



New Prince Shri Bhavani

College of Engineering and Technology

(An Autonomous Institution)

Affiliated to Anna University | Tambaram-Velachery Main Road, Santhosapuram, Chennai-600 073.

STUDENTS RULES

YEAR OF PUBLICATION:2022-2023





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RULES FOR STUDENTS

- Students should be regular and punctual to the classes. Each student should wear an Identity Card inside the college campus. Students should be seated in the lecture halls at least five minutes before the commencement of classes.
- Students should maintain discipline and strict silence inside the class, laboratories.
- Record of experiments done in a particular class should be submitted before the next laboratory/workshop class.
- If assignments given to the students should be submitted before the due date for consideration of internal assessment marks.
- A minimum of 75% attendance in each semester is insisted. Students should get prior written permission before absenting the classes. Failure in this respect will be informed to the parents. All the students should wear decent dresses with shoes.
- Students should attend all tests and show good academic progress.
- Regularity in writing the tests / exams and satisfactory performance of students in tests/exams are essential to enable the students to secure internal marks.
- Any student found indulging in malpractice in the tests/exams would be debarred for the rest of the tests/examinations. Any case of malpractice in the University examinations will be reported to the University.
- All the students should maintain the discipline in the bus, mess and canteen.
- Use of mobile phones / laptop is permitted inside the campus but not during the class hours.
- Students should not be absent for the classes without prior permission from the HoD concerned.
- Students should apply in advance for availing leave.
- Continuous absence from classes on medical grounds will be permitted only on submission of medical certificate and a letter from the parents, subject to verification.



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Guidelines

Ragging in any form is totally banned and anyone found indulging in ragging is severely punished including dismissal from the college. Ragging constitutes one or more of any of the following acts

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, ill-treating or handling with rudeness a fresher or any other student.
- Indulging any indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- ❖ • Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.



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Library Rules

- The Library Timing: 8.00am – 6.00pm. All students should scan their ID card, at the gate for entry as well as exit at any purpose. Strict silence and discipline should be maintained in the library. Members are asked not to bring their own books, library books already issued (Except for Return and Renewal Books), bags, umbrellas, etc are not allowed inside the library.
- Each student will be issued 4 books at a time for a maximum period of 15 days, if there is no demand for that book from other students they can get it extended in case of need. Books are issued for 15 days only. If they want extension of time, renewal of the same should be done. If failed a fine of Rs.1/= will be collected each day (including Holidays) after the due date.
- Any defect in the books should be reported at the time of issued. Borrower will be held responsible for any damage to books at the time of return. Tampering, Writing, Underlining, etc....should be avoided in the library books. Book labels should not be tampered with or defaced in any manner. A fine of Rs.50/= will be collected in such events.
- In the event of loss or damage to a book, the person is responsible to replace the book with the same
- Title and Author and current edition. Using of the cell phone is banned inside the library.
- Sleeping and Eating, having refreshments in the library is not allowed. Do remember to switch off the fans and lights after use.
- Journals, Reference Books, Project Book, Maps, Code book etc will not be issued. Changing of cards or books between students is not allowed.

Transport Rules:

- Students should maintain discipline while travelling in the college bus. Students should wear the ID cards at the time of boarding the bus. Students should not interchange buses/routes without permission.



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The students must be aware of the Vision and Mission of the NPSBCET. They should be familiar with their Departmental goals. Students should take all efforts to enable their Department to achieve these goals. The following Rules and Regulations based on the NPSBCET Regulations would be followed. These are subject to changes effected by the Institution from time to time.

- Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
- Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.
- Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
- The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.
- Students shall compulsorily wear the prescribed institute uniform on all laboratory days. Uniform symbolizes unity and uniformity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it is a source of pride and responsibility, not liability. Parents are to see that the uniform and hairstyle of their wards are in tune with modesty and dignity.
- Strict silence must be observed in a reading room and Library.
- Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.



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- If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the institute on behalf of the University.
- Students must not wait on the Institute premises while the classes are going on.
- Talking and other disruptive behaviours are not permitted while classes are in session.
- Students must not attend classes other than their own, without the permission of the mentor or HOD.
- Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
- Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
- When the students meet a member of the staff within the campus or outside, they will greet him/ her as a mark of respect.
- Students should address faculty as "Professor" or "Dr." Calling faculty by their first names is not appropriate.
- Students shall do nothing either inside or outside the Institute that will in any way interfere with its orderly conduct and discipline.
- Be polite and respectful towards others, instructor and other students. If the teacher is absent, the class leader should inform the Head of the Department alternative arrangements.
- No Society or Association shall be formed in the Institute and no person will be invited to address a meeting without the HOD's or Director's prior permission.
- No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Director.



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- No student will be allowed to take active part in current politics.
- Prior permission from the Director is essential to take part in inter – collegiate competitions.
- No student shall communicate any information or write about matters dealing with the Institute administration to the Press.
- Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
- Students should not leave their books, valuables and other belongings in the classroom.
- The Institute is not responsible for lost property. However, student may make a claim for lost property at the office, if it is deposited in the Institute Office.
- Students applying for certificates, testimonials, etc. which require the Director's signature on any kind of document or application should first contact the Institute office. Students should not bring any paper directly to the Director for his/her signature,
- Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.
- Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the Institute and University Examinations.



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3.1 PUNCTUALITY AND ATTENDANCE

- Students should be punctual for lecture and practical classes and submit assignments, records, homework etc. in time.
- A minimum of 75% of attendance is necessary for each semester/ year. For practical classes students should have completed all experiments/ exercises as per schedule announced at the beginning of each semester.
- Attendance in tests and model examinations is compulsory and leave of absence will be granted only in rare cases (for pressing /valid reasons, such as admission in hospital etc.)
- Staff members will take attendance for each period at the commencement of the class. Attendance once recorded will not be corrected later to include those students who report late.
- Students should equip themselves with approved drawing materials, instrument boxes, record note-books and standard note-books as and when necessary.

3.2 LEAVE RULES

- It is compulsory that a leave letter in the approved form should be submitted for every day/period of absence. Repeatedly failing to submit leave letter could result in suspension from classes for a period of time. Leave letters should be signed /countersigned by parents/guardians/Hostel warden. Medical leave letters should be accompanied by medical certificate for availing leave. Prior permission must be obtained for availing leave. A fitness and medical certificate should be submitted while re-joining the classes.
- Leave on Medical ground will be accepted only for genuine reasons. HODs should use their discretion in treating such requests. Once a medical leave application is rejected by the HOD, it will be treated as ordinary leave and will be covered by the previous clause.



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- It is important that all students are present on the reopening day as well as on the closing day. Absence will be permitted only for unavoidable reasons. Suitable fine will be levied for absence on the opening day and closing of the semester.

3.3 RAGGING

- Ragging in any form is strictly forbidden and severe action will be taken against those who indulge in such activities as per the Tamil Nadu Prohibition of Ragging Act NO. 7 of 1997.

3.4 DISCIPLINE

- Students should maintain good conduct inside and outside the classes.
- Students should maintain discipline. Those who are found indiscipline will be dismissed immediately.

3.5 DRESS CODE

- Students are usually expected to dress in a professional way. Clothing should be clean, neat, and appropriate for an academic environment.
- Clothing with offensive language, graphics, or inappropriate messages is usually prohibited.
- Students are required to wear their identity cards (in an easily noticeable way) when they are in the College Campus and also when they travel using the College Bus. Not wearing the Identity card will be considered as an act of indiscipline.



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OVERALL PROGRESS

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3.6 CELL PHONES

- Students are not allowed to use cell phones in the campus basis.
- Students should maintain good academic progress on a continuous
- Students should maintain satisfactory progress. ☐ Corrective actions proposed by the Department to maintain academic excellence should adhere to by the students.
- Unsatisfactory performance will also make the students ineligible to attend University Examinations.

3.7 HOSTELLERS

- Students admitted to the Institute hostel, shall abide by the rules and regulations of the hostel as existing at the time of admission and as amended from time to time. Monitoring Committee for Students
- For a smooth functioning of the Code of Conduct of Students in the College, the following committees are formed.

