

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai-25

COLLEGE RULES AND REGULATIONS

(As approved by the Governing Council of the College)

1. ATTENDANCE AND LEAVE OF ABSENCE

1. a) A student has to secure a minimum 75% attendance to be eligible to appear in the University examination.

b) Students who absent themselves on medical grounds should produce valid medical certificates immediately on reporting back after sickness. However, the total semester attendance should be a minimum of 75%.

c) Under no circumstance a student having less than 75% attendance will be allowed to appear for the university examinations.

2. The above attendance rules are applicable for both theory and practical. Hence all the students should attend both theory and practical classes regularly.

3. The annual certificate of attendance and progress required for any examination will not be granted unless.

a. The student has secured attendance for the required minimum number of days. of theory and practical classes as prescribed by the College.

b. The Principal is satisfied that the student's progress and conduct have been consistently satisfactory.

2. COLLEGE LEAVE RULES

- Students are advised not to take leave when the academic session is in full swing
- Students have to submit leave letter in advance in the prescribed format available with the HODs. No other format letter will be considered.
- In case of emergency or ill health the students have to inform their Mentors & class advisors of their leave.
- They have to submit leave letter along with Medical certificate signed by the faculty advisor and Mentor the next day after leave.
- Students cannot take leave for more than three days continuously without appropriate reason.
- No consideration for attendance will be given for students securing less than 75% for appearing in the University Exams.
- Students are advised to follow the procedures for taking leave.
- Any responsible student will not be absent for Unit test and Model Exams.
- Absence in Assessment test and Model Exams will attract punishment.

Students are advised to strictly adhere to the above rules.

3. GENERAL CODE OF CONDUCT

1. The college maintains strict discipline. Students violating this are liable for severe penalty including expulsion. Students expelled on grounds of discipline will not be entitled to any certificate and refund of fees and deposits.

2. Ragging of any sort is strictly prohibited. Students found guilty of this are liable to severe punishment including dismissal from the college / hostel. The matter will also

be referred to the police as the Government has declared ragging a criminal offence (Please refer to the Government notification).

3. Any student found responsible for any damage to the college building, furniture or equipment will be punished severely and the cost of damages along with a fine will be recovered from the student. The college reserves the right to expel such students.

4. Absolute silence should be maintained in the library and laboratories and while moving from class to class in the corridors.

5. Students are strictly forbidden from organizing or attending any unauthorized meeting in the College, or collecting money for any purpose without prior written permission of the Principal.

6. Organized absence from classes and instigation of students to absent themselves or to go on strike is a serious breach of discipline and may result in expulsion from the college.

7. No student shall take part in any antisocial or subversive activities. No student shall be a member of any organization /association not connected with the college without the prior written permission of the Principal.

8. Students are forbidden from organizing unions or associations based on caste, colour, creed, language, nationality or political ideology within the campus.

9. Students must conduct themselves at all times in a fitting manner to bring credit to themselves and the College.

10. IJET Campus is a 'No Smoking Campus'. Besides smoking Consumption of alcohol, drugs and smoking will result in dismissal from the college.

11. Students must take care of the tools, apparatus and other equipment given to them and should maintain the cleanliness of the laboratories and the workshops. The damage caused to any equipment should be reported immediately to the laboratory in-charge.

12. Students should make use of all opportunities provided to them to acquire Engineering and other skills and knowledge during their period of stay here.

13. Students should maintain peace at all times in the campus.

14. Students are advised not to eat or drink at any of the restaurants outside the campus to safeguard their health.

15. Wearing of ID cards is compulsory inside the campus and subject to inspection by any faculty member of the college. Students cannot enter Office, Library, Laboratory, or class room without the ID card.

4. HOSTEL ACCOMMODATION

There are two hostels in the campus. Details of the hostel charges and vacancy are available at the Hostel Office.