

## V.S.B ENGINEERING COLLEGE, KARUR

### Procedures, Campus Rules and Academic Guidelines for Students

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### Procedures, Campus Rules and Academic Guidelines for Students

1. All students should be inside the College campus before 9.00 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 stand up as a mark of respect when a faculty member enters the classroom.
5. Students should maintain discipline and silence inside the Lecture hall / Laboratory / Drawing hall / Workshop, etc., and involve in learning.
6. 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.
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 member(s). They should not leave the Laboratory until they complete the experiment.
9. Students should write the Practical Record for the Experiment done in a particular class and submit it in the next practical class. Students who do not submit the record note in time will not be allowed to do the next experiment and will not be given attendance for that laboratory class. However, in case of any genuine reason they shall get prior permission from the faculty members for extension of the date of submission.
10. Students should bring their own calculators, drawing instruments, charts, data handbook, etc., whenever needed.

11. Students should keep their sitting places neat and tidy. They should avoid chewing bubble gum, chocolate, etc., inside the Class room / Laboratory during classes.
12. Students should not indulge in damaging or destroying the College property.
13. Students are advised not to bring any valuable items to the college. They should take care of their belongings.
14. Using Mobile, Walkman, Camera, etc., inside the College campus is strictly prohibited.
15. Celebrating birthdays and any other such events on the campus are strictly prohibited.
16. Students should be polite, dignified, neat and obedient. They should not argue with staff members.
17. 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.
18. Each student is expected to earn 100% attendance by attending all classes and writing all Tests and Examinations.
19. Every student should write all Tests as detailed in Academic schedule and pass in each Internal Test / Model Examination by securing 60% of marks 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.
20. 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.
21. Student(s) who do not fulfill the University requirements in terms of attendance and marks will forgo their chance to appear in the End Semester Examinations.
22. Students should visit Library to view NPTEL videos and to access online journals to update their knowledge in their subject areas of interest.
23. Every student who has given willingness must regularly attend the Training and Placement classes to enhance aptitude, communication and other skills for campus recruitment.
24. 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.

25. Students should actively involve in organizing various functions, events, etc., to develop leadership skills.
26. In case of genuine reasons and unavoidable situations, Students shall avail 4 days permitted leave per Semester. If they are absent for more than 4 days, they should bring their parents for discussion and meeting with the authorities concerned to understand the reasons for absence.
27. During summer vacation, students are expected to participate in industrial training and industrial visits to enhance their practical knowledge.
28. From the safety point of view, all students are instructed to travel only in Buses.
29. Each student shall avail 'n' number of 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.
30. 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.