



# SCIENT INSTITUTE OF TECHNOLOGY

Ibrahimpattam, R.R. Dist-501 506.

(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

## CODE OF CONDUCT FOR STUDENTS

### 1.1. DRESS CODE

#### **Workshop / Engineering Physics and Engineering Chemistry Laboratories:**

Boys: Neat dress with shirt Tucked in, Blue Apron and Full shoes

Girls: Chudidhars, Blue Apron

#### **Engineering Drawing Laboratories:**

Boys: Neat dress with shirt Tucked in, Blue Apron and Full shoes

Girls: Chudidhars, Blue Apron

#### **Electronics and Communication Engineering / Electrical and Electronics Engineering Laboratories:**

Boys: Neat dress with shirt Tucked in, Blue Apron and Full shoes

Girls: Chudidhars, Blue Apron

#### **Computer Engineering Laboratories:**

Boys: Neat dress with shirt Tucked in and Full shoes

Girls: Chudidhars

### 1.2. GENERAL DISCIPLINARY RULES

1. To maintain dignity, decency, order, calmness both in the campus and outside the campus.
2. To put Thumb Impression in Biometric machine immediately after entering and before leaving the campus.
3. To be regular and punctual to the classes and to be in the class at least 5 minutes before the commencement of the period. Everyday's cumulative attendance of the student will be sent to their parent's mobile as SMS. So the student should update his/her mobile no. and their parent/guardian mobile number if changed.
4. To obey the instructions of the teacher in the class rooms.
5. To maintain perfect order and strict silence inside the lecture hall / drawing hall / laboratories.
6. To be attentive in the class and to bring calculators, charts and data hand books every day.
7. To note that carrying of the cell Phones are strictly prohibited in the campus
8. To wear identity card inside the campus
9. To inculcate the habit of looking into Notice boards of the college / department every day.
10. To attend all counseling sessions convened by their mentors and should feel free to explain their academic/ personal/ career difficulties and seek their solutions.
11. To note that in all discipline matters the decision taken by the Principal is final and will be binding on all the students involved.
12. To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance every month.
13. To furnish, in their own interest, the change in the address of Father/Guardian, if any, to the Office / Department as soon as they return from summer vacation.
14. To maintain silence in the Library

15. To submit to the disciplinary jurisdiction of the authorities and obey the rules and regulations made by the institution from time to time.
16. Not to form any formal and informal groups on the basis of caste, community and religion.
17. Not to be in the Canteen or at any public place during working hours of the college.
18. To note that teasing women and committing nuisance on the campus, on college grounds and at programmes are strictly prohibited.
19. To note that any violence on the campus, destruction of college property, manhandling of teachers or administrative staff or any other person in the college campus or the authorities of the college and misbehavior with girl students will be viewed seriously. Erring persons will be liable for disciplinary action such as expulsion or rustication for specific period etc.
20. To note that ragging in any form, within or outside any educational institution is strictly prohibited (refer Prohibition of Ragging in Educational Institutions Act 26 of 1997). Any student convicted of the offence of ragging will be punished with imprisonment as laid down in the said Act.
21. To note that defacing of the campus buildings and walls by sticking bills posters etc. or by writing is prohibited.
22. To note that all types of malpractices and unfair means in the examination hall including assault on invigilators, misbehaving in the examination hall and impersonation are punishable offences.
23. Class Representatives must attend the meetings convened by the Principal and inform the decisions taken in the CRs meetings to their respective classmates.

### **1.3. RULES & REGULATIONS FOR STUDENTS IN THE LABORATORY**

1. Students should wear prescribed dress & full shoes.
2. Students should maintain observation book (with graph papers), record (as suggested by the staff member) for each lab.
3. Students should bring their own calculators, pencil, eraser, etc for practical classes.
4. Students should note the observations, complete all calculations and get it verified by the staff member. Any incomplete work should be completed and get verified by the staff member well before the next practical class.
5. Students should complete the record work of the experiment and submit it in the next class without fail only after the staff member verifies the calculations. Students will not be permitted to the laboratory without record.
6. Student should maintain absolute silence in the laboratory.
7. Violation of the above rules may attract disciplinary action.


### **1.4. RULES & REGULATIONS FOR STUDENTS AT THE COMPUTER CENTER**

1. Students have to ensure that when they enter the Computer lab they should be neatly dressed in tune with the prescribed dress code.
2. Each student will be allotted with a system identified by a number label pasted on the monitor/system and the student is not supposed to work on any other system other than allotted to him / her.
3. Students should maintain observation book and record for each lab.
4. Student should complete the record work containing flowchart/ algorithms, tested program code and sample results and submit it in the next class without fail. Student will not be permitted to the laboratory without record.
5. It is the responsibility of the student for any loss of equipment likes mouse, keyboard etc., or physical damage to that system.
6. The damages like deleting software, deleting icons on the desktop, changing the wall paper, will be considered seriously and the student is liable for severe punishment.
7. If there is a physical damage, the department looks after the issue and the student will be penalized accordingly.

8. No student is allowed to access other software available on the hard disk of the system and they are supposed to do their specific work only.
9. Every student is responsible for cleanliness in the lab, they should keep the chairs and systems in a specified order, and they should also switch off the monitors, while leaving the lab.
10. No student is allowed to bring any material (floppies, text books etc.,) other than observation book into the lab.
11. Student should maintain silence in the lab.

#### **1.5. RULES & REGULATIONS REGARDING MIDTERM / END EXAMINATIONS**

1. Student should maintain silence in the examination hall.
2. Students should carry identity card for midterm exam and Hall ticket & Identity Card for end examinations.
3. **There is no grace period for entering into the exam hall after the commencement of exam both for end examinations and the midterm examinations.**
4. Students should fill in all the particulars on the main answer books. Students are required to write their permanent registered number in the space provided on the main answer sheet only and nowhere else
5. Students are strictly prohibited from writing their registered number on the drawing sheet, failing which their answer sheet shall not be valued.
6. Carrying mobile phones during examinations is strictly prohibited. Any mobile phone found in possession of the student will be confiscated and also a malpractice case will be booked.
7. Any malpractice noticed in the exam halls will be viewed seriously. The performance of the students will be cancelled and they will be awarded zero marks in all the subjects. Students are strongly advised not to resort to malpractice in their own interest.
8. Students should not move in the corridors of the examination halls before the commencement and after completion of exam.
9. Students are required to go through the instructions on the Main Answer Book.
10. However, the student will be allowed to enter into the exam hall 15 minutes before the commencement of exam.

  
**PRINCIPAL**  
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