

CARE COLLEGE OF ENGINEERING



No. 27, THAYANUR,
TRICHY-620009.

www.care.ac.in

**CODE OF CONDUCT FOR
FACULTY**

FACULTY RELATED RULES & REGULATIONS

1. CODE OF ETHICS FOR TEACHERS

In fulfillment of their obligations to the teaching profession, teachers will strive to:

- Advance the interests of the teaching profession through responsible ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their qualifications and competencies.
- Contribute to the development and promotion of sound educational policy.
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Respect confidential information on colleagues unless speak out if the behaviour of a colleague is seriously in breach of code.

2. RESPONSIBILITY AND ACCOUNTABILITY

- Teachers should handle the subjects assigned by the Head of the Department.
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- CIA Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CIA Tests, Seminars if attended are to be entered in the counseling report.
- Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.



3. DRESS CODE: FACULTY

Following is the dress code for the faculty of Institute:

For Gentlemen:

- Formals on all working days – Full Sleeve shirt; Shoes – Black or Brown; Tie – Optional.
- Funky hair coloring and hair cut not permitted.
- Clean Shaven and Clean cut looks only permitted. If bearded, it should be neatly trimmed or neatly trimmed French beard acceptable.

For Ladies:

- Saree / Salwar's - Neatly washed, starched, pressed and Pinned appropriately.
- Funky hair coloring and hair cut not permitted.
- Low neck lines not permitted.

4. ID CARD

- It is Mandatory for all students and staff to wear the ID card at all times when they are in campus.

5. RULES & REGULATIONS

- Work under the supervision and guidance of your Reporting Head.
- The Institution's Dress Code must be followed in College Premises.
- Ensure student's high percentage of pass in the examinations.
- English is the language for communication for the Teaching Staff.
- Maintain warm relationship, good communication with the students, colleagues, subordinates and superiors.
- Be a Great Team Player to ensure excellent working atmosphere.
- All applicable statutory rules and regulations will be in force. May be modified from time to time by CARE Group of Institutions.

6. BASIC DISCIPLINE

- We need to "Stand as Role Models".
- CARE is an equal employment opportunity employer.
- No fear of discrimination, gender bias and sexual harassment.



- All Employees have the right to be treated with dignity.
- Sexual harassment at the work place or other than work place is a serious offence and punishable.

7. IT POLICY

- No personal devices of any form to be connected to the network or the CARE systems.
- Use of personal Instant messenger and chat is prohibited.
- No personal usage of CARE network such as downloading software, games, movies, music etc.,
- No Freeware / shareware / unlicensed software or tools without prior consent from authorized Personnel.
- Users shall not upload
 - ✓ Any software licensed, Data owned or licensed by CARE.
 - ✓ Documents classified as CARE Proprietary, CARE Confidential or C.A.R.E Internal Use, without clear authorization.
- Users shall not carry out any objectionable, illegal activity on the internet that shall damage the Institution or its image.
- Users shall not attempt to avoid or weaken security measures on either the organization network resources or any other system connected to or accessible through internet.
- Users shall not post to public discussion groups, chat rooms or other public forums representing the organization on the Internet unless preauthorized.

8. WORK PLACE ETHICS

- Maintain Good Relationships at Work and a good attitude.
- Be Friendly, Guide your co-worker if they truly in need of help.
- Come to work on time and Have good Time Management.
- Be willing to learn, be a team player and be a contributing member.
- Ensure your Leadership abilities and accept compromise.
- Dress Appropriately and have good Personal hygiene.
- Maintain Good manners and have eye contact.



- Accept responsibility and concentrate on your work.

9. DUTIES & RESOPONSIBILITIES OF HEAD OF THE DEPARTMENT

- HOD is responsible for conducting all academic programmes of the Department asper the norms of affiliating University. In pursuance of above objective, he/she is required.
- To formulate Time – Tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.
- To train and update the faculty to deliver good instruction to the students.
- To ensure proper evaluation of student’s performance and take remedial action to improve the performance of slow learners.
- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students.

10. SPECIFIC DUTIES OF HOD

- Should ensure that all classes are held as per the time – table and make alternate arrangement for the class work of teachers absent on that day. Should recommend for disciplinary action against those availing leave without prior arrangement for class work.
- Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. He should forward all the registers on the last working day of every month to the Director’s perusal.
- Should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- Should convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.
- Should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people whocould be invited to deliver guest lectures.
- Should monitor students’ development and problems through feedback and counseling.
- Should appoint faculty counselors so as to meet the needs of students suffering from



the effects of stress and peer pressure.

11. DISCIPLINE IN COLLEGE BUSES

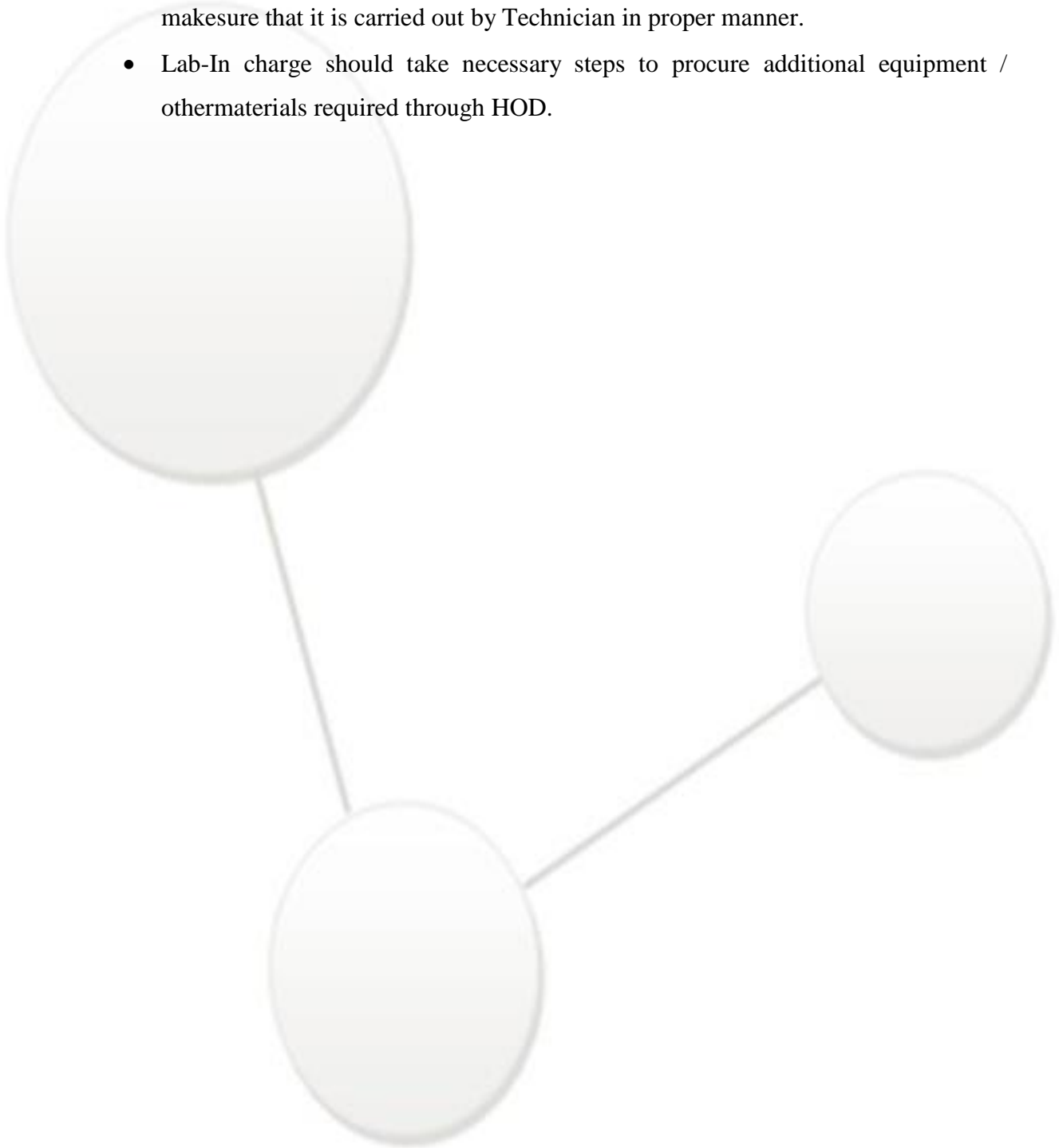
- All staff members traveling in college Buses should sit in the middle and last row to curb ragging in the Buses.
- Transport in-charge is requested to report the compliance of above instruction to the undersigned immediately.
- Senior faculty members are once again requested to keep a strict vigil on the students indulging in ragging.

12. DUTIES OF LAB-TECHNICIAN

- Any unexpected breakdowns of Lab Machines / Equipments must be reported immediately to the teaching staff in-charge of the particular Lab.
- Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
- The responsibility of Lab Assistant is to identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab –In-charge.
- All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
- Issue register for tools issued to the students must be maintained for each and every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- To ensure the availability & proper maintenance of “first aid facilities & firefighting equipments”.
- Avoid other activities during Lab hours unless assigned by the senior Management.
- Adjust Lab work to a technician, who is familiar with that Lab, in case of your absence.
- Ensure that the Machine is in proper working condition & then allow the students to do the Job.

13. DUTIES OF LAB-IN CHARGES

- Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by Technician in proper manner.
- Lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD.



CARE GROUP OF INSTITUTIONS

CODE OF CONDUCT FOR STUDENTS

I. PREAMBLE

The student code of conduct [*Code*] is established to foster and protect the core missions of the GNET – CARE Group of Institutions, Trichy. It aims at the scholarly and civic development of the institution's students in a safe and secure learning environment, to protect the people, properties and processes that support the institution and its missions. Rules and regulations are necessary to mark the boundaries of this needed order.

II. APPLICABILITY

The *Code* is applicable to all students, which includes all persons taking programme at various constituent institutes of the CARE GROUP, either fulltime or part-time, pursuing undergraduate, Post graduate, professional studies. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the Institute, or who have been notified of their acceptance for admission are considered as "students". The Code applies to all locations of the Institute.

III. JURISDICTION

The *Code* applies to the on-campus conduct of all students at all the location / campus of the Institute. The code also applies to the off-campus conduct of students in direct connection with:

- Academic course requirements or any credit-bearing experiences, such as internships, field trips, industrial visits etc. ;
- Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
- Any activity sponsored, conducted, or authorized by the institute or by registered student organizations;
- Any activity that causes substantial destruction of property belonging to the institute or members of the institute fraternity or causes serious harm to the health or safety of members of the institute fraternity
- Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission.
- The code is applicable to all violations of rules, prescribed by the Government or University or Institution, like ragging the fellow students.

Students continue to be subjected to the laws of the land while at the institute, and violations of those laws may also constitute violations of the code. In such instances, the institute may proceed with its own disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

IV. RESPONSIBILITIES OF STUDENTS

1. Students are members of the institute and citizens of the state. As citizens, students are responsible to the society of which they are a part, and, as students, they are responsible to the academic fraternity of the institute.
2. Admission to the institute carries with it the presumption that students will conduct themselves as responsible members of the academic fraternity. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic fraternity.

3. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic fraternity and the society.
4. They should refrain from any conduct that would interfere with institute functions or endanger the health, welfare, or safety of other persons.
5. As a citizen of State, a student should not discriminate 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.
6. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

V. DISCIPLINARY MISCONDUCT

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the Institute reserves the right to take disciplinary action in appropriate circumstances not set out in this handbook.

The illustrative list of misconduct is as follows (Not exhaustive):

1. **Academic Misconduct:** Academic Misconduct means plagiarizing, copying, cheating on assignments or examinations.
 - a. *Cheating:* The act of obtaining or attempting to obtain credit for work by use of dishonest, copying or fraudulent means.
 - b. *Plagiarism:* The act of taking ideas, words, or specific substances of another and offering them as one's own.
2. **Disruptive Conduct** - Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on institute premises or in connection with any institute-sponsored event or activity;
3. **Discrimination/Disturbance** - Engaging in verbal or physical behavior directed at an individual or group based on origin, race, creed, gender, religious beliefs, 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. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the institute.
4. **Falsification** - Falsification means willfully providing institute offices or officials with false, misleading, or incomplete information; forging or altering official institute records or documents or conspiring with or inducing others to forge or alter institute records or documents.
5. **Refusal to Identify** - Refusal to identify or falsely identifying one's self when requested by an authorized institute official.
6. **Illegal or Unauthorized Possession or Use of Weapons** - Illegal or unauthorized possession or use of weapons means possessing or using weapons or materials or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.
7. **Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking** – CARE strongly supports the goals of "Drug Free Campuses". It is the policy of CARE that no student shall distribute, possess, or use illegal drugs, controlled substances on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the policy of the institute that smoking is strictly prohibited in the entire campus of CARE.
8. **Unauthorized Access and Use** - Unauthorized access means accessing without authorization institute property, facilities, services, or information systems, or obtaining or

providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

9. **Act of Violence, Threatening, Harassing, or Assaultive Conduct** - Act of violence, threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

10. **Theft, Property Damage, and Vandalism** - Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

11. **Recording of Images without Knowledge** - Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

12. **Causing Disrepute to other students** – Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which brings disrepute to other students / faculty of the Institute.

13. **Failure to comply with institute or any other authority** - Failure to comply with legitimate directives of authorized institute officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.

14. **Ragging** – Any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging Regulations, 2009.

15. **Contracts** - Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for Institute. The Institute will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

16. **Abuse of Electronic Communication** - Using Institute or personal telecommunications, data communication networks for illegal or improper purposes or in violation of Institute regulations and policies, or related laws.

17. **Media Contact** - Students are expressly prohibited from speaking on behalf of, or for, Institute with any media organization or publication, or from inviting the same to any Institute-owned or operated property, facility, or event without the express written permission from the competent authority (CEO/Director) of the Institute.

18. **Organization and Event Registration** – A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission from the competent authority (CEO/Director) of the Institute.

19. **Presenting False Testimony** - Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

20. **Laptop/ Mobile Phone** – Use of Mobile Phones and Laptops are not permitted generally. However, these gadgets can be allowed only for academic purposes, **the safety of the same should be ensured by the students themselves.**

21. **Two Wheelers** – Students are permitted to use Two-Wheelers only if they follow RTO rules (Wearing of Helmet is Mandatory). Students are permitted to come to campus through the college bus. This is to ensure safety of the students.

22. **Dress Code** – Male students should come in formals only with black shoes. Female Students should wear only churidhars with dhuppatta. Short churidhars are not permitted.

23. **Identification Card** – The student at any point of time, should be in possession of ID card visible at all times within the campus, failing which, the students will not be permitted to enter the campus.

24. **Violation of Institute rules** - Violation of other published institute regulations, policies, or rules, or violations of law. These Institutional regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, misuse of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.

25. **Language** – Students are encouraged to use English Language for communication inside the campus for their own benefit.

26. **No Objection Certificate** – Students have to submit a ‘No Objection Certificate’ from the parents whenever the College arranges educational tours, picnics etc.

27. **Self-discipline** – Students have to observe self-discipline and cleanliness. Spitting and throwing trash anywhere inside the college campus must be avoided. Keep the campus clean by using the garbage bins provided. It becomes students’ duty to report all cases the impropriety and misbehavior to the college authorities.

28. **Compulsory Attendance** – It is compulsory to attend Independence Day / Republic Day Function / Annual Sports / College Foundation Day / College day whether on working days or on holidays. In case of absence at any of these functions without valid reasons, the Director may take disciplinary action.

29. **Political Involvement** – Students are required not to involve either directly or indirectly in any form of politics inside the college during their entire period of study. If found that, strict disciplinary action may be initiated against the students which may even result in the termination from the college.

VI. Grievance Cells of every Institute

Every institute shall form Grievance Committee to address grievances of students.

Constitution of Grievance Committee:

- Principal / Dean
- Senior Faculty nominated by the Principal/Dean.
- One member of teaching faculty who will necessarily be a female member.
- Office Superintendent / Administrative Head (convener of the meetings)

Procedure:

1. The aggrieved student would submit in writing his/her grievance to the Registrar/ Office Superintendent.
2. The Office Superintendent / Administrative Head would convene a meeting of members within ten days of receiving the complaint.
3. Where the Principal is not a member of the committee, the report of the committee must be submitted to him/her within 5 working days of the meeting.
4. The decision taken would be communicated to the student within 3 further working days.
5. Further the student can appeal to the Institute Grievance Committee (appellate authorities) within 5 working days.

VII. HEARING AND APPEALS

Any student charged with violation of the Code shall have the opportunity to receive a fair hearing. To safeguard the rights of students, there is an appeal procedure to govern the alleged violations of this policy.

Composition:

- Principal
- Dean
- The Faculty Member (Female) other than the school / institute from where the students submit the grievances.
- Administrative Heads.

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

1. HOSTEL MANAGEMENT

- 1.1 The following officers constitute the Hostel Management:
- The Director or His Nominee (The Chief Warden)
 - Dean (Students)
 - Associate Deans (Students)
 - Convener, Hostel Executive Committee
 - Wardens (UG and PG – Year Wise)
 - Associate Wardens / Resident Student counselor of Hostels
 - Hostel Manager / Administrative Officer.
- 1.2 Hostels are grouped Year wise and a Chief Warden is appointed to manage the hostels and mess. Each hostel has Associate Warden who is resident in the hostel.
- 1.3 The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

2. ACCOMMODATION

- 2.1 Statutorily, hostel accommodation is available to students, only during a working semester. No student will have a right to occupation of a room during vacation. But he/she may be permitted to stay on request, if he/she is doing any additional courses work such as / project work / Institute work / Hostel work.
- 2.2 Hostel accommodation is available to B.E./M.B.A./M.C.A./B.Arch students for a maximum length till the course completion. They can retain their room during odd semester vacation. At the year end they have to vacate the hostel.
- 2.3 First Semester Students will be admitted on the basis of first come first served basis.
- 2.4 Old students who were involved in indiscipline activities in the past will not be admitted in the Hostels.
- 2.5 The students are required to pay Hostel fee, Mess fee and Electricity & water charges in advance i.e. in the beginning of each semester.
- 2.6 The student who fails to deposit the fee within stipulated time for full semester will not be allotted accommodation and will not be allowed to stay in Hostel. However, Payment of fees after due date with fine as approved by the appropriate authority will be permitted.

3. CONDITIONS OF ALLOTMENT

- 3.1 At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit an application duly completed Personal Data Form. **The telephone number of the parent with STD code, must be provided.** Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing, at once.
- 3.2 The Hostel Management will generally provide minimum furniture and fittings for each room.
- 3.3 Rooms once allotted to the students for an academic year will not be changed except on special situations (Medical grounds).
- 3.4 If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Convener, Hostel Executive Committee immediately and should vacate the hostel if the Hostel

Management finds that he/she is not eligible for hostel accommodation.

3.5 The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.

3.6 Before vacating the rooms, the students should fill up the Room Vacating Slip and should handover the rooms in the same condition as it was allotted.

4. CODE OF CONDUCT

4.1 All residents are required to maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.

4.2 **All Hostel residents are required to carry their valid Identity Cards issued to them by the Institute.**

4.3 The rooms, common areas and surroundings should be kept clean and hygienic. No destructive work is permitted inside the campus.

4.4 All the students are expected to be in the hostel before 7.00 p.m. (8.00 p.m. on Saturdays). If any student wishes to be away from the hostel during the weekend, holidays or any other time, He / She has to take prior permission from the Warden.

4.5 **Rooms are allotted to each student on his / her personal responsibility.** He/she should see to the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the Warden in-charge all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.

4.6 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.

4.7 The students should not screen movies in their computers/ laptops and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.

4.8 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.

4.9 In case of damage or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden.

4.10 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he/she will be charged a penal rent as decided by the Warden.

4.11 The resident shall not remove any fittings from any other room and get them fitted in his/her room.

4.12 The residents are required to sign a Hostel Upkeep Undertaking form. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the Hostel Management.

4.13 Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely. For your understanding, ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as,

“display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:- Teasing, abusing, or playing practical jokes on or causing hurt to such student; or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do”.

Excerpts from the Directors of Hon'ble Supreme Court of India in respect of curbing ragging in Educational Institutions: “The Head of the institution (Vice-Chancellor/ Director/ Principal, etc.) should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suo motto if the circumstances so demand. Freshers should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably. When the persons committing or abetting the crime of ragging are not identified collective punishment could be resorted to as a possible deterrent measure, as it would ensure fraternity pressure on the potential raggars not to indulge in ragging”.

4.14 All students, hostellers and day scholars, are required to sign an **Anti-Ragging Undertaking form**.

4.15 Smoking and consumption of alcoholic drinks and / or narcotic drugs / cigrattes / pans / any tobacco product etc in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute. Campus is a smoke-free zone.

Students should not smoke anywhere in the campus. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel / institute.

4.16 Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:

- a) He / she will be expelled from the hostel.
- b) A record of his / her misconduct will be made in the personal file.
- c) The cost of damage will be fully recovered from him / her together with penalty.
- d) He / she will also be fined commensurate with the offence committed.
- e) The privilege of appearing for campus interviews will be denied, when he / she reaches the final year.
- f) No recommendations from college Professors will be given to him / her for studies abroad.

4.17 Any student found hosting / harboring an offender will be also liable to the punishments mentioned in rule 4.17.

4.18 Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.

4.19 The last person leaving the room should switch off all electrical appliances, computers, etc, when leaving the room. All taps should be closed properly after using the bathrooms to ensure that there is no wastage of water.

5. GUESTS

5.1 Outsiders are not permitted in the hostel. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.

5.2 No guests are permitted in a student's room without permission of the Warden. No person of the opposite gender either guest or otherwise shall be permitted to enter in any part of the hostel except the visitor's Hall.

6. VISITORS

6.1 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.

6.2 The visit of men students to the women's hostel and vice versa is strictly prohibited.

6.3 Visitors with due permission of wardens shall be allowed during 5.00 PM to 6.00 PM

6.4 Day-scholar students are not allowed to stay in the hostel without the permission from the competent authority even for a day. If any day-scholar student is found staying in the hostel without any permission from the competent authority then the suitable disciplinary action will be initiated against such student.

7. USE OF APPLIANCES

7.1 The use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostels / student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

7.2 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs from outside.

7.3 When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by the authorities.

8. COLLECTIVE RESPONSIBILITIES

8.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.

8.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.

8.3 Residents will be personally responsible for the safety of their belongings.

8.4 Residents are required to obey all rules inside the campus.

8.5 Residents are duty bound to report to the Warden / Convener, Hostel Executive Committee in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.

8.6 Use of powered vehicles by students has been banned. Residents violating this rule are liable for punishment. Powered vehicles brought to the campus will be handed over to the Police.

8.7 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the concerned authorities.

8.8 Students should not arrange for any picnic outside without specific permission of the Dean / Convener, Hostel Executive Committee / Warden.

8.9 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as plastic carry bags.

8.10 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop etc. and lock the room when they are out for a short period.

8.12 In case of any theft it should be reported promptly to the Security Officer.

8.13 The jurisdiction of CARE is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police.

8.14 The students when they go out should plan to return to the campus on or before 7:00 p.m.

8.15 Students are advised not to go out in a group of large numbers for their own safety.

8.16 CARE will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits. Co-operate with us to help you.

9. MESS RULES

9.1 Students should sign the Mess Joining Register kept in the messes at the time of their joining the mess/hostel.

9.2 Students should sign the Mess Leaving Register kept in the messes whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.

9.3 Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.

9.4 The mess timings are as follows and the students should strictly adhere to these timings:

Breakfast	:	7.30 a.m. to 8.30 a.m.
Lunch	:	12.35 noon to 1.30 p.m.
Snacks	:	5.00 p.m. to 5.30 p.m.
Dinner	:	7.30 p.m. to 8.30 p.m.

9.5 The system of self service will be followed in all the messes.

9.6 The quantity of food will be unlimited except in the case of special items.

9.7 Pure vegetarian hygienic food is served.

9.8 Students can entertain their guests in mess only with prior permission from the Director. However, as a special case, they can entertain their parents as guests in their respective mess on prior intimation and on production of guest tokens. Students are not permitted to dine in any mess as self guest.

9.9 Any absence of a student from the mess exceeding 24 hours, should be intimated to the Hostel Manager / Caterer in the prescribed form so as to regulate the supply of provisions.

9.10 Students are not permitted to enter the kitchen or store room of the mess on any account.

9.11 Students are not permitted to cook any food on their own accord in the messes or in their rooms.

9.12 Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.

9.13 No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Institute Medical Officer / Warden to the effect that the students' condition requires the food to be served in their rooms.

9.14 No hostelite shall waste food. Paying mess bill does not entitle a hostelite to waste food.

9.15 Assist in maintaining the mess and surroundings neat and clean.

9.16 All hostelites shall interact with the mess staff in the dining hall in a courteous manner.

9.17 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.

9.18 All hostelites shall produce ID card and Mess card any time in the mess when asked for by the authority.

9.19 If any diner is medically ill and requires a special diet (eg. Oil-less food) he / she can request the Warden to arrange for the same at the mess at the prior permission.

9.20 Students should not argue or quarrel with the kitchen and mess staffs. They should only approach the warden to resolve any issues with the mess, quantity, quality of food, cleanliness, etc.

9.21 The request for cancellation of Hostel accommodation facility should be given with prior notice of THREE months period.

10. RIGHTS OF HOSTEL MANAGEMENT

10.1 Any breach of these rules will invite a disciplinary enquiry that be conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

10.2 The Hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.