

# SRI SHAKTHI

## INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi & affiliated to Anna University, Chennai, Tamilnadu.

College Code: 2727



**POWERING THE YOUTH  
EMPOWERING THE NATION**

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## **Rules, Regulations and Code of Conduct for Students**

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## **Preamble**

The Handbook for Students of Sri Shakthi Institute of Engineering and Technology is established, to foster and protect the core mission of the College for pursuing scholarly study and ensuring the holistic development of its key constituents in a safe and secure learning environment. It also ensures to protect persons, properties and processes that support the College and its mission. The College is morally responsible to students and other stakeholders, to strive to enhance their experience by providing an opportunity to learn in a campus, free from any disruption. In order to excel in this pursuit, it is necessary to have rules and regulations to maintain order and discipline, and mark the boundaries to these freedoms.

Students are members of the College community and citizens of the India. Students are expected, as learners, to have responsibly for which they are accountable to the stakeholder community.

It is presumed that students after seeking admission to the courses at the College will conduct themselves in an appropriate and responsible manner. High standards of academic and professional integrity and honesty are expected from students and they are required to respect the rights, students, and property of other members of the academic community. Students are required to refrain from any conduct that would interfere with College functions or endanger the health, welfare or safety of other persons either inside or outside the premises of the College.

Students should not discriminate against self or others on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability or any other legally protected status. Students should not conduct themselves in a manner, which is prejudicial to any law of the land and their conduct will aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

## **Applicability**

The Code of Conduct is applicable to all students of the College enrolled in both full-time and part-time courses and at the established academic unit and pursuing undergraduate, postgraduate, doctoral as well as other courses. The term 'student' refers to persons who are enrolled for a particular course offered by the College for a term semester.

Any activity that causes the destruction of property belonging to the College; any conduct of the members of the College community that causes harm to their health or safety; and any activity in which a police report has been filed, a summon or indictment has been issued or an arrest has occurred for any act or omission, will be constituted as a breach of the College Code of Conduct.

Students will continue to be subjected to the laws of the land while at the College and any violations of those laws may also constitute violations of the Code. In such instances, the College will proceed with disciplinary action as under the Code of Conduct and will take independently any criminal proceeding involving the same conduct imposing sanctions for the violation of the Code of Conduct, even if such criminal proceeding is not yet resolved.

## **Jurisdiction**

The Code of Conduct applies to both the on-campus and off-campus conduct of all students and is in force at all the established educational campuses of the College.

The Code of Conduct covers off-campus behaviour during:

- Industry Internships, field trips, as well as study abroad and student exchange program.
- Research at another institution or a professional practice assignment.
- Student activities: sponsored, conducted authorized by the College or by a registered student organization.

## **Misconduct**

Misconduct by any student or an attempt to flout the Code of Conduct is subject to appropriate disciplinary action. The instances of misconduct include, but are not restricted to the following:

### **General discipline**

- Students are expected to conduct themselves at all the times in the classroom and on campus in a manner that enables them to qualify as responsible citizens.
- The use of mobile phones, pagers and other wireless equipment is prohibited in the working areas of the College, which include the classroom, corridor, library and laboratories. The violation of this rule will lead to the confiscation of the instrument by the authorities with written warning to the student. The instrument will be returned only at the end of the course program.
- Respect the laws of the country, human rights, cultural and social values nurtured and followed by all sections and to conduct in a responsible and dignified manner at all times.
- Disruptive conduct is termed as conduct that is intentionally disruptive, substantially obstructs or disrupts the teaching in the College community; restricts the freedom of movement or other lawful activities on College premises; or in connection with any College-sponsored event or activity.
- Discrimination engaging in verbal or physical behavior directed at an individual or a group based on origin, race, creed, gender, religious belief, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them.
- Discrimination as a form of disruptive conduct includes remarks made by a student that are derogatory, racist, discriminatory, patently offensive, profane, sexually explicit or communicated as graphic messages, either in words or pictures, and which

demonstrate a bias or discrimination against any individual or group within the College.

- Falsification means wilfully providing College offices or officials with false, misleading or incomplete information; forging or altering official College records or documents; either Further conspiring with or inducing others to forge alter College records and documents.
- Refusal to identify: Refusal to identify means falsely identifying oneself when requested by an authorized College official including members of the hired security personnel. Signing in by a student of proxy attendance amounts to signature forgery and this will be treated as a criminal offence by Sri Shakthi Institute of engineering and Technology. Students involved in such forgery will be liable to prosecution.
- Illegal or unauthorized possession or use of weapons Illegal or unauthorized possession or use of a weapon by a student means possessing or using weapon or articles and substances which are usable as weapons and include, but are not limited to: firearms, incendiary devices, explosives which are dangerous, biological or chemical agents. The illegal or unauthorized possession or use of weapons by a student is serious offence liable to prosecution under law.
- Illegal or unauthorized possession or the use of drugs, alcohol and smoking. Sri Shakthi Institute of engineering and Technology strongly believes in a 'Drug Free Campus'. It is policy of Sri Shakthi Institute of engineering and Technology that no student will distribute, possess or use illegal drugs or a controlled substance on its premises.
- Possession of paraphernalia associated with the illegal use, possession or manufacture of a controlled substance is also prohibited.
- Smoking as a policy is prohibited inside the premises of all the campuses including the halls of residence hostels of the College. This is considered a serious offense and is likely to be prosecuted under disciplinary action.
- Unauthorized access and use means accessing without authorization from College by a student such as its property, facilities, services, information systems and obtaining or providing to another student or person the means of such unauthorized access, which includes but is not limited to using or providing without authorization keys, access cards or access codes of the College.
- Unauthorized access and use also include using the College's telecommunications, data communication networks for illegal or improper purposes or in violation of College regulations and policies, or related laws.
- Act of violence and threatening, harassing or assaultive conduct by a student means engaging in conduct that has causes injury to other students or residents of the educational campus, endangering the health and safety of another person, and includes but is not limited to threatening, harassing or assaultive conduct.
- Theft, property damage and vandalism Theft, property damage and vandalism by a student includes theft, embezzlement, damage, destruction, unauthorized possession or wrongful sale or gift.
- A student who engages in such mentioned conducts is liable for disciplinary action under the College code of conduct.

- Public display of affection Sri Shakthi Institute of engineering and Technology promotes a healthy interaction between genders at its educational campuses provided that the same is restricted to academic and professional spheres. Public display of affection through explicit physical contact by students in public places is banned and is construed as a punishable offence.
- Students of Sri Shakthi Institute of engineering and Technology are refrained from displaying public affection towards another student and at all the establishments of the College. Students are required to maintain decency in behavior and discipline at all times and must refrain from indulging in boisterous activities including birthday celebrations. Festival celebrations, however, can be planned with prior approvals.
- Indulging in any political activities or unwarranted dangerous activities that may cause of nuisance to neighbors and the neighborhood will be viewed seriously and can lead to expulsion of the student from the hostels and the College immediately.

### **Central Library Rules and Regulations**

- All library users are required to enter their names and sign the register provided at the entrance.
- Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the Librarian.
- Students can borrow four books at a time
- Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
- Borrowers shall replace lost or damaged library materials with new versions of the same.
- Renewals of library book and of the educational materials are generally allowed if no reservation has been made for the same.
- Personal items, for example books, folders, files, blazer, jerkins, overcoats, etc. are not allowed in the library.
- Case studies and project reports will not be issued to students and are for library reference purpose only.
- Library users are expected to maintain silence at all times in the library. Cell phones and their use is prohibited.
- Library users should present their identity card for the borrowing or renewal of library material. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.
- Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one.
- Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments.
- The membership of the library is not transferable.

- Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.
- All library users are expected to read the notice board for library timings and other services.
- The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
- Students are requested to maintain the dress code of the College while they are in the library.
- Students should return all the borrowed items from the library and clear all fines before leaving the College.

## **Computer Lab Rules and Regulations**

### **A. Entry/Exit**

- Only students, faculty and staff of Sri Shakthi Institute of engineering and Technology are allowed inside the computer lab.
- Visitors are allowed inside the lab only and with prior permission from the appropriate authorities.
- Students are required to sign the register at the time of entry and exit from the computer lab.
- Students should be dressed in a formal attire (as per the dress code stipulation of the College) to gain entry into the lab during working hours.
- Any kind of footwear inside the lab is strictly prohibited.
- Students shall not carry any storage device such as CDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course.

### **B. Inside the Lab**

- Students have to maintain silence at all times in the lab.
- Students will occupy the computer systems as identified by the lab-in-charge.
- Students will login with their username and password.
- Where the students have carried storage devices such as pen drives CDs the same will be tested for any presence of computer viruses or any other undesirable content.
- Any damage caused to the hardware will be recovered by the College from the concerned student/students.
- Students should not attempt to access IT servers.
- Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from computers and IT servers located in

the Computer lab, or anywhere else on the educational campus machines as well as server.

- The Internet facility at the College is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.
- Whenever a student has copied any data or Computer program from the Computer system, the same should be shown to the lab-in-charge for verification or approval.
- The lab-in-charge, system administrators inside the Computer lab or the College is not responsible for the loss of any personal property of the students.
- Beverages and food are prohibited inside the Computer lab.
- Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned of the student only at the end of the course.
- Chatting and talking is prohibited in all the Computer labs of the college.
- Students are prohibited from visiting any sites that do not add learning value or are illegal.
- Students should use the computer lab only for academic learning. Activities of the students on the campus network tracked using a monitoring software for regulation purposes.

### **Media Contact**

- Students of Sri Shakthi Institute of engineering and Technology are prohibited from interacting or speaking on behalf of or for the College with any media organization or publication.
- Students on their own are also not allowed to invite any media person without the written or verbal permission of the Governing Council or Principal or persons of the College.
- Recording of photo images / video recording without the knowledge of another person Using electronic media, inviting outside media or engaging an outside person or media to video record actions without the permission of an individual is an offence likely to be punished under law.
- Exhibiting pornographic material or emailing pornographic material or using other forms such as SMS through mobiles etc., will not be tolerated by the College and is a criminal offense, punishable under law. This includes recording, exhibiting, broadcasting or displaying of such materials, causes injury, distress, or damage to reputation of the College and harms its self-integrity as also of the community of scholars and learned. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms and restrooms. The storing, sharing and distributing of such unauthorized records by student by any means is also prohibited.
- All provisions in the Indian Penal Code (IPC) as applicable to the IT sector will be binding on the students.

## **Responsible Use of Social Media**

Social media sites, as with most other web sites, are public and easily searchable. In addition to students and other key constituents of the College, sites may also be searched by future employers, aspirants to the College as well as personal acquaintances of the students, Faculty, staff. The use of social media brings with it a greater need for personal responsibility, particularly when engaging in online discussions or web chats as well as when exchanging or posting information using web based platforms. While the College has clear guidelines and policies regarding certain aspects of its operation, for example academic policies by students, IT and library, among others, these do not explicitly cover all the aspects of the usage of social media. Sri Shakthi Institute of engineering and Technology hereby releases the Social Media Policy and Guidelines to be followed by all students of the College.

The primary purpose of this policy is:

1. To encourage good and responsible practice in the use of social media.
2. To protect the interest of the College and its stakeholders including faculty, staff, students, alumni and other secondary stake holders.
3. To promote an effective and innovative use of social media by the student community.

### **A. Social Media Regulation**

- Students will post meaningful and respectful comments: no spam and remarks that are off-topic or offensive will be passed on social media.
- Students always pause and think before posting any comment or remark on that said, reply responsibly to comments when a response is appropriate.
- Respect and honor proprietary information, content and confidentiality.
- When disagreeing with another's opinion, keep it appropriate, polite and respectful.

### **B. Judiciousness in posting content**

- Students will ensure that their efforts to be conversational do not violate Sri Shakthi Institute of engineering and Technology's privacy, confidentiality and proprietary guidelines.
- Student will seek permission to publish or report on content (academic and administrative) that are meant to be private or for the internal to the College. All statements must be true and not misleading, and all claims must be substantiated and approved. Confidentiality of all academic and administrative content must be maintained at all times by student. When in doubt, approach College authorities.
- Student will never comment on anything related to academic or administrative matters without the appropriate approval of College. Also please be smart about protecting yourself, your privacy and the Sri Shakthi Institute of engineering and Technology's confidential information. What you publish is widely accessible and will be around for a long time, hence consider the content carefully.
- The lines between public and private as well as that between personal and professional content are often blurred on social Media. By identifying yourself as a

student of Sri Shakthi Institute of engineering and Technology, you may influence perceptions about the College, particularly for those who have access to your social network profile or weblog.

- All content associated with the student will be consistent with your position at the School/College and with the College's values and professional standards.
- Unprofessional postings by others on a student's social media page may reflect bad impression on the student. Please monitor another's postings on your profile and strive to ensure that the content will not be viewed as unprofessional. It may be useful to block such postings from individuals.
- Students will help monitor their peers by alerting them to any unprofessional or potentially offensive comments made online or on social media platform. Please help to protect the good name of your College as well as that of yourself, your peers and friends.
- Student are required to follow through on this document, both in letter and in spirit. Students must remember that digital footprints are not easy to erase. They will have an impact both on their life and the career that they themselves wish to build for as well as the legacy that they want to create for their alma mater.
- Responsible behavior of every student has a duty to understand and abide by the policy and guidelines with regard to the responsible use of social media.
- A lack of knowledge of College policy will not be accepted as an excuse for failure to comply with the Code of Conduct on it.
- Any non-compliance by the students shall be subject to appropriate reprimand and disciplinary action.

### **Student Code of Conduct for Laboratory and Workshop classes**

- Students are to report for the required laboratory and workshop sessions on time.
- Students are required to wear laboratory/workshop uniforms as prescribed by the SSIET. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
- All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by students-in-charge.
- Students must intimate the faculty laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
- Any damage caused to equipment/machinery/appliances will be recovered by the College from the concerned student/students.
- Students should adhere to the instructions given by the faculty/laboratory technician/workshop technician during the laboratory class.
- Students are required to report to the laboratory/workshop sessions with their record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behavior such as, unnecessary talking in the laboratory/ Workshop is strictly prohibited.

- All materials used in the laboratory / workshop are the property of the college and should not be taken out of the laboratory / workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.
- Students absenting themselves from laboratory / workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

### **Academic Conduct**

- Punctuality Students are required to be punctual for their classes as well as for seminars, presentations and assessment tests.

### **Academic misdemeanor**

The following are considered as serious offences at Sri Shakthi Institute of engineering and Technology, and may result in the immediate dismissal from the course.

- Plagiarism occurs when a student submits work (that is, research, essays, and assignments) that steals and attempts to pass off another's ideas or words, or that uses another's work product without properly crediting the source.
- In such cases, the parties involved will: a. Forfeit marks available for a given assignment and/or b. Fail the course.
- Academic misconduct Students engaging in any form of activities construed as cheating, copying, assisting others or receiving any form of assistance during the examinations will be subject to disciplinary action. Any breach of requirements relating to examinations and assessments, whether committed intentionally or unintentionally, will be regarded as a 'gross misconduct' and a flagrant violation of the Code of Academic Integrity.
- The Chief-superintendent (Examination & Evaluation)/Dean will refer the matter to the Discipline Committee, which can take any action deemed necessary.
- Proxy signatures Signing in by proxy in classroom attendance or elsewhere by students amounts to signature forgery and will be treated as a criminal offence by Sri Shakthi Institute of engineering and Technology. Students involved in such forgery will be liable to prosecution.
- Attendance Requirements
  - Every student is expected to have a minimum of attendance as prescribed in the academic instructions for different courses during each semester. A shortfall in this requirement will mean that the student will not be eligible to appear for the semester-end examination.
  - An exemption of attendance may be given to students involved in work assigned to them by the College. This will be entirely at the discretion of the Principal.
  - Attendance at special seminars and guest lecturers is compulsory for students.

## **Ragging**

- Students will refrain from ragging of any kind and those who violate this rule will be instantly suspended from the College and the hall of residence hostel for a period of one week.
- The matter will be placed before the Anti-Ragging Committee, which will review the incident of ragging and take action according to the due process of law.
- Students must take note that ragging results in dismissal from the College.
- The attention of the students is also drawn to the judgment of the Honorable Supreme Court of India wherein it is mandatory for the institution to file a complaint with the police and with all resulting consequences.

## **Anti-Ragging Measures**

- Government/College Grants Commission (UGC), guidelines notified vide no.F.1-16/2009 (CPP-II) dated 21-10-2009 on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the College Grants Commission Act, 1956) are strictly implemented at Sri Shakthi Institute of Engineering and Technology.
- In addition to the above, those students who indulge in the acts of ragging shall attract the punishments as applicable, which include any one or combination thereof:
  - a. Expulsion from the College/Hall of Residence hostel
  - b. Suspension from the classes
  - c. Fine with a public apology
  - d. Withholding of scholarship or other benefits extended to those involved in ragging
  - e. Debarring from representation in events such as cultural or sports, or any other representation in events for which the student(s) may have been selected
  - f. Withholding examination results
- Entering the ragging incident on the Transfer Certificate/Migration Certificate of the students, which may adversely affect their career, No placement assistance too.
- Filing of a complaint by the affected student with the Police Authority (as per the Supreme Court's Directive).
- The affected student is required to submit an anti-ragging affidavit as per the UGC notification.
- Continuous watch and vigil over ragging by Sri Shakthi Institute of engineering and Technology and the College will promptly deal with the incidents of ragging brought to its notice.
- The College will summarily punish or reprimand the guilty student, either by itself or by following procedures, administrative or otherwise, by constituting a special

Enquiry Committee and put forth its findings or recommendations before the competent authority to take a decision.

- Students are encouraged to report any ragging act witnessed or experienced by them to the College's administrators, faculty, Grievances Redressal Cell or other any staff member with whom the student may feel comfortable. The College ensures the confidentiality of such a disclosure by the student.

### **Disciplinary action**

- The Discipline Committee will deal with all disciplinary matters.
- The Committee shall constantly monitor the behavior of the students. All disciplinary matters will be placed before the Committee, which will hear the matter and take action according to the due process of law.
- The Student Affairs and Grievances Committee hearing any matter will pass a resolution of termination, suspension, retention, penalties or any other action as deemed fit and necessary.
- The decision of the committee shall be final and binding.

### **Payment of Fees**

- All fee payments to the College will be made on or before the date specified by the College.
- Failure to make fee payments by students on time will invite appropriate penalties as the College may prescribe, which also includes the cancellation of admission of the defaulting student.
- The fees for the entire course/program will be paid by the student who intends to discontinue for any reason whatsoever and at any time during the course/program.

### **Sexual Harassment**

- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  - a. submission to such conduct is made a term or condition for participating in educational courses;
  - b. submission to or rejection of such conduct is used as a basis for academic decisions affecting the student;
  - c. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance thereby creating an intimidating, hostile or offensive working or learning environment.
- Some examples of sexual harassment may include, but are not limited to the following.
  - a. Creating an offensive learning environment by repeated written, verbal, physical and/or visual contacts with sexual overtones
    - i. Written forms include suggestive or obscene letters, notes and invitations.

- ii. Verbal forms include derogatory comments, slurs, jokes and epithets.
  - iii. Physical forms include assault, unwelcome touching, impeding or blocking movements.
  - iv. Visual forms include leering, gestures, display of sexually offensive objects, pictures, cartoons or posters.
- b. Establishing a pattern of conduct that causes discomfort and/or humiliates a student at whom the conduct is directed and includes:
- i. Unnecessary touching, patting, hugging or brushing against a student.
  - ii. Remarks of a sexual nature about a student's clothing or body, remarks about sexual activity or speculations about previous sexual experiences.
  - iii. Continued expressions of sexual interest after being informed that the interest is unwelcome.
  - iv. Making reprisals, threats of reprisal or implied threats of reprisal following a rebuff of harassing behavior.
  - v. Retaliating against a student for reporting or threatening to report sexual harassment.

Any student indulging any such activity/behaviours will be liable for disciplinary actions.

### **Dress Code**

All students are expected to be appropriately attired-formally dressed while in the campus at all times, Monday thru Saturday.

- Men will wear formal trousers, formal shirts and leather shoes and women will wear formal suits.
- All students are required to wear suits/blazers on formal occasions, during special seminars and presentations and other functions organized by the College.
- Distinguished guests and visitors frequently visit the College and its educational campuses and therefore, students must bear in mind that they are projecting the image of the College.

### **Vehicle Parking**

- Students who wish to avail of the Parking facility for two and four wheelers are to register with the College by paying a nominal fee and obtain the vehicle pass. Without the vehicle pass, the vehicle is not allowed inside the educational campuses.
- The vehicle will be issued to the student upon submitting a copy of valid driving license and the RC book.
- Students are advised to follow all precautions for safe driving.
- Parking is at the owner's risk and the College shall not be responsible for any loss or damages to their vehicles.
- The concerned student will be held responsible for any violation of rules even if the vehicle is not driven by student.

- The students of first and second year are not allowed to bring their vehicle and pass will not be provided to them.

### **Hostel Rules and Regulations**

All students residing in the Hostels provided by the College will follow the rules and regulations mentioned below including those that may be framed from time to time. Failure to follow these rules by students will invoke disciplinary action from the College

- No students should indulge in any desirable activity thereby causing problems to the smooth functioning of the hostel
- Students residing in the hostel are not permitted to change their hostel rooms allotted in hostels and without prior permission from the hostel management.
- Students residing in Hostel will pay the hostel charges for 12 months, irrespective of academic vacations.
- Six months' hostel charges are to be paid in advance to the College at the time of joining by the student. Hostel charges for the subsequent period(s) must be paid on or before the date notified. A late penalty will be levied in such case. The Hostel charges of the Halls of Residence and hostels may be revised as per the decision of the management.
- Study hours are observed from 8:30 pm to 11:00 pm and students should devote these hours only to their studies in their rooms only
- Daily attendance will be taken by the warden or deputy warden at 8.15 pm.
- No students are allowed to get into\go out of the hostel after 8:30 pm
- Prior permission should be obtained from the warden for entertaining visitors/guests in the hostel
- Students who wish to stay out of the Hostels in the night occasionally for genuine reasons, upon having secured the permission from their respective parent/ guardian, may do so by submitting appropriate Leave letter to the hostel warden. In the case of Undergraduate students, the Leave form must necessarily be accompanied with the written consent of the parent/guardian.
- Students are advised to register their leave in the registered provided to go home on working day
- Playing of loud music or engaging in activities that may disturb other residents or neighbors is prohibited. Practice of using FM radios and mobile phones for listening songs are strictly prohibited inside the hostel. If found will be seized and returned only at the end of the course
- The utensils provided in the dining hall should not be taken outside the dining hall / to hostel rooms
- Hostel inmates are also instructed not to entertain days scholar students inside the hostel for any reason without prior permission from warden. If days scholar are found inside the hostel room, concerned roommates are accountable and will be liable for disciplinary action.

- Whenever students leave hostel for industrial visit, tour or any academic oriented programs, concerned students should submit the permission letter through proper channel
- More than two days of absenteeism without any intimation will lead to expel him/her from the hostel with immediate effect.
- At the time of vacating the hostels, the student must submit the 'No Dues Certificate' from the hostel management along with the room keys, hostel identity card and original deposit receipt.
- Students who choose to use the hostel facilities are required to use the hostel facilities for the entire year. If they seek to vacate in the middle of the course they have to pay the hostel charges for the current semester. However, the student can vacate the hostel if and when the option is given to them by a separate notice by the College. Undergraduate students must obtain written consent of their parents to discontinue availing hostel facility.
- All valuables (cash, jewellery, clothes, laptops, transistors, cameras, mobile phones, etc.) must be kept under lock and key. The hostel management will not be responsible for the loss or theft of such items.
- Cooking and cooking equipment are not allowed in the hostels. No electrical appliances such as electric irons, heaters, electrical coils, etc., are to be used in the room. The violation of this rule will result in the confiscation of such items as well as a penalty, which be returned to the defaulting student at the time of vacating the hostels.
- Student residents are expected to be considerate to others and should refrain from noisy activities at all times.
- The student residents are collectively responsible for keeping the premises clean and organized. Scribbling, spitting or hanging posters/art on walls is strictly prohibited. Similarly, Drilling, nailing and fixing other fixtures are not allowed.
- The College reserves the right to periodically check allotted rooms in the hostel rooms. The hostel management will take appropriate action including charging students for cleaning the room.
- Water and electricity are scarce resources. Residents are advised to ensure that all electrical switches are turned off and that water taps faucets are closed while not in use.
- Damage or loss caused to College properties (both movable and Immovable) by student residents such as furniture, fittings, etc., will be repaired or replaced by the College at the expense of the defaulting hostel residents.
- Parents or guardians may visit the Halls of Residence and hostels only with prior permission obtained from the hostel management. Parents and guardians are not allowed to stay in the Halls of Residence and hostels.
- The hostel management along with student representatives are responsible for taking care of health-related issues of student resident until the preliminary treatment is completed. In case of a medical emergency, the student resident are advised to use the campus medical ambulance facility to reach the nearest hospital or doctor for further treatment and the local guardian or parent will be informed. The local guardian

or parent will have to take or hospitalization charge thereafter and the entire responsibility for treatment and related expenses will have to be borne by the parents or local guardian. In case of contagious health problems, the student resident must vacate the Halls of Residence and hostels and will reside either in the parents' home or at that of the local guardian.

- Men are not allowed in the women's hostels and vice versa. The violation of this rule will result in an immediate eviction from the hostel, of the student resident and liable for action. These student residents can also be expelled from the College immediately.
- It is imperative that student residents do not indulge in any activities that are considered inappropriate, unethical or illegal. Such activities include, but are not limited to the following: use of narcotics, smoking, drinking (consumption of liquor), use of gutka, use of abusive language, quarrels and arguments, driving without a license and proper documents, and rash driving, among others. Students residents found indulging in any of these activities and other such behavior considered detrimental to the image of the College will be liable for disciplinary action by the College, which includes the filing of a First Information Report (FIR) with the local police for appropriate and necessary legal action, as well as expulsion from the hostels and from the College.
- The College reserves the right to instruct any student resident to move from one room to another, from one hostel to another hostel, if need be, without explanation. Student residents are bound to carry out such instructions.
- The College reserves the right to change and introduce any new rules from time to time, in the larger interest of the College and the student residents. Rules and regulations formulated and those added from time to time are to be followed strictly. Violation of any rules and regulations will result in an immediate eviction of the student residents from the Halls of Residence or hostels and as well as a suspension from the College. A student resident facing such charges will be asked to appear before the Discipline Committee. This committee will hear the matter and take action according to the due process of law and pass resolutions for termination, suspension, penalty or any other action as deemed fit and necessary. The decision of the Discipline Committee shall be final and binding.
- Sri Shakthi Institute of engineering and Technology promotes a healthy interaction between genders provided that the same is restricted to academic and professional spheres. Public display of affection through explicit physical contact in public places by student residents is banned and construed as a punishable offence.

### **Disciplinary Proceedings**

An incident of indiscipline/breach of the Code of Conduct by a student of Sri Shakthi Institute of engineering and Technology will be reported to the Secretary, Disciplinary Committee. The defaulting student will be issued a Show Cause notice where necessary. Such students will appear before Disciplinary Committee which will hear and take appropriate action(s). The Disciplinary Committee will communicate the decision to the defaulting student(s) in writing, a copy of which will be sent to respective parents and relevant departments/sections of the College for appropriate action(s).

## **Punishment and Penalties**

One or more of the following courses of action can be taken when a student is found to have violated the student's Code of Conduct:

1. A written letter of reprimand by the College resulting from a student's misconduct.
2. Suspension is a sanction that terminates the student's enrollment at the College for a specified period of time.
3. Monetary fines are a sanction in which a student is required to deposit a specified amount of money as penalty or any amount deposited by the student previously is forfeited or adjusted, resulting from misconduct. It also includes restitution which means making compensation for loss, injury, or damage to the College, properties.
4. Confiscation: means confiscation of goods used or possessed in violation of the College regulations.
5. Restriction of privileges: means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programs, College events for a defined period of time.
6. Withholding of Diploma or Degree: withholding of diploma or degree means the withholding of diploma or degree of a student otherwise earned for a defined period of time or until the completion of assigned sanctions.
7. Dismissal: is a sanction which permanently separates a student from the College without opportunity to re-enroll in the future.
8. Other sanctions: other appropriate sanctions may be imposed by the competent authority of the College singularly or in combination with any of the sanctions noted above.