

Code of Conduct for Students



VIGNAN'S LARA

**INSTITUTE OF
TECHNOLOGY & SCIENCE**

Approved by AICTE New Delhi | Affiliated to JNTU | ISO Certified

Dear Student...

Welcome to Vignan's Portal of Learning



Here, the spirit of the institution instilled among the students has been to seek beyond the mere completion of a course, training for a degree or securing simple employment. All of us, the Staff & Management, wish to see you all grow into :

- World-class professionals
- Entrepreneurs of great wealth & influence
- Leaders in professions of your choice

You are all aware that attaining this kind of success or honour is not easy. It is possible only when we are able to impart you training in a holistic way and you receive the same with all earnestness.

A holistic approach means much more than a sound educational program. No doubt, a thorough knowledge base with good grades is very essential. But the real value addition takes place through:

- Development of Right attitudes - which includes positive thinking, ability to take up challenges & high levels of resilience.
- Balanced Behaviour – willingness to give others what you wish to receive from others- love, respect, freedom etc.,
- Team Spirit – ability to share & work in teams.
- Good Communication – winning manners, right body language & ability to communicate without hurting or humiliating others.

As students, if you can develop these traits in addition to acquiring sound knowledge in your classes or labs, it will eventually shape you into top ranking professionals, entrepreneurs & leaders besides making you good human beings.

Also as members of the Vignan, you must freely affiliate with this institution, and make a decision to be bound by its rules, regulations and principles. As students, make your study a memorable experience.

On completion of your course, you will be the alumnus of Vignan, which is a life long association. Therefore, we expect that everything should go well with you during your stay on the campus. Towards creating this supportive and intellectually stimulating atmosphere on the campus, we seek your active cooperation.

This code of conduct is designed to guide you through your study on the campus. It is aimed at making you aware of your rights & responsibilities and at the same time facilitate you to avail all the resources of the campus be it the infrastructure, common amenities or human resources to the optimum level, so that you can have a productive learning experience.

Our ultimate endeavour at Vignan is to shape you into well groomed, vibrant & successful professionals, of whom the parents, teachers as well as the nation can be proud of.

Outside the Campus



What to do?

- Ia. When you are waiting for the bus, the language you speak as well your body language should be decent and dignified.
- Ib. While travelling, there may be discussions on various issues but you should be sensitive enough, not to humiliate, hurt or insult anybody either on gender or community basis.

Why?

- Distinction from the crowd, your self esteem, your recognition in the public as well as among other students is assessed not from your marks and grades, but from your behaviour, the language you use, courtesies you extend outside the campus.
- You should not disturb yourselves even before coming to the institution each day. Guilt of offending or hurting others may have a great negative impact on your mind & keep you in an agitated mood for the rest of the day. This prevents you from participating in the learning process of the classroom.

“Imagination is more important than knowledge.” – Albert Einstein

Traffic

Discipline

What to do?

- 2a. While driving your own vehicles, you have to follow traffic regulations and avoid indiscipline.
- 2b. When you drive down to institution on your own vehicle, you have to park the vehicle in the earmarked location.
- 2c. While reaching the classroom from the bus or parking place, keep your voice levels soft and body language in a positive and non aggressive mode.
- 2d. You have to enter the classroom actively and peacefully for effective learning.



Why?

- Being a future professional, you are expected to observe the basic traffic rules not only to facilitate others but also for your own safety.
- Remember that rash and erratic driving never impresses and commands respect among your colleagues in real life. It happens only in the movies.
- To avoid disturbance to the classroom environment and maintain a serene atmosphere on the campus, you should park your vehicles in the parking area. This is the accepted practice even in most reputed institutes of the world.

During Intervals



What to do?

- 3a. Driving around & movement of vehicles is restricted on the campus.
- 3b. While enjoying your meals in the canteen, you should observe some basic niceties. You should not form into large groups or criticize, comment or hurt anybody directly or indirectly. Ragging of any kind should be avoided.

Why?

- A tranquil harmonious atmosphere is conducive and essential for academic endeavours, Movement of vehicles creates sound pollution on the campus and leads to loss of concentration for students in the adjoining classes.
- Indian traditions and also basic courtesy demands that we should not hurt anybody's feeling while taking food and enable others to enjoy their meals comfortably by maintaining neatness as well as by giving room to others.

"Anyone who has never made a mistake has never tried anything new." – Albert Einstein

During Intervals

What to do?

- 3c Students have to vacate all common places like canteen, playgrounds, internet centers etc. at least 5 minutes prior to the start of class / lab work.
- 3d. When there is no class, students are expected not to loiter on the campus but instead make use of campus facilities like Library, Internet etc.



Why?

- To get into the right mood of learning and also to avoid disturbance to others by coming late, all students are expected to be in class at least 4 – 5 minutes prior to the start of the class.
- Leisure time should be used for formal & informal learning in the library or by participating in co-curricular & extra-curricular activities.

Dress Code



What to do?

- 4a. Students shall come to the institute in the dress code prescribed by the administration.
- 4b. You are expected to conduct yourself generally in a manner which does not hinder the institute's purposes or operation, nor damage its reputation.

Why?

- A dress code/uniform enables a person to identify himself as a part of the institution/organization. Following the prescribed dress code creates a feeling of oneness & professionalism towards one's work also. Also it is practised in many multinationals, where you are likely to go for work in your later careers.
- Your personal prestige & social standing depends upon the reputation of the institution you are associated with. At the same time, the institutional or organizational culture is shaped by the people who constitute it. So it is on you students, to build a vibrant & stimulating culture.

*Ability is what you're capable of doing.
Motivation determines what you do. Attitude
determines how well you do it. – Lou Holtz*

Identity Cards

What to do?

- 5a. You must always carry the photo identity card in the campus and produce it as and when asked for by the authorities.
- 5b. You are required to move silently through the corridors without disturbing the nearby classes and laboratories.



Why?

- An identity card enables easy natural introduction between students as well as students & teachers. Moreover, carrying one's Identity Card is a matter of pride to each individual and establishes affinity with the organisation and it is one of the widely practised systems in organizations world over.
- In order to facilitate a smooth process of teaching learning, both the teacher and the student require a peaceful atmosphere. Any unwanted noise/ disturbance may cause distractions and there by disturb the environment.

Using Common Area



What to do?

- 6a. Students should not sit on the corridor walls.
- 6b. Students shall not loiter along the verandahs or crowd in front of the offices or the campus roads or near the canteen. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.

Why?

- Corridors should be left free for passage of persons/equipment. Occupation of the corridors by persons on parapet walls/ or blocking them with unnecessary equipment causes hindrance to free passage. Moreover, there is a danger of fall from the parapet walls if occupied by people.
- Traditionally, teachers are equated with mother, father and God. Vignan's motto is 'Global Standards Indian Values' hence all students on the campus are expected to treat teachers with respect. Showing respect to teachers is not only akin with our culture but also generates lot of mutual good will between the student & teacher.

"You will become as small as your controlling desire; as great as your dominant aspiration"
– **James Allen**

Upkeep of Campus

What to do?

7a. Students should cooperate with the administration in keeping the classrooms, laboratories, library and the campus neat & tidy. The upkeep and maintenance of the entire premises, be it classrooms, laboratories or the library is a continuous process. In order to maintain the best standards of teaching & learning, all stakeholders need to take pride in the upkeep and maintenance of the campus.

7b. Smoking / chewing tobacco, spitting and drinking alcohol are strictly prohibited in the institute premises.



Why?

- As you are spending most of your active time on the campus, your moods, the right stimuli and efficiency depends upon the physical environment. So the sanctity of the place and the tranquility of the mind is to be maintained like that of a place of worship.
- Consumption of alcohol as well as smoking/chewing tobacco is not only injurious to one's health but also looked down upon in our society. More over it spoils the sanctity of an educational institution.

Student Harmony

What to do?



- 8a. Students are not permitted to organize any meetings, birthday parties or entertainment programmes in the institute premises or collect money for any purpose without the permission of the competent authority of the institute.

Why?

- Organizing meetings, birthday parties or other entertainment programmes may cause disturbance to other inmates of the campus/hostel. It may also lead to unnecessary arguments/scuffle and disturb the decency and decorum of the institution.

"We can't solve problems by using the same kind of thinking we used when we created them." – Albert Einstein

Student

Harmony

What to do?

- 8b. Students should not pick quarrels among themselves or with employees of the institute. Criticizing or abusing girl students with foul language is strictly prohibited in the campus.
- 8c. Students are not permitted to organize, attend or participate in any activity or agitation sponsored by any political / film / caste/ region based outfits or organizations.
- 8d. Students are expected to refrain from disruption of, or interference with, academic, administrative, sporting, social or other activities of the Institution.



Why?

- The institution plans and conducts its various academic, administrative, sporting and other activities according to a laid down schedule. Any disruption in these activities indicates lack of decorum and value system among those involved. It is a loss of prestige for the students as well as the institution.
- Differences of opinion while working in a group are a natural outflow of community living. The campus being a co-educational institution with a large number of women teaching and non-teaching staff, all sections of students irrespective of gender, community or rank must mingle together. It will really help in the evolution of your personality. Respecting others views makes you a more socially and culturally sensitive individual.

Student Harmony

What to do?



Why?

- While it is natural to be inquisitive & have a desire to know more about a fresher in the institution, the methods adopted should be decent and acceptable to the others. Interaction with juniors in a manner unbecoming of a rational human being reflects a perverse and sadistic mind. Ragging is indicative of an unhealthy mindset. It is derogatory to the subjected person and is unacceptable on humanitarian grounds.

- Ragging in any form within or outside the Institute campus is strictly prohibited. Any student, who directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished, as per the rules under Ragging Act 26 of 1997.

Grievance Redress

What to do?

- 9a. A student wishing to lodge complaints or seek redress for his grievances shall do so in writing to the respective HODs. If he wishes to address the Principal, he shall still do so through the proper channel.
- 9b. All academic grievances shall be addressed to the HOD. For redress of other grievances, students may approach the cells or committees constituted for that purpose like Disciplinary committee, Library committee, Canteen committee, Grievance redressal committee, Anti-Ragging committee and Women protection Cell etc..



Why?

- Communication addressed to administrative / academic authorities needs to be passed through the established channel so as to ensure that all levels of hierarchy are aware of the issue in hand and appropriate decision can be taken in time.
- Students may voice their grievance to the appropriate authorities and the issue will be surely dealt with utmost sensitivity. But the grievance should be taken in writing to the authorities concerned and through proper channel.

Responsible use of Resources

What to do?



- 10a. Students are required to use water and electricity economically in the institute/hostel premises and switch off the lights, fans, computers, equipment, etc., while going out of the room/laboratory.

Why?

- Water and electricity should be used economically. Water & Power conservation as you know is a global problems and it is to be addressed by budding professionals like you.

"Peace cannot be kept by force. It can only be achieved by understanding." – **Albert Einstein**

Campus Discipline

What to do?

- I I a. Unauthorized entry of outsiders or students charged with criminal offence or under suspension shall not enter the Institute campus without the permission of the competent authority.
- I I b. Students are not permitted to use mobile phones in the Academic Blocks, Library, Computer Centre, Examination Halls, etc. Camera and Music cell phones are banned. If found they will be immediately confiscated & returned only after completion of their course work in the institute.



Why?

- An educational institution is a place of learning, its sanctity should be upheld at all times. There is no room for disturbance, disorder or any criminal activity inside the campus, Entry of miscreants into the campus disturbs the tranquility of the environment, and causes inconvenience for serious learners.
- Mobile phones are an easy means of communication and have now become cheap and handy tools to remain in contact. However, unnecessary use of mobile phones/music or camera phones can disturb your concentration & finally affect your learning.

Campus Discipline



What to do?

- I c. Students are expected to spend their free time in the Library/ Reading Room. They shall not loiter along the verandahs or crowd in front of the offices or the campus roads or near the canteen. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
- I d. Students should park their vehicles only in the space allotted by authorities and driving of vehicles in the Institute premises is strictly prohibited.

Why?

- Endeavour on the part of students to spend their free time in the library for reference work/light reading/internet use will give a lot of value addition. As the competition is getting more intense by the day, spending free time gossiping on the road/parapet walls/staircases is not expected of serious students.
- Use of two-wheelers inside the campus not only causes noise pollution but also hinders free movement of pedestrians. Unhindered use of vehicles at high speed may lead to serious accidents also.

“Ability may get you to the top, but it takes character to keep you there.” – John Wooden

Campus Discipline

What to do?

- I I e. Possession or usage of firecrackers, weapons, explosives or anything that causes injury/ damage to the life and limb or body of others or property is prohibited.

- I I f. Students charged with criminal offence or under suspension shall not enter the Institution, without the permission of a competent authority.



Why?

- The law of the land does not permit possession of unauthorized material like weapons, explosives, firecrackers or anything that causes injury/damage to people/property. An educational institution engaged in teaching-learning process has to be a place for fostering peaceful & right behaviour.

- Protection of and preservation of public/ institutional property is the duty of all students. Any violent activity leading to damage of property is against the culture of learning. It also indicates lack of emotional balance among students. As you will be spending four years of your productive life here, you should develop a sense of belongingness to the institution.

Classroom Conduct



The classroom is a place where students spend a good part of their working hours either listening to lectures or having peer interactions or simply studying. Hence students are advised to maintain decorum, which includes their dress code, punctuality or general bearing. This will help to maintain a consistent learning and working environment for all. Students should consciously strive to build a good rapport with their teachers and work together towards the realization of an effective Teaching - Learning transaction in the classroom. Student participation is expected in several different ways. Students are expected to show respect for each other's ideas and opinions besides giving the teacher their undivided attention during the lecture sessions. Ultimately as students, you should aim to create such a positive environment in the classroom that a teacher should teach with lots of love and concern for students and as students you should receive the same with high order of respect.



In the Classroom

What to do?

- 12a. Every student shall reach the institute on time and attend the lecture and practical classes punctually.
- 12b. As soon as the teacher enters the classroom, the students shall rise and remain standing till they are asked to sit.



Why?

- The classroom work and the timetable has been framed to create a systematic schedule for you, to make your learning process easy and effective. Also since most of the teaching is integrated, if you lose even a single class, it creates a disconnect and prevents you from following the subsequent sessions.
- Standing and wishing the teacher increases the commitment of the teacher towards the class. Through maintenance of positive goodwill and classroom decorum, an appropriate learning environment is generated.

In the Classroom



What to do?

- I2c. Every student is required to maintain decency without making noise while moving from one classroom to another.
- I2d. Attendance shall be marked daily according to the methods prescribed by the JNTU from time to time. Students are expected to assemble in the classrooms within five minutes after the scheduled hour, and the absence of a student shall be noted.

Why?

- Inattentiveness or disturbance in the classroom causes distraction to the teacher and prevents him / her from teaching effectively. This will not only waste the class time but also cause loss of rapport between students and the teacher & reduce the effectiveness of teaching - learning in the classroom. Sometimes it may lead to erratic evaluation by the teacher.
- Maintaining the attendance schedule of the students is a mandatory requirement as per the Institute norms. Moreover, it also gives an indication of regular absentees if any and helps in ascertaining the circumstances leading to such absence. Students needing further explanatory sessions can also be identified.

"The weak can never forgive, Forgiveness is the attribute of the strong".
– **Mahatma Gandhi**

In the Classroom

What to do?

- 12e. Every student must attend at least 75 percent of the classes in a semester, otherwise he/she will not be eligible to write the semester-end examinations.
- 12f. Condonation of shortage of attendance of about 10 per cent may be granted by the competent authority on valid reasons. Shortage of attendance below 65 percent shall in no case be condoned. A candidate shall not be promoted to the next semester unless he fulfills the attendance requirement of the previous semester.



Why?

- The Institute norms prescribe minimum standard of attendance so as to enable students to catch up with the on going syllabus. In the absence of the required percentage of attendance, it may be difficult to understand the subject and be able to sit for examination & do well in them. Punctuality & regularity is the most basic & important aspect to be cultivated among future professionals. In your careers later when you go on to work in large organisations, no employer will tolerate 20% absence.

Library Conduct



The library is the place, which helps you to explore new vistas of knowledge and distinguish yourself from other students. It is a place, where you can read, think, deeply reflect and generate new ideas. It is the place where you can study the project reports of your seniors, journals etc., and keenly appreciate as well as update yourself on the latest developments. Hence, you should seek to spend as much time as possible in this center of learning, and there by help yourself actively in your own intellectual growth.

It need not be, therefore, mentioned that top priority is accorded for the proper maintenance and development of this facility. Attempts are always on to procure the latest and the best books, magazines, journals, audio-visual aids for the students and faculty members to help them in continuously enriching themselves.



In the Library

What to do?

- 13a. Cell phones should be either switched off or kept in a silent mode while studying in the library or laboratories.
- 13b. Borrowed books or other learning equipment, should be returned in good condition and renewed within the indicated time. In the event of loss or damage, you shall be required to pay up the cost.
- 13c. While replacing materials / books try to do so without causing damage to the books & replace them in their original place. Also, you should handle books with care and not tear off any pages, pictures from magazines, journals or books.



Why?

- The Library is a common & shared learning facility . Study work requires intense concentration. Any distractions like ringing phones or loud talking can lead to loss of attention and prevent effective learning. So, proper decorum should be maintained while working at such places.

In the Library



Why?

- Library resources are the common assets of the entire student community. Not only should you make an effective use of them but you should feel responsible for safeguarding and preserving them for the use of the rest of the student community.
- Misuse of the digital section will not only lead to wastage of your time but also prevent other students who are seriously interested in accessing online journals for carrying out their project or research work.

What to do?

- 14a. You may choose a seat of your convenience in the library without disturbance to the other readers. Try to sit in the right posture, remember the library is not a place for resting. You must not litter the place or spoil the study desk.
- 14b. Computers in the Digital section are to be used only for accessing the online technical journals, not for sending personal mails or viewing forbidden material.

In the Library

What to do?

- 14c. While entering the Library, leave your foot wear on the stand outside. Bags should be deposited at the counter near the entrance.
- 14d. While entering and leaving the library, sign your name in the log book at the library entrance.



Why?

- The Library and Computer labs are used by a large number of students; an average of 400-500 students may be visiting these facilities in a day. So keeping these places clean, clutter free and dust free is very essential.
- The library staff are required to keep stock of the number of day to day users of their various services for their own operational efficiency, so you are advised to sign in and out while availing the library services.

Laboratory Conduct



For professional graduates, development of skills is more important than having the theory and it happens in the labs. All the creative works, innovative ideas are generated only in the labs. This is the place for experimentation and innovation and seeing your ideas take shape. In short, it helps you to gain practical exposure to various technologies and at the same time gain hands-on experience of working with various tools and equipment. Effective use of labs will help you become competent professionals in the long run.

Continuous efforts are made by the Departments to further augment the Laboratory equipment to aid you in carrying out your project works or doing research. You are advised to make your learning purposeful and meaningful through the use of these facilities.



In the Laboratory

What to do?

- 15a. Every student to whom books or other property of the institution are entrusted shall be held responsible for their preservation in good condition, and in the event of their being lost or damaged, shall be required to replace them or pay up their cost.
- 15b. On entering the lab, you have to take up the experiment with the permission of lab assistant / concerned faculty member. Before handling the machines or equipment especially Electrical and Mechanical, read the instructions in the display chart or manuals carefully.



Why?

- Laboratory resources are the common assets of the entire student community. Not only should you make an effective use of them but you should also feel responsible for safeguarding and preserving them for use of the rest of the student community.
- Taking guidance from the lab technician & studying the lab manuals will acquaint you with the right way of handling the tools & equipment besides saving you from the hazard of accidents especially in Mechanical and Electrical labs.

In the Laboratory



What to do?

I 5c. If you face any problem with the instrument, you are advised to take the help of the instructor. Improper use of the instruments could damage the equipment irreparably. Used materials are to be placed in the specified area.

I 5d. While doing the experiments in teams, you should share the use of the equipment equally among yourselves. Consumables are to be utilized to the optimum level.

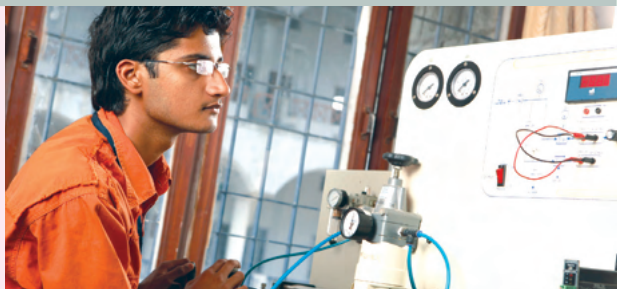
Why?

- While working in teams you should ensure that everybody understands and gets to learn & use the tools rightly. Even if a few members of the team are deficient in their understanding of the concept or operation of the tools, it reduces the effectiveness of team learning. Optimum use of the consumables will reduce wastage.

In the Laboratory

What to do?

- 15e. While leaving the lab, you have to hand over the equipment to the Lab Assistant and sign the register. Cooperate in the general maintenance of cleanliness, painting and working of the machines.
- 15f. You may avail the lab facilities & spend your time experimenting in the lab even after regular working hours, provided you take the permission of the HOD or Lab personnel.



Why?

- Signing the issue register will help the Lab personnel to keep track of the equipment usage besides helping them to make a record of the faulty equipment.
- The institute authorities always extend their help to you in all your learning pursuits. You are welcome to use the library, lab & other resources beyond the regular working hours also. But you must avail the resources by seeking the permission of the authorities concerned.

In the Laboratory



What to do?

15g. While attending lab classes, students are required to be dressed appropriately where applicable. Decorum of the Lab must be maintained at all times. Wearing aprons or overcoats according to the prescribed dress code is a must.

Why?

- After graduating as engineers you will be taking up careers as employees in large organisations. As professionals of large corporates and depending upon the nature of your work, whether in the public or private sector, you will be expected to follow a certain dress code. Hence it makes sense for you to get used to a dress code and prepare yourself early in your career. Besides, wearing an apron or overcoat in certain labs ensures your safety, especially when dealing with chemicals or certain materials.

Your goals are the road maps that guide you and show you what is possible for your life.
- **Les Brown**

Hostel Conduct



A hostel is a place where your emotional intelligence develops through sharing & teaming up. Valuable life skills are developed as hostels can offer you great opportunities for living and evolving together. At the same time students should remember that the hostel facility is a shared facility and so cannot be the prerogative of a few. You are advised to maintain discipline & decorum in the hostel rooms, corridors and dining hall. You should demonstrate morality, discipline and mutual sense of honor under all circumstances, while training to become good citizens. The University authorities aim at providing sufficient avenues for recreational and social activities to have all round development of the students. The wardens and faculty regularly interact with students to find out their grievances and from time to time initiate improvements to make student-stay comfortable. As a student, you should maintain a good atmosphere in the hostel and build harmonious relations with each other besides cooperating with the authorities.



In the Hostel



What to do?

- I 6a. Hostel students should furnish the correct address of their parent/guardian. It is the responsibility of the individual student to intimate any change of address to the Hostel Administration.
- I 6b. At the time of admission into the hostel, you have to pay a prescribed amount of money as caution deposit, which will be refunded, on submission of a no dues certificate from the Hostel Warden, at the time of vacating the hostel.

Why?

- At the time of any emergency like ill health or accidents, the hostel administration may need full contact details of the student to intimate the parents and get further help to him/her. So the complete details of the guardian, together with address & phone number are to be available with the Hostel administration.
- The hostel is a shared living space for a large student community. It should always be kept in a good condition. If any student indulges in disruptive behaviour, or spoils the hostel property, the rest of the students not only face inconvenience but are also forced to forego the use of those facilities. Hence the charge of caution deposits to cover any losses should they arise.

In the Hostel

What to do?

16c. Residents are expected to be responsible for the safe keeping of their belongings. You are advised not to bring any valuables to the hostel or keep cash above Rs.500/-. Large amounts received from parents, must be deposited in the bank.

16d. Drinking alcohol, consuming drugs, smoking, chewing tobacco, spitting, etc., are strictly prohibited in and around the hostel premises.



Why?

- Though there are security personnel for maintaining general vigilance in and around the hostel, students should be responsible for their own belongings. Raising suspicion and accusations after the loss of belongings creates unpleasantness and loss of good will among the roommates.
- One of the goals of your education is to become a balanced & integrated personality. Bad habits like smoking, drinking & consuming drugs have a stigma attached to it & spoils your image among your peers & elders.

In the Hostel



What to do?

- I 6e. Residents should keep not only their rooms clean, but also common facilities like corridors, toilets etc., should be neat and tidy. You should take care not to damage the walls with writings, drawings or paintings.

- I 6f. You should not tamper with electrical fittings or wirings. In cases of misuse or damage to the property the cost of replacement of fittings, tube lights, switches, fan rewinding, condensers, etc., shall be charged to the occupants of the room or shall be included in the establishment charges and distributed among all the residents of that block.

Why?

- The hostels have been planned & designed keeping in consideration your comfort and aesthetics. The intention is to create good facilities for providing a pleasant ambience for you all. Hence, each one of you should play your role in the upkeep of the place.

In the Hostel

What to do?

- 16g. Residents shall not possess/keep in the rooms arms, explosives, inflammable or objectionable materials.
- 16h. Usage of electrical stoves/ immersion heaters/ iron boxes, etc., in the rooms is strictly prohibited.



Why?

- Use of unauthorized implements or materials can lead to voltage fluctuations, short circuits or in some cases where the resident forgets to unplug after use may even cause fire accidents. Hence students are advised not to use any appliances other than their laptops in the hostel.

In the Hostel



Why?

- Hostel residents after regular class hours would like to relax or pursue some creative activity or take up self-study. For this, they need quietness and privacy. Since residents occupy rooms on a sharing basis, visitors floating in or out can create disturbance for the others. In case of urgency, students can meet their visitors after seeking permission from authorities concerned.

What to do?

- Residents are advised not to bring guests/ non-boarders into their rooms. Residents violating this rule shall forego their opportunity to reside in the hostel. Hostel residents shall be issued Identity Cards, which they must produce whenever asked for.
- Parents and local guardians are allowed to visit the hostel only on Saturdays and Sundays from 4 p.m. to 6 p.m.

*You can determine how confident people are by listening to what they don't say about themselves. **Brian G. Jett***

In the Hostel

What to do?

- 16k. You should not indulge in any type of quarrel with co-residents or hostel staff. You should not indulge in any sort of indiscipline or unlawful acts either on the campus or outside.
- 16l. You should not conduct any religious rituals or invite anyone for holding communal discourses, etc., in the rooms or premises of the hostel.



Why?

- Each one of you should try to build friendships which promote understanding of each others backgrounds and cultures. Noisy quarrels can cause emotional disturbances and loss of good relations.

In the Hostel



What to do?

I 6m. If a resident wishes to go out after 6 p.m. s/ he may do so after informing the hostel administration & entering the details of their purpose in the Movement Register. You are not to stay out or go out after 10 p.m.

I 6n. Residents who wish to leave the station shall apply for leave & obtain permission in writing two days in advance and intimate their address of stay during this period.

I 6o. If any resident leaves the hostel without intimation, the Chief Warden holds the right to break the lock and take possession of the room & the absentee shall not complain of any loss.

Why?

- All of you as residents are mature and old enough to understand your responsibilities and limits, but in your absence your parents or relatives may call for you. Hence, keep the hostel authorities informed of your movements and leave the required information like the purpose of going out at the reception desk or resident wardens.
- Leaving information about your movements can also prevent the occurrence of any untoward mishaps.

*You have to have confidence in your ability,
and then be tough enough to follow through.*
- **Rosalynn Carter**

In the Hostel

What to do?

16p. Unauthorized changing of rooms without the permission of the Chief Warden shall be treated as misconduct. The hostel administration reserves the right to change the rooms on merits of the case or for administrative reasons or for discipline purpose.

16q. Every resident should surrender the room in person at the end of academic year to the Chief Warden.



Why?

- All students should live together in a spirit of harmony and cooperation. Students should try to develop acquaintances with all without any undue preferences of caste , region or religion. Only then, will your thinking broaden and your personality blossom. Meeting & living together with people from different backgrounds will make you a more culturally sensitive person.
- Before the commencement of fresh academic year, repairs may have to be carried out or rooms may have to be painted. Hence the administration insists on the rooms to be handed over.

In the Hostel



What to do?

16r. Residents shall not engage any employee to do any errands for them or demand any special service from the employees. Also no resident shall ill-treat or misbehave with any employee of the Hostel/Mess.

16s. In case of sickness, you shall immediately report yourself to the Warden.

16t. Sick students have to apply for room service with the approval of the warden.

Why?

- The hostel staff have their designated duties. If even a few residents make use of their services for carrying out their own personal errands, it causes lot of inconvenience to the hostel administration.
- Only when the residents give timely information, can the hostel authorities take the necessary steps like providing medical assistance, informing parents, providing room care, special diet etc.

You'll find as you grow older that you weren't born such a great while ago after all. The time shortens up. - William Dean Howells

In the Hostel

What to do?

16u. The hostel residents shall not indulge in ragging or in any activity that may cause inconvenience, embarrassment or hurt the feelings of other residents.



Why?

- For most residents, staying away from parents may be a first time experience. So a supportive atmosphere must be maintained at all times to make them feel comfortable. Even gentle teasing may hurt sensitive students very badly. All residents should maintain easy & accessible relations with each other, but at the same time take care not to cause serious offence to others or in any way that undermines their self-confidence or dignity.

Dining Hall Etiquette



Why?

- Students carrying their plates outside the mess or leaving the used plates, glasses outside or leaving unconsumed food not only gives a disorderly look to the whole place but also makes it difficult for the mess staff to collect or clean the utensils. Serving food & cleaning up is easy if the diners have their meals in the dining hall.

What to do?

- I 7a. Students of the institute who have been allotted hostel accommodation in the Institute Hostels are required to dine in the hostel mess. They are advised not to waste any food items. The hostel residents are prohibited from bringing any outside cooked food into the hostel.
- I 7b. Meals and breakfast shall be served as per the timings decided upon and notified by the hostel administration from time to time. Food shall be served only in the dining halls in the mess. Hostel residents should not take food and utensils outside.

Dining Hall Etiquette

What to do?

17c. The hostel residents shall not enter into the kitchen / stores. The hostel residents shall wash their hands at the place meant for the purpose.

17d. Any complaint regarding mess should be brought to the notice of the Mess In-charge immediately.



Why?

- As future professionals you must groom yourselves both internally and externally. Dining etiquette is also a part of good grooming. Residents are advised to cooperate with hostel staff in every way possible and not inconvenience them in any way.
- The hostel authorities always wish to extend their help to you in every way possible to make your stay comfortable & enjoyable. In case of any small lapses, residents are advised to discuss with the personnel concerned and get it peacefully resolved.

At the Playground

What to do?



Why?

- Sports facilities and equipment are the collective property of the student community. So each one of you while sharing them should feel responsible for its safekeeping and effective use. Misuse or loss of equipment deprives others from using it.
- All games indoor or outdoor should be played with proper sporting spirit. Playing sports helps not only to build teamspirit but also learn valuable life skills, which are essential for building an integrated and balanced personality. Forming narrow affiliations in the sports arena defeats the very purpose of playing in teams.

I 8a. You can avail indoor games in the sports hours from 3.00 -6.30p.m everyday. While collecting the sports equipment, students are advised to produce their ID cards to the Physical Director. You should not borrow equipment on another's card or keep any of the borrowed equipment after 6.30 p.m.

I 8b. Playgrounds are not places for interpersonal friction. Students should not raise any other issues while playing the game. Students should avoid making fun of others or provoking the winning team on the sports field.

All you have to do is know where you're going. The answers will come to you of their own accord. - Earl Nightingale