



# **RULES, REGULATION & CODE OF CONDUCT**

## **JEPPIAAR ENGINEERING COLLEGE**

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# **RULES & REGULATION**

## **VISION**

To build Jeppiaar Engineering College as an institution of academic excellence in technology and management education, leading to become a world class university.

## **MISSION**

- To excel in teaching and learning, research and innovation by promoting the principles of scientific analysis and creative thinking.
- To participate in the production, development and dissemination of knowledge and interact with national and international communities.
- To equip students with values, ethics and life skills needed to enrich their lives and enable them to contribute for the progress of society.
- To prepare students for higher studies and lifelong learning, enrich them with the practical skills necessary to excel as future professionals and entrepreneurs for the benefit of Nation's economy.
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## **QUALITY POLICY**

To develop manpower with enriched knowledge in the fields of engineering, technology and management, inculcating ethics and discipline thereby constantly upgrading the quality of education to meet the challenges of the 21st Century, for the growth of our Nation.

## **GOALS**

Initiate research in Robotics & Automation, Artificial Intelligence, Iot

## **ENVIRONMENT POLICY**

As we strive to maintain pollution free environmental friendly campus, usage of plastics in any form like bags, bottles and cups etc.. are banned inside campus and also private vehicles are not allowed inside campus and parked at entrance of the campus.

# CODE OF CONDUCT

## CODE OF CONDUCT FOR STUDENTS

### **COLLEGE WORKING DAYS, TIMINGS AND GENERAL RULES :**

- Working days- Monday to Friday and few Saturdays
- College Timings- 8 a.m. to 3 p.m.
- Students are not allowed to enter the classroom after 8 a.m. and leave the classroom before 3 p.m.
- Visitors Timing: 2.00pm to 3.00pm
- Chairman & Managing Director Visit Timing :3.00pm to 4.00pm
- Hostel Visitor Timings :  
Monday to Friday: 4 p.m. to 6 p.m.  
Saturday & Sunday: 10 a.m. to 5 p.m.

### **Vacation:**

- Semester break for odd semester is only during Christmas holidays.
- After even semester regular examinations, students will have one week of break as semester holidays.
- All the students must undergo two weeks of internships during both odd and even semester vacation.

### **Transport**

- Our college buses cover every nook and corner of Chennai city and suburbs.
- Private vehicles are not allowed inside the campus. Hence, parents are kindly requested not to provide two wheelers or any other vehicles to your wards to come to the college.
- Day scholars availing transport facilities should board only 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.

### **RULES & REGULATIONS FOR DRESS CODE :**

#### **(I) Dress code in the College campus**

##### **A ) BOYS**

- Formal pants and shirts neatly tucked in with belt (Monday to Thursday)
- Casual pants and shirts ( Friday)
- ID Card is mandatory
- Black or Brown colour Leather shoes
- Low waist pants are not allowed

##### **B ) GIRLS**

- Lengthy-top Churidhar with dhupataa pinned up in 'V' shape
- ID Card is mandatory

## **(II) Dress code in the Laboratory**

### **BOYS & GIRLS**

- White overcoat with Black or Brown colour Leather shoes for Physics, Chemistry, English, Electronics, Computer science, Biotech Laboratories
- Green pants and Shirts for Engineering Practices, Electrical and Machines Laboratories.

### **General Rules**

- Students are advised to wear decent formal dresses from Monday to Thursday and casual dresses on Friday.
- Use of mobile phones is strictly prohibited inside the classrooms.
- Ragging of any sort is punishable.
- Students should maintain 75% of attendance to write Anna University Exam.
- Malpractices committed in Examinations by the students, shall be viewed seriously.
- Absolute Silence should be maintained in the laboratories and library.
- Students should not involve in damaging college properties.
- Scribbling on the walls, tables and boards is strictly banned.
- Students should give respect for the elders and adhere gender Equality.
- Students should maintain secularism inside the campus.
- Every student should use power and water sparingly.
- Lights, Fans, PC's should be switched off when not in use.
- Student should get Prior permission from Counsellors, Year In-charges and HOD for taking leave.
- Taking leave during Internal Assessment test / Examination is strictly not allowed.
- Plastics usage in any form like paper cups, bags, plates is banned inside the college campus.

### **Leave Regulation:**

As per Anna University Regulations for completion of a semester, a student should have 75% of attendance to write the Anna university Examination. Our college insists on a minimum of 85% attendance for theory classes and 100% for the laboratory classes, so that the students can perform well in the model and Anna university examinations.

- Students can avail a maximum of 4 days leave in a semester. This will help the students to get full attendance and maximum internal assessment Marks.
- Students are not permitted to take more than 3 days of leave at a stretch. If the students have to take leave for more than 3 days at a stretch for any reason, the parents must meet the respective Year In-charge/ HOD.
- Leave letter should be submitted on the previous day of taking leave. Students are not allowed to extend their leave along with any festival or long holidays.
- Absence for Internal Assessment Tests, Model Practical examinations and Model Theory examinations is strictly monitored.

### **For availing Symposium or cultural OD**

For Technical and Non-technical events, Prior OD will be given to the students for presenting papers in other colleges, only after submitting the acceptance letter from the concerned college.

**Examination Rules:**

- Students should not enter the Exam Hall without proper college dress code & ID Card.
- Silence should be maintained in the examination hall.
- Students should occupy the allotted seats at least 10 minutes before the commencement of all the examinations.
- Students themselves should check the Hall tickets, ID cards and calculators before entering the Exam Hall.
- Wallets, pouches and other belongings should be kept outside the exam hall before the commencement of the examinations .
- Candidates should not carry any written/printed material, cellphone, pendrive, iPod, programmable calculator (other than the calculators given by the college)/any unauthorized data sheet/tables/data books into the examination hall possession of any of the above materials will be considered as malpractice.
- Students should check whether the answer booklet contains 44 pages including first page for Anna University Exams.
- Candidates should use only blue or black pen for writing in the booklet.
- Students should write their Register number on the question paper and they should not write anything else on the question paper.
- Students should verify the subject code and subject name with hall ticket as soon as they receive the question paper .If there is any discrepancy, they should report it to the invigilator immediately, since some subjects with same subject name and different subject code may be prescribed for other branches.
- Candidates should write and shade his/her register number, semester, subject and date of examination in the appropriate space provided in the first page of the answer booklet and nowhere else in the answer booklet.
- If a candidate writes his/her register number on any part of the answer booklet/sheet or other than the columns provided for or put any special mark or write anything, it will be treated as malpractice.
- Sufficient attention should be paid while signing on the attendance sheet.
- Students are not allowed to go to toilets during the examination. He / She may be allowed after submitting the answer booklet only.
- Students writing regular exams should not leave the exam hall before 1.00 pm (Forenoon session) / 5 pm (Afternoon session) i.e. for the full 3 hours and they should leave the corridor immediately after coming out of the exam halls.
- Students writing arrear exams are allowed to leave the exam hall one hour after the commencement of the exams.

**University/Model Exam Malpractice:**

Strict action will be taken against misbehavior and malpractice during the examinations, for theory as well as practical subjects conducted by the College and the University.

- A thorough physical check should be carried out to prevent any student from carrying any discriminating material/any writing on the dress and on their person.
- A thorough checking of essential items such as calculators, hall ticket, both sides of ID card should be done by the staff members on exam duty.

- If any student indulged in mal practice during University Examinations, the student will not be allowed to participate in any activities in the college until the completion of University enquiry and subsequent enquiry conducted by the college disciplinary committee.

#### **Examinations conducted by the University – Rules given by Anna University**

- A candidate is permitted to use geometric tools, non-programmable calculators, approved tables and databooks only during the theory and practical examinations. No other material / gadget (including cell phone) should be brought inside the examination hall.
- A candidate should neither possess or refer any forbidden material in any form nor should seek/ obtain assistance in any form from any person/source towards answering the questions during the examinations.
- The candidate should not reveal his/her identity in any form in the answer scripts.
- Candidate should maintain discipline and decorum during the examinations.

#### **GENERAL LIBRARY RULES:**

- Library functions from Monday to Friday from 7.45 am to 7 pm .Transaction time is from 7.45 a.m. to 3.10 p.m. in all working days. On Sunday, the library remains open from 8 a.m. to 12 noon. There is no transaction on Sunday.
- Strict silence should be maintained inside the library.
- Users should swipe their ID card while entering the library.
- Users are required to keep their bags / belongings at the property counter.
- Action will be taken on misuse of library facilities.
- Use of Mobile phones is strictly prohibited.
- Each student is eligible to borrow 4 books, extra 2 books for Rank holders. Each staff can borrow up to 6 books.
- Students may keep the books for the period of 15 days and staff may keep the books for the period of 30 days. Book lost by the members asked to replace the same copy within 15 days. If the particular book is not available in the market, depending upon the purchase period (i.e) below 5 years double the cost after 5 years triple the cost is collected.
- Each class is required to attend the library hour once in a week.
- After the course completion, every student should get “No Due Certificate from the librarian.

#### **RULES: HOSTEL STUDENTS**

##### **BOYS HOSTEL**

- Boys hostel students can be allowed for outing only during First and Third week of a month.
- Students will be permitted outside for any reason only after receiving calls from the parents to Hostel Warden Number.
- Students leaving the hostel without prior permission will be asked to vacate the hostel immediately.
- Students will not be allowed inside the hostel before 3.10 pm during college hours.
- Hostel students are not allowed to stay in the hostel during college working days without prior permission from HOD.

- Usage of mobile phone is strictly prohibited during study hours (6 p. m to 7.30 p. m) and after 10 p.m. If caught, the mobile will be seized.
- Possession of expensive items like jewels and money in the form of cash by the student is not encouraged.
- Vacating the hostel in the middle of the semester will be permitted only after the approval from principal.
- Students are not permitted to keep any electronic items like Heater, Iron Box, Speaker, kettle and Induction stove etc. in their possession.
- Students should lock their rooms while leaving the hostel. Power should be switched off and taps should be closed while moving out.
- Students involved in any discrepancy and anti-social behavior in the hostel will not be entertained to continue in the hostel and parents will be intimated to vacate the hostel.
- Students should not damage hostel properties like Beds, Mosquito nets, Washroom Taps, walls of the room. Penalty will be collected for the above mentioned damage.
- No students will be allowed to enter inside the hostel or outside the hostel after 6 p. m
- Students should bring their own plates and cups for their use.

### **GIRLS HOSTEL**

- Girls hostel students can be allowed for outing only during Second and Fourth week of a month.
- Students will be permitted outside for any reason only after receiving the calls from the parents to Hostel Warden Number.
- Students leaving the hostel without prior permission will be asked to vacate the hostel immediately.
- Students will not be allowed inside the hostel before 3.10 pm during college hours.
- Hostel students are not allowed to stay in the hostel during college working days without prior permission from HOD.
- Usage of mobile phone is strictly prohibited during study hours (6 p. m to 7.30 p. m) and after 10 p.m. If caught, the mobile will be seized.
- Possession of expensive items like jewels and money in the form of cash by the student is not encouraged.
- Vacating the hostel in the middle of the semester will be permitted only after the approval from principal.
- Students are not permitted to keep any electronic items like Heater, Iron Box, Speaker, kettle and Induction stove etc. in their possession.
- Students should lock their rooms while leaving the hostel. Power should be switched off and taps should be closed while moving out.
- Students involved in any discrepancy and anti-social behavior in the hostel will not be entertained to continue in the hostel and parents will be intimated to vacate the hostel.
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- No students will be allowed to enter inside the hostel or outside the hostel after 6 p. m
- Students should bring their own plates and cups for their use.