

## **CODE OF CONDUCT & REGULATIONS OF THE INSTITUTE**

1. All students admitted to the Institute and hostels are subject to the discipline and control of the Institute authorities. The students are required to adhere strictly to the rules and regulations.
2. Every student shall carry his/her Identity Card and shall produce whenever asked for.
3. The student should adhere to the dress regulations prescribed by the Institute. i.e. for Boys -- a formal dress & for Girls – salwar suit. Sleeveless dresses are not allowed.
4. Ragging is strictly prohibited. Any student found to have indulged in ragging will be summarily expelled from the Institute as per the rules stipulated by the Government.
5. The students are not authorized to organize meetings or join discussions on public matters.
6. Smoking, drinking alcohol and use of drugs are strictly prohibited.
7. The students are required to show due regard to the property of the Institute. Any student found guilty of defacing or damaging property like furniture, equipment, fixtures, books, building, vehicles, etc. of the Institute or of hostels is punishable and is liable for expulsion from the Institute.
8. No student should take law into his/her own hands whatever may be the circumstances. Any case of personal violence by a student on any other person will be viewed seriously and dealt with severely. The student should represent any difficulty through the Dean (Students Activities) to the Principal and the decision of the Principal in these matters shall be final.
9. The students shall behave in a disciplined manner and follow all the instructions issued by the Principal from time to time and shall not indulge in any act of indiscipline within or outside the premises of the Institute or Hostels that shall be unbecoming of a good student. Every student should endeavor to uphold the high ideals, the good name and prestige of the Institute (KITS).
10. Every student should be punctual in attending the classes, tutorials, submission of assignments and mid-tests or otherwise they will lose marks proportionately.
11. Students are required to put up attendance of not less than 75%. Condonation of shortage of attendance will be granted only once during the course of 4 years.
12. Proper observation of Institute discipline, good conduct and participation in sports and games and other events will play an important role in recommending for the final University Examination or any special scholarship or for a job at the end of the course or for the award of a certificate at the time of leaving the Institute.
13. A student shall not be permitted to appear for the University Examination unless he/she has paid all his/her dues of the Institute/Hostel and his/her progress, conduct and attendance are found to be satisfactory.
14. The Institute authorities under no circumstances shall accept any liability in respect of an accident/suicide which a student may meet with or commit during his stay at the Institute or on an educational visit. The students are, therefore, cautioned to conduct themselves in a careful manner.
15. The Principal reserves the right to suspend, if any student fails to pay the Institute / Hostel dues in time and has a consistently poor performance.

16. The Principal reserves all the rights to delete, add or amend the rules and regulations as and when felt necessary.
17. The students will strictly abide by the various undertakings etc submitted by them from time to time.

### **FOR THE HOSTELS**

1. Inmates of the Hostel should stay only in the rooms allotted to them by the Warden. They should not either interchange the rooms among themselves or shift to another room without the prior permission of the Warden.
2. Inmates of the Hostel should not entertain any guest or outsider in their rooms. If the parent of any student happens to visit and desires to stay in the hostel, the concerned student should inform the same to the Warden and take permission.
3. Inmates should not leave station without informing the Warden. They must observe the study hours from 9am onwards on all days. During the inspection visits of the Warden, if any student is found to be not present in his/her room, disciplinary action will be taken against him/her.
4. Timings: All the girls must be in the hostel by 7.00pm. Boys must be in the hostel by 9.00 pm and after 9.00 pm, they are permitted only by prior permission from the concerned warden/Sr. warden and by depositing their I-Card.
5. Hostellers who desire to go out on genuine reasons such as purchase of books, etc. should apply to the Warden in writing stating the purpose and the place of visit and obtain prior permission for going out.
6. Inmates are responsible for the furniture and other fittings (switch boards, lights, fans, etc.) provided to them. They are expected to check the above when they occupy the room. They are required to hand over all the above items in good condition when they vacate the Hostel. Cost of damages, if any or losses of the above will be recovered from them.
7. Inmates should not use electrical appliances such as heaters, table fans, rechargeable lamps, irons etc.
8. Hostellers should not disfigure surface of walls, doors and windows by writing or pasting posters, calendars, etc. If any person violates the rules he/she is liable for expulsion from the Hostel.
9. Boarders of the Mess should observe decency and decorum in the dining hall both in dress and in table manners.
10. Boarders should observe the mess timings as notified from time to time by the Warden.
11. Guests will not be allowed on credit basis.
12. Extra food items to the maximum extent of Rs. 50/- per month will be allowed to any boarder provided he/she does not have arrears. Extras will be permitted only if the required items are available in surplus.
13. Residents who are involved in any act of indiscipline either in the dining hall or in the rooms or outside the Hostel will be liable for expulsion or rustication from the Hostel as decided by the authorities.
14. Students expelled from the Hostels will not get any refund of seat rent or the deposit.
15. Students entering into the campus after consuming intoxicants will be liable for serious punishment.
16. Hostellers should vacate and handover the furniture and fittings in the rooms in good condition at the time of leaving the Hostel for summer vacation.

17. Mess rebate will not be granted during the period when the academic session and examinations are in progress.
18. Students, who are granted condonation of attendance, will not be entitled for hostel accommodation.
19. Washing the clothes in the hostel premises is strictly prohibited.
20. The boarders of mess are not supposed to carry the food to their rooms from the mess without prior permission from warden/sr. warden.

All the inmates are expected to strictly adhere to the above rules and regulations or otherwise, they will be liable for disciplinary action as decided by the Hostel Management.

### **FOR THE LIBRARY**

1. Library is open from 9am to 9 pm (during exams 9am to 10 pm), with one hour lunch break on all days. On Saturday & Sunday, the library is open from 9.00 a.m. - 12.30 pm.
2. All the students should enroll as members to borrow books from the Library. Each member can borrow FOUR books.
3. Reference books and Encyclopedias will not be issued.
4. Books will be issued for duration of 15 days.
5. Books which are returned cannot be re-issued immediately to the same borrower.
6. Fine@1.00 rupee per day will be charged if a book is not returned on the due date.
7. If a book is lost or torn of, an amount equal to double the cost of the book plus Rs. 50/- towards processing charges will be recovered from the borrower.
8. For reservation of books, applications are to be given to the Library Assistant.
9. Issue of the books will be stopped just before the starting of Examinations. Hall tickets will not be issued without clearance (no dues) from the Library.
10. Students are not allowed to carry their own text books/guides inside the Library.
11. A special Book Bank facility is available for the SC/ST students. Books up to a maximum of 8-10 for all the semesters will be issued to SC/ST student.
12. The student may keep the books for one semester and should return to the Library after the completion of University exams.
13. Institute Book Bank Scheme (IBBS) is available for all the students and the details may be obtained from the Librarian.
14. Using mobiles in the library is strictly prohibited and if found using the same, fine of Rs. 500/-will be imposed.
15. Whispering, murmuring and discussing in the reading area is prohibited.
16. The Library is under the CCTV surveillance.
17. Kindly leave the books on the reading tables only after using them.
18. Photo copying facility is available in the library.
19. E-Journals are subscribed by the library in the interest of students and faculty members.