLICY:

- ✓ The college follows AICTE norms for qualification and experience in respect of promotion of faculty members.
- ✓ In addition, due consideration is given to academic performance and overall contribution by the faculty members.
- ✓ Additional increments are offered to staff members who excel in academics.
- ✓ Well defined performance appraisal form comprising the details about results produced, students feedback, guiding projects, their contribution to the department and college, publication of papers in journals, presenting papers in conferences, attending FDPs / STTP / Workshops / R&D projects received, etc. is collected at the end of the academic year from every faculty and evaluated their performance .
- ✓ Based on their performance in the academic year, they are suitably rewarded and honored.

CHAPTER 3

SERVICE RULES

- ✓ The faculty service rules are framed to ensure effective utilization of human resources for improvement of academic and overall performance.
- ✓ The appointment order is issued based on the undertaking letter given by the faculty by stating their willingness to work in the institution for a certain period of time.
- ✓ Faculty salary is provided as per AICTE norms.
- ✓ Resignation will not be accepted in the middle of the academic year.
- ✓ Three months notice is must for resignation in all cases to enable the institution to make alternative arrangement.
- ✓ Based on faculty performance, they will be honored with promotions and increment.

CODE OF CONDUCT FOR STAFF

1. Staff members should enter the college and sign in the attendance register at Principal Office between 8.30 a.m. and 8.50 a.m. and in the evening after 5.00 before leaving.
2. Lesson plan for teaching the subjects should be prepared by the teaching staff based on academic schedule and should be submitted to HOD and Principal for approval.
3. The staff should prepare the notes of lesson as per lesson plan and submit the same to the HOD before the commencement of every semester.
4. All the teaching Staff should follow the academic schedule and daily schedule of activities issued from the Principal's office. Before taking classes, they should prepare well (preparation of notes, charts, models, transparencies, etc.).
5. They should enter into the class on time and leave the class only after the bell.
6. While taking attendance, mark the students who are absent correctly and avoid overwriting.
7. They should write the log book as per the class taken and submit it to HODs.
8. The Lesson plan, notes of lesson and log book must be correlated. Otherwise, it may be treated as deficiency in performance. If any amendment in lesson plan is found necessary during the course of action, the staff shall intimate the same to the Principal well in advance and not after the date of execution.

9. They should conduct Unit tests, internal tests and Model examination as per the academic schedule and Time Table.
10. They should evaluate the answer scripts correctly and submit the same to HOD within four days from the date of test.
11. The copies of the mark list should be submitted to HOD immediately, without any delay.
12. They should conduct Retest in the evening between 5.00 and 6.30 to the students who failed in any subject.
13. The practical classes should not be cancelled at any cost.
14. Staff should correct the observation notes and value the records periodically.
15. The teaching staff should implement the tutorial system effectively.
16. The staff in-charge for the project work should submit the details regarding the title of the project work, No. of students in a batch and name of the guide in time to HOD.
17. The staff should instruct the students to keep the area in and around the class rooms as well as respective laboratories clean.
18. The teaching staff should instruct the students to come with proper dress, identity cards and shoes.
19. They should check and warn the students not to involve in any immoral activities.
20. The teaching faculty members are responsible for problems in the class rooms, irregularity of students etc. They should maintain complete discipline among the students.
21. If the teaching staff comes across any problem relating to students' discipline and conduct, it should be reported to HOD immediately and then to the knowledge of the Principal.
22. Memo will be issued to those who
 - a) are irregular
 - b) do not follow the rules and regulations
 - c) do not discharge the duties properly
 - d) Issuing of 3 memos will be viewed seriously.
23. Principal must be informed in advance by the Department in-charge about the requirements for the Labs, Library, etc. for the forthcoming year as per the Anna University Syllabi.

24. The staff shall be in his / her department. They are not permitted to go to other departments during the working hours to chat with other staff.
25. Male staff members should wear formals, shirts properly tucked in, along with tie, shoes and ID Card.
26. Female staff members should wear Saree, overcoat and ID card.
27. Teaching staff have to work hard with dedication and involvement. They are expected to discharge their duties as per the guidelines given above without any deviation or shortcoming. The students' problems should be sorted out immediately at the grass root level itself.
28. The teaching faculty, in addition to their regular academic work are expected to actively participate in training and placement of students, publication of papers, organizing conferences/seminars/workshops and undertaking funded research projects. The College grants OD for this purpose.
29. Appreciation will be there with rewards to the teachers who are identified as the best teachers.

PROCEDURE FOR NON TEACHING STAFF

1. Staff members should enter the college and sign in the attendance register at Principal's office between 8.30 a.m. and 8.50 a.m. and in the evening between 5.00 p.m. and 5.15 p.m. both at the Department and Principal's office.
2. Non-teaching staff are responsible for keeping all the equipment, machinery, computers, items, furniture in the Laboratory/work place neat and clean, and also to keep all the papers, files, etc., in order. They should discharge their duty with care and involvement and should stick to the daily schedule of activities issued from the Principal's office.
3. Principal must be informed in advance by the staff through HoD about the requirement for the office/Laboratory, etc.
4. The staff shall be in his / her seat. They are not permitted to go to the other areas during the working hours and chat with other staff members or students.

5. The staff are expected not to take leave without proper reason. For genuine reasons, they can avail a maximum of 12 days leave per year at the rate of one day per month with the leave application duly submitted and leave sanctioned in advance.
6. Male staff members should wear formals, properly tucked in , shoes, and ID Card.
7. Female staff members should wear Saree and ID Card.
8. Staff is responsible for problems and irregularities in the working place. Any kind of indiscipline, irresponsibility, damage caused to the College property due to negligent act will be viewed seriously. The concerned staff member has to compensate the loss caused to the college accordingly.
9. Memo will be issued to those who
 - a. Are irregular
 - b. Do not follow the rules and regulations,
 - c. Do not discharge the duties properly Issuing of 3 memos will be viewed seriously.
10. Staff discharging their duty with involvement and dedication will be appreciated, encouraged and honored with increment.

PROCEDURE FOR LEAVE RELATED MATTERS

1. Leave / Vacation

(a) Casual Leave (CL):

The faculty members are expected not to take leave without proper reason. For genuine reasons, they can avail maximum 12 days leave per year at the rate of one day per month with the leave application duly submitted and leave sanctioned in advance. In case of emergency, they can opt for 3 days CL continuously. The faculty members are expected not to take leave on Saturdays and Mondays. The staff may be called for explanation if they fail in their duties in any aspect and subsequently action will be taken.

(b) On-Duty Leave (OD):

HS/UR Duty for Anna University Examinations: Max. 10 days per Semester – eligible faculty member(s) shall be permitted as per the order received from the Zonal office. External Examiner Duty for Anna University Examinations – eligible faculty members shall be permitted as per the order received from the Zonal office. Central Evaluation

Duty for Anna University Examinations – approved Evaluators shall be permitted as per the order received from the Zonal office.

(c) Compensatory Leave (CCL):

Staff members are eligible to avail CCL in lieu of working for the Institute / Management on Sundays / general holidays.

(d) Permission:

The faculty members shall avail a permission for 1 hour per month to attend an urgent work in the end or start of any working day, without affecting their academic work.

(e) Vacation Leave (VL):

- ✓ Faculty members who have **more than 2 years of experience** in our Institution are eligible for a VL of **up to 3 weeks during summer/winter**.
- ✓ Faculty members who have **completed 1 year of experience** in our Institution are eligible for a VL of **up to 2 weeks during summer/winter**.
- ✓ Faculty members who have **completed 6 months of experience** in our Institution are eligible for a VL of **up to 1 week during summer/winter**.

In addition to the above spell of vacation, the faculty members are eligible for additional vacation equal to the number of days of CL un-availed during that academic year.

- ✓ Non-teaching staffs who have **completed 2 years of experience** in our Institution are eligible for a VL of **1 week during summer/winter**.
- ✓ Non-teaching staffs who have **completed 1 year of experience** in our Institution are eligible for a VL of **3 days during summer/winter**.

2. Participation in Conferences / Seminars / Workshops/ FDP, etc.

- ✓ Each member of faculty shall avail 2 days on-duty leave to participate in Conference / Seminar /Workshop / FDP, etc., in a semester.
- ✓ Faculty members with post-graduation or doctoral qualification shall present / publish papers (each faculty at least one paper per year) in National / International conferences or Journals.
- ✓ A sum of Rs.2000/- and Rs.5000/- is rewarded for presenting the papers in National and International Conference respectively.

3. Encouraging faculty members to pursue Higher Studies (M.E. / M. Tech. / Ph.D.)

- ✓ Faculty members who have completed 2 years of experience, demonstrating satisfactory level of academic performance and interested in pursuing Higher Studies (M.E. / M. Tech. / Ph.D.) on Part-Time basis shall submit an application to the Management through HOD/Principal seeking permission for registration. The College shall grant 12 ODs per year to the Ph.D. scholars to meet their Supervisors for any discussion related to their research, writing the course work examination at the end of the first/second semester. The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall request for a special leave as the case may be to enable him/her prepare and submit the thesis. This may be decided by the Management based upon the recommendation of the Principal on case-to-case basis.

4. Maternity Leave

- ✓ 6 months of maternity leave with 3 months' salary is granted for women faculty members.

5. Organizing Conferences / Seminars / Workshops, FDP, Guest lectures, etc.

- ✓ Each department shall organize at least one Conference / Seminar / Workshop, FDP, etc., during every academic year. HODs and faculty members shall take initiatives to generate fund for organizing the Conference / Seminar / Workshop.
- ✓ Every department shall conduct at least 2 Guest lectures / Special lectures per year to impart students with knowledge beyond syllabus.
- ✓ College shall sponsor Rs.10000/- per year to each Department for organizing Guest lectures / Special lectures, Seminar or FDP, etc., to meet the expenses of honorarium and travel for experts.

Every employee of the Institute shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including, suspension and/ or termination, for the breach of any provision(s) of the code of conduct. The Principal shall initiate disciplinary proceedings for noncompliance of any employee related to the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

General Guidelines

- ✓ Every employee shall maintain absolute integrity at all times and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
- ✓ An employee shall be courteous in his / her dealings with other members of the staff, students and members of the public.
- ✓ An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty and is required to work effectively
- ✓ Except for valid reasons and/or unforeseen contingencies, no employee shall absent himself/herself from duty without prior permission of the designated authority.
- ✓ All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should be a model and inspiration to the youth and other learners.
- ✓ All employees are expected to behave according to the ideals of national Integration showing concern, respect to all without any discrimination whatsoever of caste, religious or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.
- ✓ Every employee shall strive to instill in the students under his/her care a high sense of values, social conscientiousness, and pride in their Institute and loyalty to the country. It

is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all the students.

- ✓ No employee shall leave college / work place except with the prior permission of the designated authority
- ✓ Employee should not participate in any unapproved association, active or passive. It will be viewed seriously.
- ✓ Consumption or distribution of alcohol, drugs or any other intoxicant including smoking by whatsoever name called, by an employee within the institute's premises is strictly prohibited.
- ✓ All correspondence addressed to an employee, goods, apparatus etc, relating to the Institute's shall be the absolute property of the Institute and he/she shall, at anytime, deliver up the same to the Institute on demand and without claiming any lieu thereon.
- ✓ It is the responsibility of the employee to ensure that the home address/telephone number etc, are kept up to date in the college office.
- ✓ Employee shall only be relieved from their duties upon resignation at the end of the semester or upon fulfillment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc have been evaluated and submitted to the appropriate office
- ✓ Respect the right and dignity of the student in expressing their opinions.
- ✓ Dress code should be strictly followed as per the notification prescribed.

Communication to Press and Media

- ✓ No employee shall, except with the prior approval of the Admin Team, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical.
- ✓ Provided that no such approval shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

CRITICISM ON THE COLLEGE

Criticism of any kind in radio broadcast or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance, will be viewed seriously.

Unauthorized communication of Information

- ✓ No employee shall, except in accordance with any general or special order of the Principal or in the performance in good faith of the duties assigned to him/her, communicate directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
- ✓ During the term of his/her employment with the Institute , or at anytime thereafter, an employee shall not use or disclose to any other society, firm, organization or person any information concerning the secrets, activities or affairs of the Institute.

Private Trade Employment

- ✓ No employee shall engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside his official assignments.
- ✓ Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the Principal which may be given subject, to as regards acceptance of remuneration, as may be laid down by the College

DISCIPLINARY ACTION/ SUSPENSION

- ✓ The Principal may place a member of the staff appointed at the Institute under suspension:
- ✓ Where a disciplinary proceeding against him is contemplated or is pending or where a case against him in respect of any criminal offence is under investigation or trial.
- ✓ An employee against whom disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him/her and a date shall be fixed for the inquiry.
- ✓ Sufficient time of not less than one week shall be given to him/her to prepare and given his / her explanation, as also to produce any evidence that he/she may wish to tender in his / her defense.
- ✓ He/she shall be permitted to appear before the committee conducting the inquiry, to cross examines any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defence. At the conclusion of inquiry, the inquiry committee who shall be appointed by the Principal shall prepare a report of the inquiry regarding the findings of each charge.

- ✓ The Principal shall consider the findings of the inquiry and impose a major penalty, a minor penalty or no penalty at all.

The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on any member of the staff:

- ✓ Withholding of increments or promotion.
- ✓ Recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders.
- ✓ Reduction to lower service, grade or post or to a lower time-scale or to a lower stage in a time-scale.
- ✓ Compulsory retirement.
- ✓ Removal from service which shall not be a disqualification for future employment in the Institute.
- ✓ Dismissal from service which shall ordinarily be a disqualification for future employment in the Institute.

Grievance Redressal

- ✓ In case of any grievances, the staff can represent the same to the Grievance Redressal Committee.

CODE OF CONDUCT FOR STUDENTS

1. PREAMBLE

This Handbook indicates the standard procedures and practices of V.S.B. Engineering College (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the Institute's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute

2. JURISDICTION

- 2.1 The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.
- 2.2 Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations as if the conduct has occurred on campus which shall include
 - a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
 - b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
 - c) Possession or use of weapons, explosives, or destructive devices off-campus
 - d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
 - e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

3.ETHICS AND CONDUCT

- 3.1 This Code shall apply to all kinds of the conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.
- 3.2 At the time of admission, each student must be made aware of this Code that
- a) He/she shall be regular and must complete his/her studies in the Institute.
 - b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of Principal
 - c) As a result of such relieving, the student shall be required to clear pending hostel/mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
- 3.3 Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- 3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.
- 3.5 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- 3.6 Intentionally damaging or destroying Institute property or property of other students and/or faculty members

- 3.7 Any disruptive activity in a classroom or in an event sponsored by the Institute
- 3.8 Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by Discipline committee members
- 3.9 Participating in activities including
 - 3.9.1 Organizing meetings and processions without permission from the Institute.
 - 3.9.2 Accepting membership of religious or terrorist groups banned by the Institute/ Government of India
 - 3.9.3 Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - 3.9.4 Unauthorized possession or use of harmful chemicals and banned drugs
 - 3.9.5 Smoking on the campus of the Institute
 - 3.9.6 Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
 - 3.9.7 Parking a vehicle in a no-parking zone or an area marked for parking of other types of vehicles
 - 3.9.8 Rash driving on the campus that may cause any inconvenience to others
 - 3.9.9 Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause Hindrance to the academic progress.
 - 3.9.10 Theft or unauthorized access to others resources
 - 3.9.11 Misbehavior at the time of any activity of the Institute.
 - 3.9.12 Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; Inciting or participating in a riot or group disruption at the Institute.
- 3.10 Students are expected not to interact on behalf of the Institute with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
- 3.11 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior Permission.
- 3.12 Students are not permitted to provide audio and video clippings of any activities

on the campus to media without prior permission.

- 3.13 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- 3.14 Theft or misuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- 3.15 Damage to or destruction of, any property of the Institute, or any property of others onthe Institute premises.
- 3.16 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- 3.17 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity marital status, ancestry, physical or mental disability, medical condition.

4. LEAVE LETTER, PERMISSION & ABSENTEEISM

Attendance will be taken at the beginning of every period by the respective staff handling the class. Any student who comes late to class or who is unavailable while taking the attendance will be considered absent for that session.

- a. Students who come late or absent themselves for any period in the forenoon / afternoon will be treated absent for half a day.
- b. Students can avail leave only after getting prior permission except for sudden sickness or unforeseen circumstances.
- c. Students who require leave should submit a leave letter and obtain permission from the class adviser, HoD and principal at least a day prior to taking leave. For unforeseen/ sick leave for one day or more, a leave letter should be submitted to class adviser after obtaining sign from the HoD on the day of reporting back to classes. Medical reports should be submitted.
- d. If a student is absent for 4 working days continuously or at random in that

semester, his/her parents should meet the Principal.

- e. Leave letters must be submitted to the concerned class adviser only.
- f. Students are permitted to avail On Duty leave as per the requirement, but only with the prior permission from HoD and Principal.

5. DRESS CODE

STUDENTS ARE INSTRUCTED:

- a. To wear their identity cards as and when they enter the campus and continue to do so until they leave the campus and also during travel by the college bus with respect to those who avail the college transport facility.
- b. To wear the identity card continuously displayed and not hidden, inside their shirt pockets.
- c. Not to wear identity/transport ID card belonging to others and not to indulge in any malpractice that will be invite severe action.
- d. To get a new ID card within a week of losing the original ID card, from the college office.
- e. To wear clean appropriate clothes.
- f. To wear formal pants with formal shirts tucked in properly in the case of boys/Churidhars with neatly pinned dhuppatas in case of girls, as long as they are in the college campus.
- g. Not to wear T-Shirts/ Jeans/ pencil pants and other casuals.
- h. Not to wear fancy / wide belts but simple formal belts with small buckles.
- i. Not to sport a beard/French beards and long hair but come neatly shaved with neat hair cut in case of boys.
- j. Not to wear short tops/leggings/tight pants, thin flimsy dresses in case of girls.
- k. Not to wear flashy dresses/fancy jewels or leave the hair loose but come with neatly plaited (braided) hair in case of girls.
- l. To wear black polished leather shoes with black socks on all days in the case of boys and on lab days in the case of girls for safety reasons.
- m. To adhere to the dress code throughout the day till they leave the college.
- n. To wear lab coats for all lab sessions.
- o. Not to deviate from the dress code during any programs conducted by the

college/ department.

If there is a case against a student for a possible breach of the code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of the misconduct.

WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

RESTRICTIONS - Reprimanding and restricting access to various facilities on the campus for a specified period of time.

COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student-related activities or campus residences etc.

MONETARY PENALTY- May also include suspension or forfeiture of scholarship for a specific time period

SUSPENSION- A student may be suspended for a specified period of time which will entail a prohibition on participating in student-related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

Ineligibility to reapply for admission to the Institute for a period of three years, and

Withholding the grade card or certificate for the courses studied or work carried out

6 APPEAL: If the delinquent student is aggrieved by the imposition of any of the mentioned penalties, he/she may appeal to the Principal / HOD / Class advisor / Mentor and may decide on one of the following:

6.1 Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, or

6.2 Refer the case back to the committee for reconsideration. In any case, the Principal's decision is final after binding in all the cases where there is a possible

misconduct by a student.

7 ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment. Academic Integrity encompasses honesty, responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential to the success of the Institute and its research missions, and hence, violation of academic integrity is considered as a serious offense.

7.1 Scope and Purpose

- A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students of the Institute. The students are required to adhere to the said policy. The purpose of the Policy is twofold:

To clarify the principles of academic integrity, and To provide examples of dishonest conduct and violations of academic integrity.

NOTE: These examples are only illustrative, NOT exhaustive.

- B. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community, therefore, bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
- C. The principles of academic integrity require that a student,
- Properly acknowledges and cites the use of the ideas, results, material or words of others.
 - Properly acknowledges all contributors to a given piece of work.
 - Makes sure that all work submitted regarding a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
 - Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
 - Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

7.2 Violations of this policy include, but are not limited to:

(i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

- a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- f) Paraphrasing or changing an author's words or style without citation.

(ii) Cheating

Cheating includes, but is not limited to:

- a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- b) Allowing or facilitating copying, or writing a report or taking an examination for someone else.
- c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- e) Creating sources, or citations that do not exist
- f) Altering previously evaluated and re-submitting the work for re-evaluation
- g) signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

(iii) Conflict of Interest: A clash of personal or private interests with professional activities can

lead to a potential conflict of interest in diverse activities such as teaching,

research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence,

objectivity, commitment, and avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case- by-case basis. Some additional information is available also in the section below dealing with resources.

7.3 Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny if required, and the changes made should be clearly described.
- c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit data points to make an impressive figure (commonly known as “cherry picking”).
- d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. The date should be indicated on each page.
- e) Write clearly in your own words. It is necessary to resist the temptation to "copy and paste" from the Internet or other sources for class assignments, manuscripts, and thesis.
- f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

7.4. INDIVIDUAL AND COLLECTIVE RESPONSIBILITY: THE RESPONSIBILITY VARIES WITH THE ROLE ONE PLAYS.

- a) **Student roles:** Before submitting a thesis (M.E) to the department, the student is

responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.

- b) Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data is properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.
- c) Institutional roles:** A breach of academic integrity is a serious offense with long-lasting consequences for both the individual and the institute, and this can lead to various sanctions. In the case of a student, the first violation of academic breach will lead to a warning. A repeat offense, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty brings any academic violations to the notice of the Department Chairperson. Upon receipt of reports on scientific misconduct, the Principal may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.

8. ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Honorable Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to abide by it.

8.1 Ragging constitutes one or more of the following acts:

- a) any conduct by a student or group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness on any other student;
- b) indulging in rowdy or undisciplined activities by a student or group of students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act, which the student will not in the ordinary course

- do and which has the effect of causing or generating a sense of shame, or torment or Embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents disrupts or disturbs the regular academic activity of any student;
 - e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
 - f) any act of financial extortion or forceful expenditure burden put on a student by other students;
 - g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
 - h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, the vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
 - i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

8.2 ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Principal and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with the recommendation based on the nature of the incident. The committee shall be headed by student's affairs advisors and the members should consist of, the Deans, Student Counselors, Faculty Advisors, and Chairperson of the concerned Department.

8.3 ANTI-RAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

8.4 A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits
- c) Debarring from appearing in any test/ examination or other evaluation processes.

- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the person committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take an appropriate decision, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

8.5 An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to:

- i) In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Principal of the Institute

9. SEXUAL HARASSMENT

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

10. STUDENT GRIEVANCE PROCEDURE

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redress committee at the Institute. Further, any student who is aware of any violations must report the same to the Committee.

The Committee shall consist of members as appointed by the Principal. It shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

11. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the Institute campus, they have a substantial interest in the

governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, being encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

BOYS HOSTEL
RULES AND REGULATION

1. Ragging is strictly prohibited inside and outside the campus. If anybody violates this rule, he will be suspected immediately and if the offense is proved he will be dismissed from the college as per the University/AICTE/UGC rules.
2. Hostel inmates are responsible for the up –keep of Hostel assets. Common fine will be collected as a compensation for broken or damaged items.
3. During college hours students should not remain inside the hostel. For genuine reasons they should get prior permission from the Deputy Warden.
4. During study hours, the students must stay in their room and keep the doors and windows opened.
5. Students must maintain silence, and they should not sleep during study hours.
6. Hostel inmates are instructed to use water judiciously in order to avoid wastage.
7. Hostel inmates are strictly not allowed to go to other rooms without getting permission from Deputy Warden for any reason.
8. Students should keep their rooms very neat and clean.
9. Students should get prior permission from warden to vacate the Hostel
10. Students must not carry the food items from mess to their room. While taking food, students should keep the tables in the dining hall neat and tidy.
11. Students can entertain their parents only during the visiting hours. The normal visiting hours are from 8.00 am to 5.30 pm on Sundays and Holidays.
12. Students are instructed the utilize the phone facilities judiciously. Phone calls from outsiders other than parents are strictly prohibited.
13. Students are expected to use courteous and polite language with members of the staff and maintain decorum in and around the campus.
14. Students are not allowed t go out of the campus without getting the gate-pass from the Deputy Warden. Permission letter should be submitted to the Deputy for getting the gate pass.
15. Inmates who go out on permission must enter the hostel before 7 pm.
16. All students are advised to make best use of the hostel facilities for their studies.

GIRLS HOSTEL RULES AND REGULATION

1. Ragging is strictly prohibited inside and outside the campus. If anybody violates this rule, she will be suspected immediately and if the offense is proved he will be dismissed from the college as per the University/AICTE/UGC rules.
2. Hostel inmates are responsible for the up –keep of Hostel assets. Common fine will be collected as a compensation for broken or damaged items.
3. During college hours students should not remain inside the hostel. For genuine reasons they should get prior permission from the Deputy Warden.
4. During study hours, the students must stay in their room and keep the doors and windows opened.
5. Students must maintain silence, and they should not sleep during study hours.
6. Hostel inmates are instructed to use water judiciously in order to avoid wastage.
7. Hostel inmates are strictly not allowed to go to other rooms without getting permission from Deputy Warden for any reason.
8. Students should keep their rooms very neat and clean.
9. Students should get prior permission from warden to vacate the Hostel
10. Students must not carry the food items from mess to their room. While taking food, students should keep the tables in the dining hall neat and tidy.
11. Students can entertain their parents only during the visiting hours. The normal visiting hours are from 8.00 am to 5.30 pm on Sundays and Holidays.
12. Students are instructed the utilize the phone facilities judiciously. Phone calls from outsiders other than parents are strictly prohibited.
13. Students are expected to use courteous and polite language with members of the staff and maintain decorum in and around the campus.
14. Students are not allowed t go out of the campus without getting the gate-pass from the Deputy Warden. Permission letter should be submitted to the Deputy for getting the gate pass.
15. Inmates who go out on permission must enter the hostel before 7 pm.
16. All students are advised to make best use of the hostel facilities for their studies.

CENTRAL LIBRARY RULES AND REGULATION

1. Strict silence should be maintained in the Library
2. Users must keep their belongings at the “Property Counter” before entering into the Library
3. Users are not allowed with the lab coat, blazer and anything of that type.
4. Users must scan their ID card in the system kept at the entrance during entry as well as exit
5. On leaving the Library, all users are required to produce all books and items taken out of the library for inspection.
6. More than two consecutive renewals will not be allowed
7. Books that are in special demand may be called for at any time if required
8. Library books must be returned when students go home on long vacation
9. Magazines and journals are ordinarily not let out. After perusal they must be kept in their respective places
10. Users should leave the books on the tables after reading.
11. Misplacement of books, in different shelves is punishable
12. Underlining, scribbling, tearing of pages or any other type of mutilation of books, journals etc., as well as mishandling or misuse of computers will attract appropriate punishment.
13. If any book/Journal are brought out of the library without proper entry, serious action will be taken
14. Library materials borrowed must be returned on or before at the due date
15. All borrowers must settle down any overdue loans before they are permitted to borrow again
16. The library will not accept responsibility for the loss or misplacement of personal belongings