



SRI RANGANATHAR INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)

Near to SEZ IT Park, Athipalayam, Coimbatore, Tamil Nadu – 641 110

Website: www.sriet.ac.in Email: sritech@sriindia.net



ISO 9001:2015



CODE OF CONDUCT STUDENTS

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1. COLLEGE WORKING DAYS, TIMINGS & GENERAL RULES

- College working days are from Monday to Friday and 1st & 3rd Saturdays.
- Timings:
 - a. General Timings - 9.00 am to 4.30 pm. Buses will leave the campus at 4.50 pm.
 - b. Meeting Timings - Class Advisors, HODs & Principal: 1.20 pm to 2.00 pm.
- Visitors are strictly not allowed during the college hours.
- After University regular examinations, students will have break as semester holidays.
- All the first year students should submit their original +2 mark list, Conduct Certificate & Transfer Certificate. For CBSE & Courses other than +2-Tamil Nadu State Board, 10th mark sheet should also be submitted. Community Certificate should be produced whenever required.
- All the requisition letters for Bonafide Certificates, Scholarship Forms, Charitable Trust Scholarship Forms, Industrial Visit Permission, All ODs, Leave Letters, Medical Certificates, Permission, Hostel Matters Including Permission Project and In-Plant Training should be addressed to **the Principal only through HOD and Class Advisors.**

2. TRANSPORT

- Buses are operated for the convenience of the day scholars and he / she can board the bus at his / her nearest boarding point. All the buses will leave the campus at 4.50 pm.
- All day scholars should board the college bus which is allotted to them with proper dress code and wearing their ID card before boarding the bus and till getting out of the bus in the evening. They are not allowed to board any bus other than the one which is allotted to them.
- Bus in-charges should keep the name list of the staff & students boarding the bus and note the attendance of the staff & students boarding the bus for which he / she is in-charge in the morning and evening regularly.
- Hostel students are allowed to board the buses only when they are going to their

home town or to their local guardian's house and also while returning to the college / hostel.

3. ATTENDANCE

Even though the requirement as per Anna University Regulations for completion of a semester by a student has to attend at least 75% of the classes, the college insists on a minimum of 96% attendance for theory classes and 100% for the laboratory classes, Students can avail a maximum of 4 days leave in a semester. This will help the students to get maximum internal assessment marks.

I. Parents are informed about their wards absence in the following cases:

- Absent / Leave
- One period absent in the daily attendance will be considered as half day absent.

II. Also the following message is informed to parents, if a student avails:

- 5 to 8 days: Your ward's absence exceeds the limit. Advise him / her not to avail further leave.
- 9 to 12 days: Reported to the Disciplinary Committee for the poor attendance of your ward.

3.1 LEAVE REGULATIONS

All the students should make note of the following leave regulations and are instructed to strictly abide by these rules while availing leave.

- All the leave letters should be submitted to the office through the year in-charge and HOD.
- Being absence without leave letters will be viewed seriously.

I. For Availing One Day Leave:

Leave letter should be submitted on the previous day - Leave letter may be signed by the student himself.

II. For Availing Two Day Leave:

- Leave letter should be submitted on the previous day itself with the parents' signature.

(or)

- Leave letter should be submitted (with the parents' signature) on the first day of the leave availing through any other student.

(or)

- Parents should call up the office and inform the respective Class Advisor regarding the leave matter.

For medical treatment, medical documents should be enclosed with the leave letter along with the parent's signature.

III. For Availing three or More Days leave:

For any family function or on medical grounds, parents should come in person and can apply with all Medical documents for availing leave through the respective HOD and Year In-charge.

Note to Students:

- *Whenever there are two or more consecutive holidays, students should not take leave before and after the said holidays. If they are taking leave, it will be treated as absent for all the days including holidays (i.e. Leave taken on Friday and Monday will be calculated for Saturday and Sunday also).*
- *Students are not allowed to extend their leave along with any festival or long holidays such as Ayudha Pooja, Diwali, Christmas and Pongal holidays.*
- *Half-a Day Leave is not allowed.*
- *Absence during Examinations are strictly not allowed*

IV. For Availing Symposium / Cultural OD

- Students who have participated / won prizes during Intra-department symposium will be allowed to avail OD to participate in the symposium conducted in other colleges / Universities.

- For Technical events: Prior OD will be given to the students for presenting papers in other colleges, only upon furnishing 'acceptance letter'. Those students will be motivated by reimbursing 'Registration fee' as per norms.
- For Non-technical / Cultural events: OD will be given, only to the prize winners, after furnishing certificates.

4. ID CARD

ID card will be provided to each student with his / her name, Photo, Address and Blood group will printed on it. All the students should wear their ID Cards while they are in the campus and in the bus. Replacement of ID card will be done in the Library.

- If damaged - Fill in the application for replacement of ID card; get it forwarded by HOD & Class Advisor and submit the form along with a fee of Rs.50/- for replacement.
- For lost / Address Changes - Parents should come in person and submit the application for replacement along with a fee of Rs. 100/- for replacement.

Change of Address: If there is any change in the address or contact number, parents should inform the respective year in-charge of their ward immediately.

- In case of any violation of dress code or disturbance in the class, ID card taken from the student will be handed over to the student on the same day with proper warning and advice through Class Advisor / HOD.
- In case of any misbehavior or violation of the college rules, ID cards of the students will be with the Disciplinary Committee members till the enquiry is over.

5. DRESS CODE

All the students in the campus should be neatly dressed - in all days including during all Examinations.



BOYS	GIRLS
DO's	
Neatly dressed	Neatly dressed
Wear self-colored Pants & Shirts	Wear churidhar with dhupatta in 'V' shape neatly pinned
Neatly tucked in	Wear lengthy tops for churidhar below knee level
Wear white/Black/ Brown color shoes	Without slit / Anarkali churidhar / Churidhar with Umbrella cut
DO NOT's	
Wearing Jeans, Low- hip Pants	Wearing Leggings (Stretch pants)
Short length shirts, T- Shirts	Wearing transparent net dhupata
Wearing Slippers	Churidhar with slit
Wearing bangle or bracelet, ring or stud in the ears	Short tops and tops with net sleeves
Coloring / Bleaching the hair	Coloring / Bleaching the hair
Having beard or long hair	

The following Dress Regulations should be followed in the Lab / Workshop:

Basic workshop, Mechanical labs, Electrical labs, Electronics labs, Civil labs and S&H labs	For both boys and girls - Grey, Half sleeved shirts, white / black / brown shoes.
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For Boys:

To Grow Beard : Students are expected to come with a clean shave and neatly combed hair to the college, however students are allowed to grow beard with **prior permission from the PRINCIPAL** in the following cases.

- a. Ayyapan devotees before starting their Pilgrimage to Sabarimala
- b. During Ramzan Season for Muslim Students

6. ELECTRONICS GADGETS

- Students are directed to switch off the mobile phone on entry of academic blocks. Use of **mobile phone**, cameras, i-Pods, MP3 Players or any other electronic gadgets other than laptop **between 8.30 am to 5.00 pm** in the college academic blocks are **strictly prohibited**.
- Checking will be done by the respective Department periodically apart from surprise check by disciplinary team.
- **If found use by student**, the gadget/s including SIM will be **confiscated**.
- The mobile will be switched off, tagged with details of student and will be kept in Principal office. The matter will be informed to the respective student's parent. The same will be returned to parent only with a warning by the Principal.
- Repeated Violation - Will be referred to Disciplinary Committee and decision taken will be the final.
- However hostel students are allowed to use mobile phone, i-Pods and MP3 Players only in the Hostel rooms. Management is not responsible for loss of any of their properties.

7. DISCIPLINARY ACTIONS

- Senior students should not disturb other students, especially their juniors.
- Students should not quarrel or fight either with their year mates or with the other year students.
- Any damage to the property of the college - identified students / whole class / batch will be given punishment including fine.
- Physical assault, mental harassment or any other activities that are considered as Ragging - Punishment as per the Ragging Rules by Anna University, Chennai, Government of Tamil Nadu and Government of India.
- Use of abusive / unparliamentary words and misbehavior - **1 Week suspension**
- Including and provoking others to form groups - **1 week suspension**
- Violating dress code - **One day absent**

8. HOSTEL RULES & REGULATIONS

- **STUDY HOURS:** All the students should stay in their respective rooms during the studyhours - 7.00 pm to 8.30 pm.
- Students who are not performing well in Model Examinations are not allowed to gohome/anywhere before and during the Model Exams and University Exams.
- **Special Coaching:** Hostel and sports students having arrears will be given special coaching for arrear papersafter University Practical.
- Parents and authorized local guardians are allowed to meet their wards **from 9 am to 5.30 pm during Sundays and holidays**
- If the parents are planning to stay in Coimbatore, wards are allowed to stay withtheir parents for a maximum of 7 days in a year.
- All the first year UG boys are permitted to go home only with their parents orauthorized local guardians with the ID card given by the college and the letter from their parents. Students should return to the hostel promptly.
- All the first year and second year UG girls should go home only with their parents or authorized local guardians with the ID card given by the college and the letter from their parents. Students should return to the hostel promptly.
- Students are strictly instructed not to indulge in Ragging inside the college or hostel premises. If any student is found indulging in ragging, college will inform the university and the government for necessary action.
- Students should not fight with or cause injury to others.
- The hostel fee is for the whole year. If a student wants to leave or If a student is sent outfrom the hostel in the middle of the year for absconding from the hostel or disturbing other inmates or consuming prohibited items, no refund will be made on any account. Such students will have to vacate the hostel immediately.
- In case of any misbehavior or misconduct, students will not be allowed to continue in the hostel. No amount will be refunded.
- No fee or fine will be collected from the students other than the fee paid and the chargesfor additional electricity consumption.

- Students residing in Coimbatore and staying near the bus routes are not considered for hostel accommodation.
- Students who have cleared all subjects or having a maximum of 5 arrears besides fulfilling the following eligibility criteria only can avail the hostel facilities and shall pay the hostel fee for the next academic year within 15 days from the release of the odd semester results (tentatively 3rd week of Feb).

ELIGIBILITY CRITERIA FOR CONTINUING IN THE HOSTEL STUDENTS:

- Not involved in any disciplinary activities.
- Not involved in any misbehavior or misconduct
- Keeping the electrical fittings and furniture in the room properly
- Careful in power usage by switching off the electrical equipments like fans and lights
- Not absconding from the hostel or disturbing other inmates or consuming prohibited items **Students vacated hostel room once or for any other reason, will not be given hostel accommodation again.**

LOCAL GUARDIAN

Parents can declare 1 (or) 2 local guardians for their wards subject to the following conditions:

- The local guardian shall be of a minimum age of 35 years and above.
- He / She shall not be a student of any educational institution.
- The local guardian shall be working or having own Business.
- Local Guardian may be Spouse (or) from either family of father or mother.
- Any change in Local Guardian during the Course period - Parents should come in person and change the Local Guardian by producing necessary documents to the Warden.
- For any Local Guardian proof of identification should be enclosed.



- Parents and Local Guardians are expected to drop their wards before 6.00 p.m. in the hostel. After 6 pm, wards should be dropped at the Entry gate.
- College will not take any responsibility for their outing. If parents are not interested to send their wards for common outing should directly inform and direct their wards not to go for the outing.

ACKNOWLEDGEMENT

I have gone through the terms and conditions of the above undertaking carefully and understand that following these are for my/his/her own benefit and improvement. I also understand that if I/he/she fail to comply with these terms, will be liable for suitable action as per the college rules. I undertake that I/he/she will strictly follow the above terms.

SIGNATURE OF STUDENT

a) Name :

b) Roll. No :

c) Department :

SIGNATURE OF PARENT

a) Name :

b) Address :

C) Mobile Number :

FOR ALL STUDENTS

I hereby affix my signature after understanding the fact that if my ward violates any of the above said rules, regulations and codes of conduct of the college, the Disciplinary Committee has the sole discretion to take proper action against my ward.

We declare that we have read **page numbers 1 to 12** and understood the college rules, regulations and code of conduct before signing the same.

STUDENT SIGNATURE & NAME

PARENT / GUARDIAN SIGNATURE & NAME

ONLY FOR HOSTEL STUDENTS

I hereby affix my signature after understanding the fact that if my ward violates any of the above said rules, regulations and codes of conduct of the college, the Disciplinary Committee has the sole discretion to send my ward out of the hostel.

We declare that we have read and understood the hostel rules in **page numbers 13 to 15** before signing the same.

STUDENT SIGNATURE & NAME

PARENT / GUARDIAN SIGNATURE & NAME