



# IES COLLEGE OF ENGINEERING

## RULES & REGULATIONS

### DISCIPLINARY RULES

1. A student is expected to have high standards of discipline and conduct within and outside the Institute. He/She shall show due courtesy and consideration to the employees of the Institute, good behavior to his/her fellow students, respect to the faculty and courtesy to the visitors.
2. Breach of rules and regulations, lack of decorum or act of indiscipline in the Institute premises, or willful damage to the property of the Institute or to the belongings of fellow-students or use of unfair means in tests/examination may entail the student's dismissal from the Institute or debarment from the examination.
3. College timings are from 9.00 am to 4.30 p.m. Students are not permitted to enter into the campus after 9.00 am and are also not allowed to leave the college before 4.30 pm without permission. During the college hours visitors are strictly not allowed to meet students.
4. Ragging, Smoking, Consumption of Drugs, Alcohol, is strictly prohibited in the college campus. No political, religious or other activities are permitted in campus. No student is supposed to participate in any kind of strike or agitation etc. Anybody found guilty of doing so is liable to face strict action including expulsion from the college.
5. Students shall be responsible for upkeep of books, apparatus, tools, instruments, materials etc. issued to them. Keeping the mobile phone switched on or disturbing the class, clicking pictures or making videos will lead to disciplinary action.
6. In case of damage to any building, furniture, apparatus or any other property of the Institute, the damages may be charged from the student or students known to be directly concerned, but if the student(s) who cause the damage are unknown, the cost of damage may be charged equally from all the students of the Institute/class. Writing on walls, furniture, drawing tables, college buses and bathrooms is strictly prohibited. Students must handle college property with care.
7. No society or association or club shall be formed without the prior permission of the Principal. No meeting shall be convened and no person shall be invited to address any meeting or society without the prior permission of the Principal.
8. If anybody is absent without permission, they have to meet HOD'S and get permission the following day to attend classes. Normal leave sanction will be done by respective Tutor. During sickness period and unexpected events, students/guardian has to inform the Tutor. Necessary proof should be submitted the day they come to class. For medical leave, the Medical Certificate should be enclosed along with the leave application signed by the parent/Local Guardian. Unauthorized absence of student may result in the removal of student's name from the attendance register.
9. Examination is conducted as per Academic Calendar of KTU. During the examination sessions, all candidates must strictly follow the instructions of the invigilator. Any student found indulging in malpractice in the test would be debarred for the rest of the tests/examinations. Any case of malpractice in the University Examinations will be reported to the University.
10. Students are expected to read notices/circulars displayed on the college Notice Board. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse failing to comply with the directions contained in it.



11. If anybody is found in infringement of security guard instructions, misbehaving with the faculty or staff of the college is liable for punishment
12. The students are required to move silently through the corridors without disturbing the nearby classes and Laboratories
13. Students should switch off the lights, fan, computers, and equipments while going out of the lecture room / lab.
14. All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
15. Students are advised to keep in touch with their tutors guardians and faculty members and seek their guidance whenever needed

### CHANGE OF HOME ADDRESS/TELEPHONE

At the time of admission in the Institute, the students shall submit details of their home address and telephone numbers. Subsequent to admission, if there is any change in their address/telephone numbers. The same should be informed to the office to be incorporated in the record.

### IDENTITY CARDS

It is mandatory for all the students to wear their Identity Cards in the college. The identity cards are issued by the Institute once at the time of admission & will remain valid for the full duration of the course. In case the Identity card is lost/damaged/mutilated by the student that can be renewed/duplicate Identity Card can be issued by depositing prescribed charges & completing other formalities in the office.

### SAFETY PRECAUTIONS

The students shall observe all safety precautions. The Institute is not responsible for any accidents of whatever nature in the Institute, hostels, and workshops, Laboratories or Playgrounds and during any industry visit/training.

### DRESS CODE

The students will have to wear prescribed uniform (with ID card and shoes) in the Institute as well as in the laboratories/ workshop. Students without uniform will not be allowed to enter the College.

### TRANSPORTATION

- Bus card should be collected from the office and the same is not transferable. The student should keep this card with him/her and it should be available with him/her when demanded, otherwise student may not be allowed to travel by bus. The card is valid only for the session in which he/she has deposited the transportation fee. In case the card is lost the student can avail a duplicate one after completing office formalities.

**Note: - Management authorities reserve the right to make amendments/additions and alternations at any time in the above rules & regulation without prior notice.**

~~PRINCIPAL~~

