

Policies and Process:

1. Biometric attendance system is followed for both Faculty and Staff members. Entry time in the morning is before 9.00 AM and Exit time is after 4.15 PM.
2. All Faculty and Staff members should be available in the institute during the working hours. If there is any unavoidable reason, one has to submit permission form to the HoD / Principal before leaving the work place.
3. All the Teaching Staff should follow the Academic schedule. They should prepare well before taking classes (preparation of notes, charts, models, transparencies, etc.).
4. The teaching faculties, 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 ODs for this purpose.
5. Appreciation will be there with rewards to the teachers who produce 100% Results for their subjects in the University Examinations.
6. The college gives utmost priority for discipline and every one (students and staff members), are bound to follow the Rules and Regulations of the College and maintain strict discipline.
7. Students are expected to use courteous and polite language with members of the staff and maintain decorum in the campus and outside. They are expected to behave genuinely in order to bring a good name for the college wherever they are.
8. A minimum of 75% attendance is expected in each semester necessarily to enable a student perform better in the University examinations.
9. Students who absent themselves without permission will be deemed to have been absent for 2 days. Continuous absence from class on medical grounds will be permitted only on production of medical certificate and letter from parent.
10. Students should visit Library to view NPTEL videos and to access online journals to update their knowledge in their subject areas of interest.
11. Every student who has given willingness must regularly attend the Training and Placement classes to enhance aptitude, communication and other skills for campus recruitment.
12. Students shall visit the Internet Lab during the allotted time for browsing the web for recent developments, preparing papers and reviewing literature for project work, etc.

13. Students should actively involve in organizing various functions, events, etc., to develop leadership skills.
14. In case of genuine reasons and unavoidable situations, students shall avail 10 days permitted leave per Semester. If they are absent for more than 10 days, they should bring their parents for discussion and meeting with the authorities concerned to understand the reasons for absence.
15. Each student shall avail On-Duty leave to participate in co-curricular activities such as paper presentations, seminars, symposia, workshops, project exhibitions, industrial visits, design contest and extra-curricular activities such as sports, games and university athletic events.
16. During summer vacation, students are expected to participate in industrial training and industrial visits to enhance their practical knowledge.
17. From the safety point of view, all students are instructed to travel only in college buses.
18. All Students are advised to make best use of the facilities in the College to improve their knowledge, enhance communication skills, soft skills in order to excel in their academics and start a good career.

Rules and Regulations for Students:

1. All students should be inside the College campus before 8.50 am on all working days.
2. Students are expected to be seated in the Classrooms / Laboratories five minutes before the commencement of each theory class / practical class.
3. All Students should come to the classes in neat and formal dress. They should be in uniform (lab coats) during practical classes.
4. Students should maintain discipline and silence inside the Lecture hall / Laboratory / Drawing hall / Workshop, etc., and involve in learning.
5. Every student should bring separate notebook for each theory subject and observation notebooks and records to the Laboratory classes regularly as per the Time Table.
6. Students are advised to switch off fans and lights when they leave the class rooms.
7. Students should sign in the Log-in Register, submit the record and go to the allotted work Table / Equipment during each practical session.
8. Students should use the full time allotted for each practical session. They should learn the experiments, answer viva-voce questions and get the observation notes signed by

the faculty members. They should not leave the Laboratory until they complete the experiment.

9. Students should keep their sitting places neat and tidy. They should avoid chewing bubble gum, chocolate, etc., inside the Class room / Laboratory during classes.
10. Students should not indulge in damaging or destroying the College property.
11. Students are advised not to bring any valuable items to the college. They should take care of their belongings.
12. Celebrating birthdays / functions and any other such events on the campus are prohibited. If needed, students can celebrate by getting prior permission from their respective Head of Department.
13. Ragging is strictly banned everywhere both inside and outside the campus. Anybody indulged in ragging and indiscipline activities will be dealt with severely as per Anti-ragging rule.
14. Ragging, consuming alcohol and smoking are strictly prohibited in the hostel and college campus.
15. Each student is expected to earn 100% attendance by attending all classes and writing all Tests and Examinations.
16. Every student should write all Tests as detailed in Academic schedule and pass in each Internal Test/Model Examination otherwise he/she must attend Retest/Remodel Examination to secure the pass marks. Students failing in more than two subjects in Internal Tests should bring their parents for meeting the HoD to discuss the reasons for failure and to explore the means of improvement.
17. Malpractice in any Test / Examination is strictly prohibited. If any student is caught for any kind of malpractice will be liable to undergo punishment as per College and University regulations.
18. Students who do not fulfill the University requirements in terms of attendance and marks will forgo their chance to appear in the End Semester Examinations.