

SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY

CODE OF CONDUCT

“Institutional Policy” of Siddharth Institute of Engineering & Technology is approved in the Governing Body meeting held on 29.4.2019.



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In continuation of the Human Resources Policy its updated version as “Institution Policy” of Siddharth Institute of Engineering & Technology is introduced in practice by the Governing Body resolution Item No. 3 dated 29.4.2019.

SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY

SERVICE RULES & REGULATIONS

1. PREAMBLE

Siddharth Institute of Engineering & Technology (SIETK) is established in 2001 in a sprawling 30-acre campus amid beautiful hill range of the Eastern Ghats. The institution is located in Puttur town and is very proximate to Narayanavanam, a holy place, where Lord Venkateswara has married Goddess Padmavathi. The institution is promoted by Jaya Educational Society, founded and professionally run by distinguished academicians, medical professionals and technocrats belonging to Chittoor District in Andhra Pradesh.

The Siddharth Institute of Engineering & Technology is an emerging center for excellence in Engineering & Management education having energetic & experienced faculty, successful students, great infrastructure and excellent placements record. The management encourages the students and the faculty to “Dare to Dream and Strive to Achieve”. The institute is indeed “dream come true” for many aspiring youngsters from rural areas in Chittoor District and Southern Andhra Pradesh. The institution culture believes that “Change is the only constant thing”. The infrastructure and equipment are constantly upgraded, providing opportunities to the faculty and the students to enhance their skills continuously. The institute continuously addresses, monitor and evaluate the quality of education offered to students, thus effectively promoting creative teaching-learning processes for the benefit of the students and making the institution a centre of excellence for engineering and technological studies.

ANNEXURE - 1

ETHICAL STANDARDS & CODE OF CONDUCT FOR TEACHERS

A Teacher

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
 - a. to respect parents, teachers and elders.
 - b. to express the love of brotherhood to fellow students.
 - c. to accept and extend due respect to every religion and social grouping.
 - d. to love the Nation and commit their endeavors to Her progress.
- shall have a sense of belonging to the Institution.
- shall assume total dedication to the teaching profession.
- shall always have an urge to excel in professional expertise.
- Shall have the interest and ability for continuous learning.

A Teacher

- shall wear a respectable attire, befitting the society's expectations.
- shall keep up immaculate personal hygiene at all times.
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.

A Teacher

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

A Teacher

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner.
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help.
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the School or of fellow teachers, students or any other member of society.

A Teacher

- shall always accept the entity of fellow teachers, honor their sentiments and respect their value system.
- shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

ANNEXURE - 2

POLICY DOCUMENT FOR SUCCESSFUL GROWTH IN ACADEMICS AND RESEARCH

A. Requirements for Faculty Recruitment

1. Must be having Ph.D. degree from highly reputed academics organization in relevant Interest of the program.
2. Must have minimum 2 publications from the Ph.D. work in reputed international journal
3. Adaptability of smart and creative teaching of engineering subject
4. Ability to involve students in learning beyond class room on real life advanced technical issues
5. Must have justified ability to prepare research project for submission in sponsoring agency

B. Faculty Retention

1. Faculty members should be advised to stay and academically contribute to the institute for a Minimum period of 3 years
2. Faculty members must be provided sufficient office space and amenities to yow with academic excellence and research and to interact with the students
3. Faculty members must be provided sufficient laboratory space to establish research facilities
4. Faculty members must be provided amicable time slot free to devote in preparation of Innovative teaching and research with specific outcome
5. Faculty members especially those who are engaged in research and administration should be provided family residence within institute campus along with minimum facilities for shopping of Daily family requirements and children education
6. Campus must have facility for emergency medical aid and follow up health care support
7. Campus must have some recreation facility with good ambience

C. Faculty Promotion/Incentives

Promotion:

1. Faculty members will be regularly considered for performance based career growth.
2. Performance of faculty member will be considered as successful contribution in Teaching, Research & Consultancy and Administration dearly ensuring benefits to the students and consequently a growth of the institute.
3. Faculty member must ensure a quality teaching with passing of students not less than 80% on any subject in a semester.
4. Faculty members should publish on an average at least one paper in referred SCi/Scopus)Journal and one paper in national conference organized by highly reputed academic institute like IIT, IISC, IIIT, IM, NIT etc. per year

5. Faculty member must earn average good rating of student's response and must not have poor Rating at any academic session during last 3 years within the period of consideration
6. Faculty member must participate efficiently in the administrative duties, at least as delegated by The Head of the Department (HOD), with innovative contribution for the benefits of the student Minimum requirements for consideration
7. Faculty members publishing a minimum of 5 papers in referred (SCI/Scopus) journal in a slot of Three years can be considered as a performer
8. Performer of three and six consecutive overlapping slots of 3 years may be considered for early Promotion of Assistant Professor to Associate Professor and Associate Professor to Professor Respectively
9. For early promotion the faculty member as Principal Investigator (PI) must procure at least one Sponsored research project of costing minimum of 25 lakhs in every independent slots of 3 Years
10. For early promotion the faculty must earn average very good rating of student response as Primary requirement in five years
11. Filing of patents and obtaining copy right will be considered as a research publication
12. Faculty member must participate efficiently in the senior administrative duties as Head of the Department (HOD) or as Dean of any institute level administrative office with innovative Contribution for the growth of the institute excelling performance of the student

Incentives:

13. The faculty member scoring greater than 85 in 100 point scale of smart book for teaching any subject will be identified as a smart teacher and will be considered for a suitable award
14. For the pass percentage of >90% of any class containing >50 students, the faculty member will be paid a sum of Rs 5,000/- as a token of recognition of providing quality teaching
15. For each publication in top class referred (SCI/Scopus) journal with high impact factor in a Subject domain, the faculty member will be paid a sum of Rs. 10,000/- for SCI journal and Rs. 5,000/-for Scopus journal, as a token of encouragement.
16. For bringing any major lab equipment of costing at least Rs. 10, 00,000/- under a sponsored Research project an incentive as a recognition of successful effort will be paid to the PI of the Project. The value of incentive may be one fifth of the cost of the equipment
17. Faculty member, organizing a national or international academic event with a sponsorship of at Least Rs. 2 lakhs and 4 lakhs respectively will be paid an amount of Rs. 5,000/- and 10,000/ Respectively as a token of encouragement
18. The faculty members, who are recipient of honorable award from the state or national Government or from any statutory national and international organizations, by virtue of their Extraordinary contributions in academics, research, innovation, industrial cooperation and Institute administration, will be suitably rewarded by the institute.

ANNEXURE – 3

ETHICAL STANDARDS & CODE OF CONDUCT FOR NON-TEACHERS

A. Professional Values

- Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- Staff must maintain an impeccable standard of integrity in all their professional relationships.
- Staff should display the highest possible standards of professional behavior that is required in an educational establishment.
- Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them
- Staff should not use their position in the Institute for private advantage or gain.
- Staff should avoid words and deeds that might bring the Institute into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).

A. Non-Teaching Staff Responsibilities Towards Faculties And Students

- Staff must at all times observe the Institute Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies.
- As the technical and administrative staffs are expected to work closely with the faculty of the university in day-to-day activities, the staff must Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
- Develop friendly and co-operative relationship with the faculty members Provide full cooperation and support to the faculty members for the development of Institute
- A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit.
- Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- Refrain from passing information about colleagues to any individual or agency without his/her express permission.

B. Non-Teaching Staff Responsibilities towards colleagues

- Non-Teaching Staff Should Treat their colleagues in the same manner as they themselves wish to be treated.
- Speak respectfully of other colleagues and render assistance for betterment of the University. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

C. Non-Teaching Staff Responsibilities towards Authorities

- No Staff employed in an Institute shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.

- No Staff employed in an Institute shall engage directly or indirectly in any trade or business.
- No staff employed in the Institute shall send any application for employment under any other agency, except through the Authority under the Institute.
- Any staff employed in a college when involved in criminal proceedings shall inform the University.
- No staff employed in an Institute shall engage himself/herself in any political activity. He/ She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
- No staff employed in a university shall engage himself/herself or participate in any activity which tends to create disharmony in an Institute.

ANNEXURE – 4

ETHICAL VALUES & CODE OF CONDUCT FOR STUDENTS

1. Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
2. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.
3. Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
4. The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.
5. Strict silence must be observed in a Library.
6. Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
7. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the institute on behalf of the University.
8. Students must not wait on the Institute premises while the classes are going on.
9. Talking and other disruptive behaviors are not permitted while classes are in session.
10. Students must not attend classes other than their own, without the permission of the class teacher or HOD.
11. Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
12. Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
13. When the students meet a member of the staff within the campus or outside, they will greet him/ her as a mark of respect.
14. Students shall do nothing either inside or outside the Institute that will in any way interfere with its orderly conduct and discipline.
15. Be polite and respectful towards others, instructor and other students.
16. If the teacher is absent, the class leader should inform the Head of the Department alternative arrangements.
17. No Society or Association shall be formed in the Institute and no person will be invited to address a meeting without the HOD's or Principal's prior permission.
18. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Principal.
19. No student will be allowed to take active part in current politics.
20. No student shall communicate any information or write about matters dealing with the Institute administration to the Press.
21. Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture,

- misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
22. Students should not leave their books, valuables and other belongings in the classroom.
 23. The Institute is not responsible for lost property.
 24. Students applying for certificates, testimonials, etc. which require the principal's signature on any kind of document or application should first contact the Institute office. Students should not bring any paper directly to the principal for his/her signature.
 25. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.
 26. Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the Institute and University Examinations.
 27. All Institute activities are organized under the guidance and supervision of the Principal and Professor In-Charge.
 28. Students must not associate themselves with any activity not authorized by the Institute Principal. Serious action will be taken of students found organizing or participating in such unauthorized activities.
 29. Students using unfair means at examinations will not be readmitted to the Institute. Actions will be initiated against such students as per the norms and procedure prescribed by the University.
 30. It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time.
 31. Disciplinary action will be taken against students found carrying and/or using cell phones, pagers, walkmans, Discmans, iPods etc. on the institute premises.
 32. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.
 33. Limited parking space is provided for students and staff and the same can be utilized on 'first come first' basis. The Institute management is not responsible for the safety (including damage and/or theft /loss of vehicles) of vehicles in the premises. Students and staff may utilize the limited parking space at their own risk. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding will be looked upon as an act of indiscipline and can attract adverse consequences.
 34. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited
 35. Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.
 36. No type of vehicles shall be used during celebrations inside the institute campus.
 37. Students joining the Institute are bound by the rules and regulations of the Institute.
 38. The Principal is the ultimate disciplinary authority in the institute.

ANNEXURE – 5

GUIDELINES FOR THE SCHEME OF SCHOLARSHIP FOR COLLEGE STUDENTS

A. Objective

To provide financial assistance to meritorious students who are not getting Fees Reimbursement from the Government to meet a part of their day-to-day expenses while pursuing higher studies.

B. Scope

The scholarships will be awarded on the basis of the results of previous year examination. 5 fresh scholarships per annum [1 Freeship + 4 Scholarship] will be awarded for graduate studies from each branch in colleges.

C. Allocation of scholarships

The total number of scholarships will be divided amongst the five students from each year in each department, after segregating share of one freeship and four scholarships on the basis of number of students passing out from previous semester who had secured the highest percentage.

D. Eligibility

Students who are secured top five positions of successful candidates in the relevant stream for a particular Examination, in last semesters, and as may be further modified from time to time, pursuing UG, MBA & MCA courses from our institution and not availing of any other scholarship scheme, would be eligible for consideration under this Scheme. This is applicable to all categories of students both 'general' and 'reserved'.

D. Selection Procedure

The college Academic Council Committee chaired by Principal will draw up a merit list of scholars likely to be eligible for scholarship within five weeks after the results of the examinations announced for all students. The income of the students' parents will be taken into account before preparing the list. The authorized person will write to the eligible students from the top of the merit list up to the number of scholarships available through a registered letter to confirm within 15 days whether he/she is prepared to accept the scholarship. The candidates from whom replies are not received within 30 days seeking their willingness will not be considered for scholarship and the award will be given to the next eligible candidates in the merit list.

ANNEXURE – 6

RULES AND REGULATIONS FOR HOSTEL RESIDENTS (Boys & Girls)

1. Hostel Management

1. The following officers constitute the Hostel Management:
 - a. Chief Warden – The Principal
 - b. Warden - senior faculty member of the college
 - c. Resident Warden
 - d. Wing In-charge - Department senior faculty members
 - e. Hostel Supervisor / Mess Supervisor
2. The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

2. Accommodation

1. Hostel accommodation is available for B. Tech / M. Tech / M.B.A / M.C.A / Diploma for a maximum length of stay for Four years/Two years/Two years/Three years respectively. Every year end they have to vacate the hostel.
2. At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form. The telephone number of the parent with STD code must be provided. Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel management in writing, at once.
3. Residents are expected to update their personal information in the hostel whenever there is any change in the address, parent's contact number(s), etc.
4. The Hostel Management will generally provide minimum furniture and fittings for each room, consisting of one for each. Residents will be personally responsible for the safety of their belongings.
5. Students should occupy the rooms allotted to them. If any resident is in need in change of room in hostel, he/she is required to get prior permission from the Hostel Management.
6. Before vacating the rooms, the students should fill up the Room Vacating Slip. The electrical installations including the fan should be handed over intact, in addition to the furniture.

3. Code of Conduct

1. All residents are expected to produce the ID Cards when demanded by Wardens/ Staff Members / Security persons.
2. Day scholars are not allowed to enter into the hostel.
3. Residents shall maintain a high standard of decorum and behavior.

4. At the time of joining in the hostel, students are expected to make sure that furniture, walls and electrical equipment are in good condition. If any damage is noticed, the same may be reported to the Warden in writing.
5. The residents shall not remove any fittings/furniture from any other room and get them fitted/kept in his/her room.
6. Residents shall not fix posters, notices, pictures, or anything that might deface or damage the walls and/or other infrastructure.
7. The rooms, common areas and surroundings should be kept clean and hygienic.
8. Residents are expected to dress decently while visiting the mess hall.
9. Warden / Resident Warden have the authority to conduct surprise checks in hostel rooms. Any act of threats or violence, willful damage to property or drunken and riotous behavior constitutes an offence and attract severe punishment.
10. Finger print (Biometric) registration must be proper for daily attendance. If not registered within the time, they have to pay penalty. (Girls Hostel)
11. Student must be proper for daily attendance taken by the wing in-charges. If not given in proper time, they have to pay penalty. (Boys Hostel)
12. Silent/study hours shall be maintained from 8.00 p.m. to 10.00 p.m. Only inmates are allowed to sit inside the room. Keep room door in open condition.
13. No movement of inmates from one room to another room is allowed during study hour at any case. If any found, their names will be reported to the Warden.
14. Except Saturday, all days study hour is compulsory.
15. No writing work is allowed in study hour (including assignment, homework, observation and record).
16. Residents should not use Charger, Mobile phones and Laptops during Night study hours. (Keep inside the bag. Under bed and pillow is not allowed).
17. Once mobile or Laptop found by Wing in-charge during night study, Students should hand over the electronic gadgets to warden.
18. Residents should get permission letter from their Department to use Laptop in study hour (In case of presentation day & PPT in other colleges).Get prior permission from wing in-charge for illness cases.
19. Lights in the room shall be switched off at 12:00 midnight. Residents are allowed to use laptops in their rooms only till 12:00 midnight.
20. Those who wish to continue studies after 12:00 midnight can do so in the common study area only.
21. Dispose the waste and napkins properly in the respected dustbins. If improper disposing is found in any floor, the entire floor students will be fined. (Girls Hostel)
22. Don't leave slippers outside of the room. (Girls Hostel)
23. 15th and 30th of every month, Students room cleanliness will be checked and taken action.
24. Best & Worst performer of the month/wing will be displayed in the notice board.
25. Residents are expected to sign in the movement register while going out of the hostel other than to the campus on working days and holidays.
26. Any Resident observing that his/her room-mate(s) is/are facing any difficulty and needs/need external help, the same may be informed to the Warden / Resident Warden immediately.
27. Residents are permitted to use mobile phones in the hostel only between 07:00 p.m. and 08:00 p.m. A fine will be levied if residents are found using the phone outside the stipulated hours. The phones will be confiscated if the offense is repeated.
28. Inmates are not allowed to bring bikes and motor vehicles to the hostel premises.

29. Students are not permitted to convene meetings of any kind in the hostel without the written permission from the hostel management.
30. Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute.
31. Birthday celebrations, bursting crackers (during Diwali, Pongal, etc.), throwing colors are not allowed in hostels and on the campus.
32. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.
33. In case of damage to or loss of hostel property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Associate Warden.
34. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
35. Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with punishments very severely.
36. For your understanding, ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as, "display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:-Teasing, abusing, of playing practical jokes on or causing hurt to such student; or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do".
37. Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and suspended from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel / room / common room / dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
38. Residents should not participate in any anti-national, anti- social or undesirable activity in or outside the campus. The visit of a person of opposite gender in the hostel is restricted up to common room and lounge.
39. Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
 - a. He / she will be expelled from the hostel.
 - b. A record of his/her misconduct will be made in the personal file.
 - c. The cost of damage will be fully recovered from him / her together with penalty.
 - d. He / she will also be fined commensurate with the offence committed.
 - e. The privilege of appearing for campus interviews will be denied, when he / she reaches the final year.
 - f. No recommendations will be given to him / her for studies abroad.
40. Residents shall settle all the dues on time.

41. Hostel or college authorities are not responsible for any loss of private property of the students residing in the hostels.
42. Residents shall deposit valuables, if any, in the locker. They shall use their own lock for their lockers.
43. Visitors / parents / relatives to the Hostel are to meet the inmate in the reception area on the ground floor with the Warden's / Resident Warden's knowledge only.
44. Warden / Resident Warden will inspect rooms at 09:30 a.m. on working days to ensure that no student is staying in the hostel without permission.
45. Residents shall return to their respective hostels before 06:30 p.m.(Girls)/08.00 p.m (Boys).In case if any student wants to go out for a genuine reason, prior written permission shall be taken from the Chief Warden.
46. When vacating the hostel, the inmates shall get the signature from the Warden/Resident Warden certifying that all the furniture and the room are returned in good condition.
47. Misbehavior with wardens or any employee of the institution will attract strict action.
48. Residents are expected to make conscious efforts to take into account the larger interests of the institution and promote a healthy feeling of friendship during their hostel life. Students shall not keep unauthorized property and unauthorized guests in their room.

4. Use of Appliances

1. The use of electrical appliances such as electric stove is forbidden in any of the rooms allotted for residence. Private cooking in the hostels / Student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.
2. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs from outside.
3. When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.

5. Leave Procedure

1. Residents can avail Monthly 2 Leave and for the further leave parents has to come in person. It can be availed only for continuous 2 days holidays.
2. Late entry and not proper extension of leave cases; LOGIN ID will be automatically blocked by the software. For their next visit to home, in person parents approval is required.

F. Approval Procedure:

6. Leave approval procedure
 - a. One day before During working days – Department Approval
 - b. Saturday & Sunday – Resident Warden Approval
 - c. Common holidays – Enabled automatically by Resident Warden
7. Outing procedure
 - a. One day before Sunday Only – 4 hours Resident Warden Approval
 - b. On that day apply for leave approval is not allowed.

Students can check their approval status before 3 hours of their leaving of hostel.

STUDENT IN – OUT TIMING Details	Girls Hostel		Boys Hostel	
	EXIT from Hostel (MORNING) after	ENTRY to Hostel (EVENING) Before	EXIT from Hostel (MORNING) after	ENTRY to Hostel (EVENING) Before
Regular Days	5.30 AM	6.30 PM	5.30 AM	8.00 PM
Approved cases with HoD's permissions	5.00 AM	8.00 PM	5.00 AM	9.00 PM

G. Visitors

1. All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
2. The visit of men students to the women's hostel and vice-versa is not permitted.

Parents/guardians will be allowed to visit the inmates only during visiting hours on specified days	Timings
Working Days	05.00 p.m. to 06.30 p.m.
Holidays	09.00 a.m. to 06.00 p.m.

H. Mess Rules

1. No student is allowed to stay in the hostel without being a member of hostel.
2. Residents should not take the food and drinks (milk, tea, coffee & Snacks) to their room.
3. The mess timings are as follows and the students should strictly adhere to these timings:

Details	Start Time	End Time
Breakfast	08.00 AM	09.00 AM
Lunch	12.00 Noon	01.30 PM
Snacks	04.00 PM	06.00 PM
Dinner	07.00 PM	08.0 M

4. The mess menu can be subjected to change every month.
5. The quantity of food will be unlimited except in the case of special items.
6. Non-vegetarian will be served as extra items on specified days of the week.
7. Mess reduction is admissible to the residents of Hostels on the following grounds:
 - a. Approved Study Holidays and Semester Vacation declared by the Principal.

- b. Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
 - c. Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.
8. Application for mess reduction should be made in the form prescribed and it should be submitted **three days** in advance. The application should be forwarded by the Warden. An acknowledgement may be obtained from the Hostel Manager for having applied for mess reduction.
 9. Any absence of a student from the mess exceeding 24 hours, should be intimated to the Hostel Warden / Deputy Warden though the student is not eligible for mess reduction.
 10. In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess reduction should be submitted within the next 3 days.
 11. No student can claim mess reduction unless he/ she had intimated his / her absence in advance by applying for mess reduction in the form prescribed and signed the Mess Leaving Register at the time of his/ her leaving the mess.
 12. Residents can avail Mess reduction, if they avail more than are equal to 6 days leave.
 13. Residents will be entitled for mess reduction only for N-1 days where N is the total number of days absent from the mess.
 14. At the time of joining the mess after availing mess reduction, the students should sign the Joining Register kept in the mess.
 15. Students on no account whatsoever will be permitted to take food outside the mess.
 16. No food will be served in the rooms of the hostel for any student in their rooms.
 17. Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed.
 18. Students should not bring any pet animals into the mess halls or encourage such practice.

A. Penalty for Acts of Indiscipline:

The Faculty Warden, together with the Chief Warden reserves the right to charge fine for the following acts of indiscipline, without any further enquiry or proceedings:

- i. Use of tobacco / chewing pan / any intoxicating substance in the hostel premises
- ii. Shouting / whistling / using abusive words
- iii. Frequent late coming to the hostel even after warnings
- iv. Disobedience towards Warden / Faculty Warden / Staff Members etc.
- v. Damaging hostel property
- vi. Use of electrical appliances, which are not allowed as per the rule
- vii. Bursting crackers or creating such avoidable noisy scenes without the Warden's Permission
- viii. Use of mobile phones / laptops etc. when they are disallowed.