

Govt. Polytechnic , Nayagarh

Standard Operating Procedure/ Policies for Academics, Assessments & Administration

Year 2022

Issued by

Principal
Govt. Polytechnic, Nayagarh

Last Revised in 2025

Govt. Polytechnic, Nayagarh

Vision:

To emerge as a leading Technical Institution by imparting knowledge in field of Engineering and Technology to its pass outs to make them Industry employable and self enterprising to serve society in order to achieve harmonious relation between Human habitant and Nature in an Eco friendly environment.

Mission:

- To deliver knowledge at par with cutting edge technology& promote academic growth
- To facilitate a creative and independent learning environment
- To develop a co-relation between academia, industry and society through various consultancy and Testing constructional materials .
- To transform individuals by inculcating values, ethics and leadership qualities
- To establish an atmosphere where management principles and techniques will nurture in fulfilment of institutional aims and objectives

Govt. Polytechnic , Nayagarh offers Four Diploma Programs

Sl No	Name of the Programme	Entry Qualification	Intake Capacity
1	Diploma in Civil Engineering	10 th	60
2	Diploma in Electrical Engineering	10 th	60
3	Diploma in Mechanical Engineering	10 th	60
4	Diploma in Computer Science & Engineering	10 th	30

*All courses are recognized by AICTE and are offered according to the syllabus prescribed by the State Council of Technical Education & Vocation Training, Odisha.

* Pass in +2 Science Examination with PCM/+2 Vocational (2 years course) in any Engineering trades / 2 years ITI in Engineering Trade or COE Trade with pass in HSC examination can take admission to 3rd Semester directly under lateral entry.

Institution Management

Govt. Polytechnic Nayagarh is fully owned by Govt. of Odisha. The Controlling Authority is Director of Technical Education & Training, Cuttack. It is functioning under Skill Development & Technical Education Department, Govt. of Odisha. The Institute is approved by AICTE for all its Diploma Programme and is affiliated to State Council for Technical Education & Vocational Training, Odisha, Bhubaneswar.(SCTE&VT). The syllabus framed by SCTE&VT is implemented in the Institute, The Exams are conducted by SCTE&VT , Results and Diploma are awarded by SCTE&VT. The Academic activities of the Institution is governed by the Academic Calendar of the Affiliating Board i.e. SCTE&VT. The Institution is running with several activities with due approval from the Governing Body, constituted by Govt. of Odisha. Collector of the District is the Chairman of the Governing Body.

The Financial Management is done through Govt. Budget Allotment by DTE&T through the Govt. Treasury, Fees controlled by operated by DTE&T. All Govt. funds are governed by Odisha Treasury code. The Fees collected from students are with approval from Governing Body of the Institute. Principal is the DDO of the Accounts of the Institution, who has the authorisation for making transaction with the Govt. Treasury through the DDO code. The power of Expenditure is governed by the Delegation of Financial Powers Rules 1972 revised from time to time by Govt., which prescribes the financial power of the Principal.

Faculties Appointment Rules

The institution being a State Government governed institution, it follows the rules of the State council of Technical Education & Vocational Training , Odisha (SCTE&VT) in respect of Academic activities & Course Curriculum. All the Regular faculties are appointed as per OTE&Ts cadre 1985 rules and OGPTS Rules 2024 on recommendation of OPSC. Since all Regular Staff are appointed by Govt. in state cadre, they are subject to transfer from one Govt. Polytechnic to the other across the state as per orders of DTE&T or SD&TE deptt. of the Govt. The Tenure at all the Institutes are considered for career advancement, Promotion and Terminal Benefits. Guest Faculties are engaged with due approval from DTE&T and also permission from the Governing body. The selection of Guest faculties are done through open Newspaper Advertisement. Educational Qualification norms of AICTE are followed. The engagement is done for maximum 2 semesters in a Academic session. There is no provision for extension of

engagement of Guest Faculties beyond one year. For continuance in subsequent semester as Guest faculty, one is to appear Interview in the next Academic session afresh. The payment of salary is done as per the State Government norms through Treasury over HRMS and IFMS portal of Govt.. The budgetary allotment is made by the State Government of Odisha. The Institution also receives central assistance & funds under different schemes from time to time which is being audited and monitored by different state government agencies like DTE&T and AG, Odisha. All staff are subject to Odisha Leave Rules , Odisha Govt. Servant conduct Rules etc.

ADMISSION PROVISIONS

Admission Selection process is centrally conducted by DTE&T, Odisha in SAMS portal(<https://skill.samsodisha.gov.in/Website/diploma/Diphome.aspx>). Students across the state are eligible to participate in selection process. There is a central admission committee at the state level(in the office of DTE&T), to decide about the admission rules & regulations. All rules and regulations pertaining to Diploma Admission process is mentioned in the above portal. The Rules prescribed by AICTE and also by State Govt. including Reservation Policy are taken into account during selection for admission

ACADEMIC & EXAMINATION RULES

(i)	The academic calendar published each year by SCTE&VT, Odisha must be followed meticulously without any deviation.
(ii)	There shall be 39/38/33/31 periods per week (6 days per week) and each period must not be less than 55 minutes/ 1 hour as prescribed by SCTE&VT in the Academic Calendar.
(iii)	No of students in each section/Division of Theory class shall be 60 as per AICTE Norms with additional students from supernumerary category.
(iv)	No of students in a practical group shall be 30 with additional students from supernumerary group proportionate to subdivision of 30.
(v)	Names of the teachers should be reflected in the Time Table against respective classes allotted.
(vi)	Students Attendance shall be taken for each subject in the Table. The

	Teacher shall count and mention the number of students Present in the class out of the Total numbers in each class and put his/ her signature below it.
(vii)	The presence in the Attendance Register shall be progressively made in Numeric figure and absence should be marked as 'X'
(viii)	Parents of students having less than 75% attendance both in Biometric device and class attendance register in a month shall be intimated
(ix)	Regarding maintenance of lesson Plan & progress Register the SOP mentioned in notice no 1814 dtd 19/04/18 of Vice Chairman , SCTE & VT is to be followed (portion of the same copied herewith).
(xi)	<p>Internal Examination and register for IA and sessional marks:</p> <p>(i) 01 number of Internal examination should be conducted for the Theory Papers as per academic calendar. Separate attendance , subject wise shall be taken for students who appear the Internal test and preserved for verification by SCTE&VT.</p> <p>(ii) The internal question paper for IA and Assignments/Quiz (Full Marks- 20 marks/30 marks as prescribed in syllabus) should be set following Bloom's Taxonomy Level and relevant COs. Question paper and Assignments in total should cover all COs as mentioned in the course syllabus. The marking pattern of internal questions should comprise of Questions of 2 marks 5 marks , 10 Marks questions in the saem line with SCTE&VT end semester question pattern</p> <p>(iii) Register for I.A marks and sessional marks shall be maintained branch wise chronologically year after year in same register till it is exhausted.</p> <p>(iv) At the bottom of each page , under each mark column of each subject , the concerned teacher shall put the signature.</p> <p>(v) The evaluation of the sessional mark for individual experiment should be done with break up of marks towards Performance during the experiment & Viva voce and marks for Lab Record.</p> <p>At the end of semester the sessional register to be updated after mapping to actual mark . The student name in the sessional register are to be arranged in order of their registration number.</p>
(xii)	Two numbers of class tests or Monthly Tests may be conducted in each semester, besides the IA test. Analysis must be done for finding out understand ability of the students. Necessary remedial classes shall be taken for this.
(xiii)	The remedial classes should be conducted during the second half of Saturday and beyond class hours and holidays. Prior intimation should be given to the students

	and records of attendance should be maintained. Whatsapp or other messaging system may be followed.
(xiv)	<p>Semester Examination</p> <p>Semester Examinations are conducted by the SCTE&VT, Odisha as per its Rules and Regulations(https:// https://sctevt.odisha.gov.in/).</p> <p>Students are required to abide by the Rules and Regulations prescribed by the Council from time to time. A student shall bring his / her admit card & ID card to the examination hall during semester examination.</p> <p>Stipulated year for Pass Criteria:</p> <p>The stipulated period for passing the Diploma Programme under SCTE&VT is 7 years in case of Fresh Entry in 1st year Programme and 5 years in case of Lateral entry students</p> <p>As per SCTE&VT norms any student not detained by the College due to attendance/performance or otherwise, <u>is promoted to higher classes</u> to the next year/semester of study .</p> <p>This is subject to other conditions of SCTE&VT like filling up forms etc.</p> <p>Result status <u>Fail</u> of any student is indicated as Backlog in the semester.</p>

COURSE MANAGEMENT & CO-PO ATTAINMENT

Every Teacher has to maintain Course File for his/her assigned subject/course.

The course file is to be maintained by each faculty for each course.

It should contain following items.

Part A:

1. Vision & Mission Statement of Institute & Deptt.
2. PO, PSO and PEO statement
3. CO PO Mapping

Part B:

1. Syllabus , Time Table, Attendance Sheets
2. Lesson Plan
3. IA Question Papers & Assignments exhibiting CO

3. Class Test Answer Papers
4. Students Practical Records with Evaluation criteria
5. Project Report with Rubrics
6. Previous Year SCTE&VT Question papers
7. Assignments
8. List of Projects
9. List of Experiments
10. Survey Responses of Indirect CO & summary
11. CO Attainment
12. PO Attainment

CO-PO Matrix:

The CO-PO mapping should be done by each course faculty in the scale of 1-3, where 1 indicates low relevance, 2 indicates medium relevance, 3 indicates high relevance.

CO Attainment calculation:

The course attainment will be calculated by the course teacher by calculating Direct Assessment & Indirect Assessment.

Direct Assessment:

End Semester Exams conducted by SCTE&VT, Odisha and evaluated by SCTE&VT, Odisha

* As the information on performance in semester on each student in individual COs is not available, the Institution/Department has to take the attainment (%marks) for all COs of the course as the same (both End Sem and IA Exams.)

*The proportional weightage of internal and end semester assessment is 20:80

The number of assessment instruments used for internal evaluation is decided by the Teacher and/or Department.

Indirect Assessments

For CO Attainment:

- End semester Feed back of students in the subject/course

For PO Attainment:

-Exit Feedback of students at the end of the Programme

-Alumni Feedback

-Employers Feedback

-Parents Feedback

Attainment Level:

- The Attainment level 3 is above 70% students scoring more than Average marks in Theory or Average marks in practicals as applicable
- The Attainment level 2 is from 41 % to 70% students scoring more than Average marks in Theory or Average marks in practicals as applicable
- The Attainment level 1 is upto 40% students scoring more than Average marks in Theory or Average marks in practicals as applicable

Justification of Benchmark/Target of Average Mark scored in a course speaks of standard of performance depending on difficulty level of Questions asked by different teachers teaching same subject in different year and different teacher evaluating the different students of same batch in SCTE&VT Exams which is allotted to teachers at Random.

Proportion of Direct to Indirect Assessment is 80:20.

PO attainment and PSO attainment are based on CO attainment.

CO attainment is done through Direct and Indirect assessment tools as per SCTE&VT Result sheet and End semester Students Feedback. The course teacher based on CO attainment then prepares PO attainment table proportionately.

Thus, the CO-PO attainment matrix based on CO attainment is prepared by the course teacher which is considered as direct attainment of POs and PSOs.

Feedback from Alumni and employer are then collected for PO and PSO attainment which is considered as indirect attainment tool. For indirect attainment of POs and PSOs, 3 attainment levels are considered.

The course PO and PSO Attainment matrix is then prepared for all the courses considering 80% of Direct attainment tool and 20% of indirect attainment tool.

ACADEMIC AUDIT

1. The Academic Review meeting shall be conducted in the Institute to be chaired by Principal and the Academic Co-ordinator shall be the member convenor. The meeting shall be conducted at once a month where faculties of all the departments are to present the monthly academic progress. There shall be review of requirement of facilities in the departments and the Institution. Any shortfall recorded must be compensated by taking extra classes.
2. Inter department Academic Audit must be done at least at the end of a year. HoD of Mechanical and another member of his deptt. shall audit the academics of Electrical. HoD of Electrical and another member of his deptt. shall audit the academics of Civil. HoD of Civil and another member of his deptt. shall audit the academics of Mechanical. HoD of Math & Sc. and another member of his deptt. shall audit the academics of CSE. The Audit Report shall be submitted to HoD of the Deptt. audited with a copy to Academic Coordinator.

Corrective Steps on Attainments

Based on comparison of the CO attainment achieved in a course in a year against the Target set earlier, the corrective steps/remedial measures are to be taken by the Department to make up the deficiencies.

CARREER GUIDANCE

- A. Bright students are to be motivated to take part in technical quizzes, projects competitions, etc at college and inter-college level.
- B. Different personality development classes/ soft skill classes are to be organized for their improvement in personal and communication skill.
- C. Different V.S.Ts are to be conducted to make them enable appear in the competitive examination and entrance test for higher education.
- D. Counselling is done to the students to make them aware about job prospects , career opportunities , Entrepreneurship opportunity etc.
- E. T&P Cell shall take steps to arrange Career Guidance Talks for making the students aware about the career path.

STUDENTS PROJECTS

The syllabus prescribed by SCTE&VT, Odisha is to be strictly followed for report writing and selection of project topic and norms to be followed for doing the Project work.

- a) The Departments are to take a structured approach for selection of Project.
- b) The Departments are to make evaluation of the Projects keeping evolving criteria as per rubrics for assessment criteria formulated by the Department for project evaluation.
- c) The Project work duration covers 2 semesters (5th and 6th sem). The Grouping of students, selection of Project, assignment of Project Guide to the Group was done in the beginning of 4th/5th semester under Project Phase-I.
- d) The students are allowed to study literature, any existing system and then define the Problem/objective of the Project.
- e) They have to discuss about the different project topics with their project guide and final selection is to be done based on the feasibility study.
- f) Preliminary work and Design of the system also have to be complete in Phase-I in 5th Semester.

- g) In Phase-II Development, Testing, Documentation and Implementation have to be completed.

SEMINAR /EXTENSION LECTURES , STUDY TOUR, SKILL ENHANCEMENT TRAINING

1. Each department must conduct two no. of seminars / Extension lectures by inviting resource persons from industries/educational institutions/entrepreneurs in every semester. Honorarium to be paid will be borne from the institute development fund.
2. Each Department must conduct at least one industrial visit for the second year and final year students every year.
3. Each Department should conduct skill enhancement training programs for the students by inviting industry people/professionals from training institutes.

USE OF ICT ENABLED TEACHING LEARNING AIDS

1. All the faculties should use smart classroom regularly wherever applicable along with the black/white board teaching.
2. Every students must be encouraged to access the different academic youtube channel.
3. All the faculties are encouraged to prepare and upload different video lectures in the institute youtube channel.
4. Faculties and students must use NPTEL/SWAYAM /MOOCS portal.
5. Students are also to be encouraged for using *OD Skill* app for theory & Practical courses to supplement the main course contents.
6. Students to be encouraged to choose Addon Skill courses in online or offline mode.
7. Students to be encouraged for different online courses under Coursera Platforms
8. Students to be encouraged for different online Lab Experiments in Virtual Lab Platforms as additional courses

SOFT SKILL , PREPLACEMENT TRAINING& INTERNSHIP

1. Training & Placement Department of the institute has to conduct soft skill & preplacement training programs at regular intervals to enhance the communication skills, technical competence and employability skills.

2. As mentioned in the Academic calendar student must attend internship programme during break.
3. A seminar is to be conducted after their return from the semester break where they have to share their individual experience.
4. A detail report of the Internship programme is to be maintained in the department

Student database should be maintained in each department . The department along with the training & placement section must keep track of the student at least for three years keep tract of the engagement of students.

PROCTORIAL/ MENTORSHIP SYSTEM

1. The students are to be divided into different groups and are to be assigned to a teacher as mentor. Usually a group of 30 students are put into a group.
2. Regular interaction of between proctor and students should be done and the teacher guide will mentor the students
3. The mentor may interact with the parents of the students as and when required.
4. The mentor need to give guidance over career advancements, Course performance by students, wellbeing of students in general.

PARENT TEACHER MEETING

1. Parent teacher meeting must be conducted at least twice in each semester. The parents should be informed about the vision, mission of the institute and the Department to which the students belong to and the steps taken to achieve the same. They must be made aware of the different scholarships/stipends available, any change in the institution/hostel policies along with other facilities provided in the Institute.
2. They must be allowed to discuss with their ward's mentor and should be informed about the student behaviour inside and outside the college campus along with his/ her academic performance.
3. Proper documentation of meeting must be maintained by each department like notice to parents, attendance sheet, minutes of the meeting, photographs etc.

FEEDBACK MECHANISM

Feedbacks are to be collected from all the stakeholders at regular intervals.

1. Student Feedback-

Course Exit Feedback- Each student must give feedback on each course, at the end of each course with respect to CO and facilities. The HOD must collect these feedback forms confidentially from the students & prepare the analysis report. Based on the Analysis of the Feed backs received from the students, the HoD shall take the corrective action

Programme Exit Feedback- Each student must give feedback at the end the Programme after completion of 6th semester Exams with respect to PO & PSO. The HOD must collect these feedback forms confidentially from the students & prepare the analysis report. Based on the Analysis of the Feed backs received from the students, the HoD shall take the corrective action

2. Alumni/Employer/Parent feedback :- Feedbacks are to be collected from all stakeholders on the PO/PSO of the programme with respect to their observation on the passed outs.
3. Appropriate remedial action must be taken where ever possible to cover the Gap after analysing the Feedback.

INTERNAL REVENUE GENERATION(IRG)/ CONSULTANCY AND TESTING OF PRODUCT

In order to have optimum utilization of the resources available, different training programmes, testing of material, repairing, manufacturing work should be taken up in extra hours on payment basis. Students are to be encouraged to take part in those activities to enhance their practical skills. Remuneration will be paid to the faculties and students involved after following the appropriate guide line approved by GB.

COCURRICULAR & EXTRA- CURRICULAR ACTIVITIES

Along with the academic activities focus must be given for all around development of the students. Students are to be encouraged to participate in different cultural and sports activities. They are to be made aware of the basic social responsibilities and should contribute in some way for the development of society. Different clubs for students should be formed with teacher guide for different activities. They can participate in different inter college, district , state or national level

competitions with due permission from the departmental heads. Institute being the member of different professional bodies different activities must be taken up under this.

IDEA TINKERING & INNOVATIVE PRACTICES

Students are to be encouraged to ideate the innovative ideas , form starts ups. The Idea Tinkering Lab shall be used for such purpose. The Institute shall verify the feasibility for implementing the Innovative project ideated by the students with funds from Development/ IRG funds. There shall be one Faculty to remain in charge of Innovation Club.

ENTREPRENEURSHIP DEVELOPMENT CELL

Entrepreneurship Cell of the Institute has to conduct regular seminars by inviting Resource persons from Banks, DIC, MSME, PMKVY etc to make them aware of the different financial assistance , schemes provided by different Govt. Agencies. The cell can lialise with such agencies and provide guidance they can avail for developing a start up or enterprise.

COMMITTEES FOR GOOD GOVERNANCE

The institution has specific committees for good governance as indicated below:

SI No	Name of the committee	Duties & Responsibilities
1	Institution Managing Committee/ Governing Body	To supervise & monitor academic & administrative activities of the institution.
2	Grievance Redressal Committe	Deal with Grievance of Faculties & Staff and suggest corrective measures
3	Students Grievance Redressal Committe	Deal with Grievance of Students and suggest corrective measures to solve the issues
4	SC/ST committee	Promotes the special interest of the students in SC/ST category.
5	Anti Ragging Cell	To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
6	Sexual Harassment cell (ICC)	To receive complaints from staff/students at workplace about any type of sexual harrassment and suggest action as per POSH Act..
7	Internal Quality Assurance cell	To review the performance of the faculties and students on Quality fronts.

11	Institute Innovation cell	To conduct meeting/activities of the students for new ideas on Idea Tinkering and their implementation.
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For Decentralization and proper monitoring of different activities of the Institution, Faculties of the institution will be assigned with charges/ responsibilities, which they have to co-ordinate and monitor along with their teaching load. They are delegated with powers to take appropriate decisions at their level. For very high administrative decisions beyond their capability they can take decisions in consultation with HoD of the Departments and/or the Principal.

FACULTY DEVELOPMENT MEASURES

1. Recruitment & Promotion Rules : OTE&T Cadre 1985 and OGPTS Rules 2024
2. Salary : As per 7th pay matrix of Government of Odisha
3. Career advancement as per Promotion policy of OGPTS Rules 2024 in the line of AICTE
4. Govt. in SD&TE Department is the Employer of all Faculties and Staff.
5. Faculties are Transferable among the different Govt. Polytechnics under SD&TE Department of the state as per orders of DTE&T/ Govt.. The Tenure at all the Institutes are considered for career advancement, Promotion and Terminal Benefits.
6. Higher studies Facilities/Study Leave is as per Odisha Service Code. Standing orders of Govt. is available for availing NOC to apply for Higher Studies
7. Performance Appraisal system:

The state government has a comprehensive Staff performance appraisal and Faculty development system as follows.

Performance Appraisal system:

- The self-appraisal form is to be submitted by the faculty once a year by Regular Faculties/staff.
- The self-appraisal report Executing Authority is Principal.
- The Principal has to go through the self appraisal report of the faculties and forward the same to the higher authority with own judgement report based on confidential input from the HoDs . The performance is judged by the Principal based on the fixed parameters on Academics, Extra Curricula activities, additional responsibilities undertaken, Seminars, paper publication, Training undertaken etc. The HoD s are to submit their confidential report to the Principal on the above parameters.
- For Contractual staff, Heads of the department has to submit the Performance reports to the Principal.

- Based on the performance finally judged at the accepting authorities (SDT&TE Department), the Employee concerned is intimated about adverse performance and Career progression is deferred.
- All such performance appraisal, there exists online service in HRMS by Odisha Govt. with automated data flow based on the user roles.

Faculty Development Programme:

The Recruitment Rule has clear faculty Development programme mentioned in the OGPTS Rules in the line of AICTE. The salient features are

- On entry into Lecturer grade Induction programme is offered to the newly entrants.
- The Faculty is advised to undergo different Training programme under Moos/Swayam and also offered by various organisation like NITTTR/Course era and other places in phased manner.
- Faculty development Cell of DTE&T in consultation with the Principal regulates the training programme.
- Faculty Training is also considered as one parameter for Performance appraisal.
- Faculties are also allowed for Qualification up gradation programme to acquire higher qualification like M.Tech , Ph.D etc through state level criteria in consideration of the views from the Principal.

Institution Vehicle:

There is one Bus with 40 seater capacity available in the Institution for students visit purpose. Besides there is one Bolero Jeep available from the year 2025 for office use as well as students use for short visit and medical care purpose.

Grievance Redressal:

Grievance of Staff and Students can be submitted in the form available in the website of the Institution. The Grievance received from the staff shall be taken up by appropriate committee depending on the nature of the Grievance.

NORMS FOR LABORATORIES , WORK SHOP & COMPUTER LAB

COMPUTER LAB RULES

Students are expected to conduct themselves in consonance with the institution's policies relating to Computer Lab Rules which are enlisted below:

1. Copying software from the computer lab is illegal and is treated as a misconduct.
2. Installation of software or configuration changes on lab computers are not allowed.
3. Displaying inappropriate items is considered misuse of computers and will be reported to the authorities. (some examples: sexually explicit, graphically disturbing or harassing images or texts etc.)
4. The following are not allowed in the lab.
 - Rude or disruptive behaviour
 - Food or drink of any kind
 - Use of cell phone connections
5. Absolute safety of files stored in the network drive can not be guaranteed. Students are responsible for keeping critical files on their own disks.
6. Students are required to logout of the workstation completely before leaving the lab.
7. Student can use Computer lab only in their assigned lab classes/period or as any other time with specific prior approval in writing on concerned authorities.
1. While leaving the computer lab, the students would make sure that the system is properly shut down.

Violation of these rules may lead to revocation of lab privileges and may result in disciplinary action by the institution.

GENERAL RULES FOR LABORATORIES & WORKSHOP

1. Students must observe the Dress Code while in the laboratory.
2. Sandals or open-toed shoes are NOT allowed.
3. Foods, drinks and smoking are NOT allowed.

4. All bags must be left at the indicated place.
5. The lab timetable must be strictly followed. Prior permission from the Lab Supervisor must be obtained if any change is to be made.
6. Students should be PUNCTUAL for laboratory session.
7. Lab Sessions must be completed within the given time.
8. One must respect the laboratory / staff and its other users. Silence must be maintained in the lab.
9. Workspace must be kept clean and tidy at all time.
10. All apparatus should be handled with care.
11. Students are liable for any damage to equipment caused due to their negligence.
12. All equipment and apparatus must be RETURNED to their original place after use.
13. Students are strictly PROHIBITED from taking out any items from the laboratory without permission from the Lab Assistant.
14. Students are NOT allowed to work alone in the laboratory.
15. Student should consult Lab Assistant regarding operation of laboratory equipment.
16. One must report to the Lab Assistant if any injury occurs.
17. Student should report immediately to the Lab Assistant for any damages to equipment, hazards, and potential hazards.

GENERAL RULES for STUDENTS

1. STUDENT to Follow Discipline and Undertaking thereof:

Before a student is admitted to the college, he / she and his / her natural or legal guardian have to submit an undertaking in a prescribed form to the effect that he / she or his/her son/ daughter / ward shall abide by the rules of the college. He / She has also to give an undertaking as per the provision of Anti Ragging norms of AICTE.

2. DRESS CODE:

Every student of the college has to follow the dress code as specified by the College or Institution till completion of the course. Students without proper uniform shall not be allowed to

participate in any academic activity like attending classes /appearing at exams / library / lab classes etc.

3. DISCIPLINE:

Students are required to exhibit high degree of discipline. Every student of the college has to abide by the disciplinary rules and regulations of the hostel, institution. He/She shall not involve himself / herself in any objectionable conduct such as violation of Hostel Rules, disobedience of instruction of Hostel and school authorities, immoral conduct or disorderly behaviour including "**Ragging**", at any place. Students are required to show exemplary standards of discipline both inside and outside the Campus. Ragging in any form is strictly banned by law. Any attempt to resort to ragging in any form / physical and mental assault to fellow students shall be severely dealt with. The Disciplinary committee of the institution will consider it and punishment shall be imposed in consonance with Govt. / Court orders.

4. VEHICLES:

Entry of 4(Four) wheelers by students is strictly prohibited inside the institute Campus and the two wheelers entering the institute premises should be parked properly in the parking area. Students having valid Driving License and helmet are only allowed to enter in to the institution premise

5. APPLICATION for Students Request:

Students requests and such Applications should be processed / routed through the HODs or Faculty Coordinators/ In charge, prior to being placed before the Principal.

6. Use of DRUGS/TOBACCO/ALCOHOL is BANNED INSIDE THE CAMPUS.

Use of DRUGS/TOBACCO/ALCOHOL is BANNED inside the Campus. Disciplinary action will be taken, if a student is caught possessing, distributing or consuming alcohol/drug/tobacco.

7. MAINTENANCE OF DISCIPLINE:

Legal action will be taken against the students for involvement in any form of INDISCIPLINE, RAGGING, VIOLENCE WITH ANYONE INSIDE THE CAMPUS.

8. HOSTEL ADMISSION:

Admission to Boys Hostel and girls Hostel is allowed to interested students on the criteria of Merit cum distance criteria.

The Boarder students have to abide by the rules of the hostel which are governed by the hostel Superintendents. The Mess of the Hostel is managed by the students. Students are not allowed to take outside food while continuing as Boarder in the hostel.

9. LIBRARY RULE:

The Students, faculties and staff are the members of the Library to avail the Library facilities.

The Computers , internet services, Magazines, Journals etc are also covered under the services of Library besides the Text and Reference Books

There are Computers available connected in LAN with access to Internet. The Library has E-Granthalaya automation software developed by NIC, Govt. of India. The Library is also having membership of DeINET and also ONOS of Govt. of India.

The Library remains open for extended period for use by the students.