

**VIDYA ACADEMY OF SCIENCE & TECHNOLOGY TECHNICAL CAMPUS  
Kilimanoor**

**Code of conduct for Students**

**Rules & Regulations**

Rules and regulations alone cannot make a good institution. However, they serve as guidelines for smooth conduct of the society. Life in the college campus should enable the students to reach their full potential, acquire good conduct, pleasing manners and gentlemanly behavior. Our country has a great and noble tradition and it is the duty of every one to be worthy of its tradition. No one has right to be in a college unless he/ she is doing the academic work to the best of his/ her ability. Major part of our college work is done in the classrooms. Therefore a congenial atmosphere must exist in the classrooms where the teachers will be able to give their best and the students to receive to the utmost of his/her capacity. A conscious effort is needed to preserve the atmosphere for proper dissemination of knowledge.

Rules and regulations are formulated to guide the students along the accepted traditions and to avoid disorder and confusions and should not be viewed as something imposed mechanically from outside.

**UNIFORM**

- a. Students are expected to wear clean and respectable uniform in the college campus. Without uniform, no student is permitted inside the college campus.
- b. The students can come to the college without uniform only on notified days/occasions. On those occasions, they should wear formal dresses. (T shirts, Midi-Top, Jeans etc. are banned)

**Workshop / Laboratories:**

Boys: Neat Uniform with shirt Tucked in, Red Apron and Full shoes

Girls: Neat uniform, Red Apron and full shoes.

**IDENTITY CARD**

- a. All student should wear and display his / her identity card and produce it on demand by the authorities i.e. by any faculty and staff member or other authorized persons.
- b. If the identity card is lost, fresh identity card will be issued after collecting a fine.
- c. Students should surrender the identity card when they leave the college after completion of their course.
- d. Students will not be allowed to enter the classrooms and the laboratories/ workshops, if they are not in uniform and/or they do not have their identity cards displayed.

**VIDYA ACADEMY OF SCIENCE & TECHNOLOGY TECHNICAL CAMPUS  
Kilimanoor**

**Code of conduct for Students**

**GENERAL DISCIPLINARY RULES**

1. Students have to maintain dignity, decency, order, calmness both in the campus and outside the campus.
2. Official working hours of the college will be from 9.00 AM to 4.00 PM on all working days.
3. All the students are expected to be in their respective classrooms at 8.50 AM. The daily activities of the college will commence by a short session of prayer. During this time, it is expected that complete silence to be maintained within the campus.
4. Absentee will be intimated to the corresponding parents through bulk SMS scheme everyday. So, the student should update his/her mobile no. and their parent/guardian mobile number if changed.
5. Students are not permitted to leave the campus between 9.00 AM – 4.00 PM without the prior permission from Principal/ HOD.
6. Students should obey the instructions of the teacher in the class rooms.
7. Students should be attentive in the class and should bring calculators, charts and data handbooks (for needed subjects) every day.
8. Students are not permitted to enter other classes.
9. Counseling sessions are used to arrange by the group tutors and students can feel free to explain their academic/ personal/ career difficulties and seek their solutions.
10. Perfect silence is to be maintained in the Library.
11. Students are not allowed to be in the Canteen or at any public places during class hours.
12. All students are strictly prohibited from participating in any activities, which will disturb the classes and/or cause threat to the peaceful atmosphere of the college campus.
13. It is prohibited to organize or attend meetings other than the official ones, which are specifically permitted by the Principal.
14. All expressions or activities, which are immoral, antisocial, communal and anti-national are strictly prohibited in the college campus and are punishable.
15. No student shall get involved in any political activities inside campus.
16. Smoking, chewing pan masala, chewing gum etc. are strictly prohibited in the college campus. Entering the college campus by consuming liquor and other intoxicating drugs and using them inside the campus are also strictly prohibited.
17. Disfiguring/damaging / destroying the college property is strictly prohibited.
18. No one shall distribute or circulate any notices, pamphlets, leaflets, etc., within the campus and shall not exhibit any type of banners, flags, posters, etc. without the prior sanction of the Principal.
19. Unauthorized entry of outsiders into the campus is strictly prohibited. Unless permitted by the college authorities, students shall not bring or entertain outsiders inside the college campus.

20. Nobody shall collect money from others without permission in the campus under the banner of association, union etc.
21. Any student who, is persistently insolent, or insubordinate or willfully and repeatedly commit mischief or is guilty of fraud or malpractice or who in the opinion of HOD/Principal, is likely to have an unwholesome influence on his fellow students or tarnish the reputation of the institution shall be removed from the rolls; the removal shall be either temporary or permanent subject to the gravity of the misconduct.
22. College will not be responsible for loss of valuables / cash brought by the students to the campus. It is responsibility of individuals to take care of their belongings.
23. Mobile phones are banned inside the college campus. Use of mobile phones in the college campus is strictly prohibited. Any violation of the rule attracts disciplinary action as well as confiscation of mobile phones.
24. Confiscated mobile phones will only be returned to the parents after the course is completed. Explanation regarding the same to be collected from the student with specification of the mobile phone.
25. All are instructed to use dust bins available in classrooms and other places. Food wastes are to be dumped in dustbins nearer to the toilets.
26. Vehicles of students are restricted inside the campus. They can park their vehicles in the parking space provided outside the campus.
27. It is the duty of all to maintain the campus plastic free.
28. Matters of misconduct or indiscipline shall be recorded in the student record.

### **RULES & REGULATIONS FOR STUDENTS IN THE LABORATORY**

1. Students should wear prescribed dress & full shoes.
2. It is the responsibility of the students for any loss or damage of any components/ equipment.
3. Students should follow safety procedures.
4. Students should maintain observation book (with graph papers), record (as suggested by the staff member) for each lab.
5. Students should bring their own calculators, pencil, eraser, etc. for practical classes.
6. Students should note the observations, complete all calculations and get it verified by the staff member. Any incomplete work should be completed and get it verified by the staff member well before the next practical class.
7. Students should complete the record work of the experiment and submit it in the next class without fail only after the staff member verifies the calculations. Students will not be permitted to the laboratory without record.
8. Student should maintain absolute silence in the laboratory.
9. Violation of the above rules may attract disciplinary action.

### **RULES & REGULATIONS FOR STUDENTS AT THE COMPUTER CENTER**

1. Students have to ensure that when they enter the Computer lab, they should be neatly dressed in tune with the prescribed dress code.

2. Each student will be allotted with a system identified by a number label pasted on the monitor/system and the student is not supposed to work on any other system other than allotted to him / her.
3. Students should maintain observation book and record for each lab.
4. Student should complete the record work containing flowchart/ algorithms, tested program code and sample results and submit it in the next class without fail. Student will not be permitted to the laboratory without record.
5. It is the responsibility of the student for any loss of equipment likes mouse, keyboard etc., or physical damage to that system.
6. The damages like deleting software, deleting icons on the desktop, changing the wall paper, will be considered seriously and the student is liable for severe punishment.
7. If there is a physical damage, the department looks after the issue and the student will be penalized accordingly.
8. No student is allowed to access other software available on the hard disk of the system and they are supposed to do their specific work only.
9. Every student is responsible for cleanliness in the lab, they should keep the chairs and systems in a specified order, and they should also switch off the monitors, while leaving the lab.
10. No student is allowed to bring any material (floppies, text books etc.,) other than observation book into the lab.
11. Student should maintain silence in the lab.

## **RULES & REGULATIONS REGARDING INTERNAL / EXTERNAL EXAMINATIONS**

1. Student should maintain silence in the examination hall.
2. Students should carry identity card for internal examination and Hall ticket & Identity Card for end examinations.
3. There is no grace period for entering into the exam hall after the commencement of exam both for end examinations and the internal examinations.
4. Students should fill in all the particulars on the main answer books. Students are required to write their permanent registered number in the space provided on the main answer sheet only and nowhere else.
5. Carrying mobile phones during examinations is strictly prohibited. Any mobile phone found in possession of the student will be confiscated and also a malpractice case will be booked.
6. Any malpractice noticed in the exam halls will be viewed seriously. The performance of the students will be cancelled and they will be awarded zero marks in all the subjects. Students are strongly advised not to resort to malpractice in their own interest.
7. Students should not move in the corridors of the examination halls before the commencement and after completion of exam.
8. Students are required to go through the instructions on the Main Answer Book.
9. However, the student will be allowed to enter into the exam hall 15 minutes before the commencement of exam.

## GENERAL CONDUCT:

Following activities of the students shall be deemed as act of indiscipline:

1. Physical assault or threat to use physical force, against any member of the teaching or non-teaching staff or other students of the Institute.
2. Remaining absent or influencing others to remain absent in the class, test, examination or any other curricular/co-curricular /extra-curricular activity, which he/she is expected to participate in.
3. Carrying of, use of or threat to use, any weapon.
4. Misbehavior or cruelty towards any other student, teacher or any other employee of the Institution.
5. Use of drugs or other intoxicants such as cigarettes and any other form of tobacco, Gutkha, Tamol, alcohol etc.
6. Indulging and participating in any form of ragging. (refer Prohibition of Ragging in Educational Institutions Act 26 of 1997). Any student convicted of the offence of ragging will be punished with imprisonment as laid down in the said Act.
7. Teasing women and committing nuisance in the campus, college grounds and during programmes.
8. Indulging in or encouraging violence or any conduct, which involves moral turpitude.
9. Any form of gambling inside and outside campus
10. Violation of the status, dignity and honour of a student belonging to a Physically Disabled or Tribal communities
11. Discrimination against any student/member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.
12. Practicing casteism and untouchability in any form or inciting any other person to do so.
13. Any act, whether verbal or otherwise, derogatory to women.
14. Smoking, chewing pan masala, chewing gum etc.
15. Entering the college campus by consuming liquor and other intoxicating drugs and using them inside the campus.
16. Any attempt at bribing or corruption of any manner.
17. Willful destruction of the property of the institute.
18. Behaving in a rowdy, intemperate or disorderly manner in the premises of the institute or encouraging or inciting any other person to do so.

19. Creating discord, ill will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so.
20. Causing disruption in any manner of the academic or other functioning of the Institutional system.
21. Indulging in or encouraging any form of disruptive activities connected with tests, examinations or any other activity of the institute.
22. Truancy and unpunctuality.
23. Using unfair means in the examination.
24. Using mobile phones in the campus.
25. Capturing photographs in the campus.
26. Spitting on walls and defacing of the campus buildings and walls by sticking bills posters etc. or by writing.
27. Any other form of indiscipline that shall be taken up by the “Disciplinary Committee” either sue-motto or under specific complaint.
28. For all discipline matters, the decision taken by the Principal is final and will be binding on all students involved.

- **PRINCIPAL, VAST TC**