

**V.S.B ENGINEERING COLLEGE, KARUR**

**STUDENT'S POLICIES**



## Guidelines to Students

The rules and regulations of the college may undergo changes at any time depending on the need and the emerging situation. Students and parents are expected to update themselves with the latest rules and regulations. Every student is expected to follow the rules and regulations of the college and maintain strict discipline.

### (a) CLASS ROOM MANNERS

*Students are strictly expected*

1. To be polite, dignified, neat and obedient everywhere in the campus.
2. To be seated in the lecture hall five minutes before the commencement of the class.
3. To stand up as a mark of respect when a faculty enters or leaves the class room.
4. To maintain discipline and silence inside the lecture halls/drawing halls / labs / workshops/ seminar halls/ meeting halls / College buses.
5. To maintain the class work note book properly with updated lecture notes.
6. Not to loiter outside the classroom during the lecture hours.
7. To bring their own calculators, drawing instruments, charts, data book etc., whenever needed.
8. To take care of their belongings and not to bring any valuable items to the college.
9. Not to bring MOBILE PHONE/WALKMAN/CAMERA/ other portable electronic items to the college campus.
10. To bring and use laptops only for academic purposes.
11. To avoid chewing bubble gum, chocolate and any edible item inside the class room.
12. To wear their own lab uniforms and bring observation notebooks to the labs/classes regularly.
13. To submit the record of experiments done in a practical class in the next lab class itself.
14. To avoid being irregular in lab work, thus be disallowed for the next experiment and be mark absent for the lab class.
15. Not to leave the lab until the given experiment is done and the lab class is over.
16. To be very attentive while doing their lab experiments in the lab classes.

## **(b) MENTORING & COUNSELING**

The college has a mentoring and counseling system for the students those who are weak in academic and discipline activities.

## **(c) LEAVE LETTER, PERMISSION & ABSENTEEISM**

Attendance will be taken at the beginning of every period by the respective staff handling the class. Any student who comes late to class or who is unavailable while taking the attendance will be considered absent for that session.

1. Students who come late or absent themselves for any period in the forenoon / afternoon will be treated absent for half a day.
2. Students can avail leave only after getting prior permission except for sudden sickness or unforeseen circumstances.
3. Students who require leave should submit a leave letter and obtain permission from the class adviser, HOD and principal at least a day prior to taking leave.
4. For unforeseen/ sick leave for one day or more, a leave letter should be submitted to class adviser after obtaining sign from the HOD on the day of reporting back to classes. Medical reports should be submitted.
5. If a student is absent for 4 working days continuously or at random in that semester, his/her Parents should meet the Principal.
6. Leave letters must be submitted to the concerned class adviser only.
7. Students are permitted to avail On Duty leave as per the requirement, but only with the prior permission from HoD and Principal.

## **(d) DRESS CODE**

**Students are instructed:**

1. To wear their identity cards as and when they enter the campus and continue to do so until they leave the campus and also during travel by the college bus with respect to those who avail the college transport facility.
2. To wear the identity card continuously displayed and not hidden, inside their shirt pockets.
3. Not to wear identity/transport ID card belonging to others and not to indulge in any

malpractice that will be invite severe action.

4. To get a new ID card within a week of losing the original ID card, from the college office.
5. To wear clean appropriate clothes.
6. To wear formal pants with formal shirts tucked in properly in the case of boys/Churidhars with neatly pinned dhuppatas in case of girls, as long as they are in the college campus.
7. Not to wear T-Shirts/ Jeans/ pencil pants and other casuals.
8. Not to wear fancy / wide belts but simple formal belts with small buckles.
9. Not to sport a beard/French beards and long hair but come neatly shaved with neat hair cut in case of boys.
10. Not to wear short tops/leggings/tight pants, thin flimsy dresses in case of girls.
11. Not to wear flashy dresses/fancy jewels or leave the hair loose but come with neatly plaited (braided) hair in case of girls.
12. To wear black polished leather shoes with black socks on all days in the case of boys and on lab days in the case of girls for safety reasons.
13. To adhere to the dress code throughout the day till they leave the college.
14. To wear lab coats for all lab sessions.
15. Not to deviate from the dress code during any programs conducted by the college/ department.

#### **(e) EXAMINATION RULES**

1. Students are expected to be thorough with the University exam rules and regulations and follow them strictly. Information regarding the same is available in Anna University, Chennai website.
2. There will be a series of two Unit tests, three internal tests and a model exam in a semester. The duration of each Unit/Internal test will be 100 minutes and for model exam 3 hours.
3. Students are expected to attend the institutional tests compulsorily. Absenteeism for the institutional test is not permitted and is dealt with seriously. Absenteeism with/without prior sanction of HOD and Principal will be treated as failure.
4. Students who fail to obtain minimum pass mark (60%) in three internal tests need to attend internal retests.

5. Failure in more than one subject in any internal test will be considered as a severe lapse in academic performance. The Parents / Guardian of these students will be summoned to explain about the poor performance and a written commitment will be obtained from them for improved performance.
6. Students must be in their allotted seats 10 minutes before the commencement of the examination.
7. Students indulging in malpractices during institutional tests will be punished by providing no marks for the concern subject in the institutional test for internal marks calculation.
8. Students indulging in malpractice will be sent out from the examination hall and disciplinary action will be initiated against them and they will be marked absent for the examination.
9. Students are not allowed to use programmable calculators. Students are not allowed to borrow calculator, instruments or any other stationery in the examination hall.
10. Students are expected not to write anything on the question paper.
11. Students will not be allowed to leave the hall before the completion of the examination time.

**(f) RULES AND REGULATIONS FOR HOSTEL RESIDENTS**

- Ragging is strictly prohibited inside and outside the campus. If anybody violates this rule, he/she will be suspended immediately, and if the offense is proved he/she will be dismissed from the college as per University/AICTE/UGC rules.
- Electronic instruments such as Cell Phone, walkman, Radio, CDs etc., should not be used inside the Hostel. Unauthorized electrical fitting, use of iron box and heaters is prohibited.
- Unnecessary and irrelevant books must not be possessed by any student inside the Hostel.
- Hostel inmates are responsible for the up-keep of Hostel assets. Common fine will be collected as a compensation for broken items.
- Hostel inmates are asked to use water judiciously in order to avoid wastage.
- During college hours students should not remain inside the Hostel. For genuine reasons they should get prior permission from the Deputy Warden.
- Students should switch-off the lights and fans before they leave their rooms.

- Students must lock their rooms while leaving the rooms.
- During study hours the students must stay in their room and keep the door open. They should avoid group discussion which may disturb other students.
- Silent hour should be maintained after 10:30 p.m.
- Students must maintain pin drop silence and they should not sleep during study hours
- Hostel inmates are strictly not allowed to go to other rooms without getting permission from Deputy Warden.
- Students are asked to keep their rooms very neat and clean. They should not write paste anything on the walls and should not make any holes in the walls.
- Students should not drop or throw anything from one floor to the other or on to the surroundings.
- Students should not sit on the parapet wall of the Hostel building.
- Birthdays, New Year and other celebrations are not permitted inside the Hostel.
- Queue should be formed while standing whenever and wherever it is required.
- Student who found guilty of misbehavior will be expelled from the Hostel.
- Hostel students should not encourage the Day Scholars to enter the Hostel campus.
- Students should get prior permission from Warden to vacate the Hostel.
- The students must not carry the food items from mess to their room. While taking food, students need to keep the tables in the dining hall neat and tidy.
- Students should keep the corridor side window open to facilitate aeration.
- Students can entertain their parents only during the visiting hours. The normal visiting hours are from 08-00 a.m to 05-30 p.m on Sundays (all holidays) and 7:00 a.m. to 8:00 a.m. in the morning and 5:00 p.m. to 6:30 p.m .in the evening during working days.
- Students are instructed to utilize the phone facilities judiciously. Phone calls from outsiders other than parents are strictly prohibited.
- During TV time, students are strictly prohibited to make noise, whistling, shouting.
- Students are expected to use courteous and polite language with members of the staff and maintain decorum in and around the campus.
- Students are permitted to go home only during the continuous holidays two or more than two days mentioned in the college academic schedule.

- Students are not allowed to go out of the campus without getting the gate-pass from the Deputy Wardens. Application should be submitted to the Deputy Wardens for getting the gate pass.
  - Students should not take any leave on dates before and after the continuous holidays mentioned in the academic schedule.
  - Students who fail to return to the hostel after the college holidays and continuing their own leave after the holidays without proper permission should bring their parent while they return to the hostel.
  - Gate pass obtained for outing must not be used to go home.
  - Parents and visitors are not allowed inside the hostel.
  - All the students are advised to make best use of the hostel facilities for their studies.
- Students should maintain punctuality in Mess Timing and Study Timing.**

Rules and Regulations and timings may vary time -to-time.

### **(g) IMPORTANCE OF COMMUNICATION SKILLS**

VSBEC would like to see that there is 100% placement with every batch and every year. In addition to the sound technical knowledge, the students need to have commendable communication skills.

- To encourage and insist on the extensive use of English language.
- To adopt innovative, interactive and technology-driven teaching – learning process.
- To prepare and exploit the potential for placement.
- To arrange for personality development activities.

The language club is extensively utilized as an effective English language teaching-learning tool.

### **(h) EMPLOYABILITY SKILLS FOR STUDENTS**

One of the educationalists pointed out that most of the graduates from Professional courses do not suffer from the problem of unemployment, but from that of unemployability. Our institution has taken a serious note of this and is doing its best to see that the graduates are

free from this blemish. They are given more opportunities in the classroom to develop their all round personality and to showcase their latest talents. Students should develop the following employability skills.

- ❖ Aptitude
- ❖ Communication
- ❖ Technical
- ❖ Programming
- ❖ Soft Skill

