

## RULES & REGULATIONS

1. All students should attend the classes start from the reopening day of the Semester.
  2. Students should be punctual , regular for lecture classes, laboratories, workshops, seminars etc., and any other activity organized by the college.
  3. Students shall be attentive in all classes and labs without creating any disturbance to fellow students
  4. Students shall compulsorily wear their identity cards when they are in the college campus.
  5. Loss / theft of ID cards / library cards and change of address or contact number shall be informed to HOD / college office without delay.
  6. Use of mobile phones, iPods, and walkman are strictly banned inside the campus.
  7. Any kind of indecent or tight fitting dresses are not permitted.
  8. Students shall maintain strict discipline and good behavior at all times in campus
  9. Smoking, chewing of pan masala / gutka consuming alcoholic drinks and drugs of any kind in the campus are strictly prohibited.
  10. Strike or any such undesirable activities in the campus are not permitted and those involved in such activities will be severely punished.
  11. Tuition fees shall be paid within as per circular set by college after the reopening of the odd semester in every academic year.
  12. Students shall take prior permission from HOD before availing leave.
  13. Attendance condonation will be given as per University Norms.
  14. Leave / Permission letters to be signed by parents/guardians/ hostel wardens.
  15. Students are encouraged to participate in co-curricular and extracurricular activities and develop their skills.
  16. Students are counseled periodically regarding academic performance, higher studies, placement, attendance, discipline etc.
  17. Hostel students shall abide by the rules and regulations of the hostel.
  18. Students are advised to wear helmets while riding two wheeler vehicles.
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## ACADEMIC RULES

1. Students shall submit their assignments, records, observation notebooks etc. within the specified time.
2. Attendance condonation will be given as per University Norms.
3. Students shall equip themselves with approved drawing material, instrument boxes and record note books as required.
4. Student are advised to handle Lab equipment with care. Loss or damage attracts penalty.
5. Students have to use college official lab record books to write the practical record. No other notebook shall be permitted.
6. Students are encouraged to participate in conferences, workshops, seminars and technical paper presentation. To ensure good Internal assessment marks and overall academic performance attendance is mandatory for all the internal tests.

## EXAM RULES AND REGULATIONS SET BY AFFILIATING UNIVERSITY

1. Only a single answer book will be issued. No additional answer books are permitted.
  2. Answer books should be handed over personally to room superintendent before leaving the examination hall.
  3. The candidate should not take any books / notes, log tables, scribbling pads, cell phones, programmable calculators or any kind of references into the examination hall.
  4. No candidate shall be admitted into the Exam hall after the commencement of the examination.
  5. No candidate shall be allowed to leave the examination hall before 30 minutes after commencement of the examination.
  6. The candidate should append his / her signature at the specified space on the answer book as and when he / she received the answer book
  7. Answer books should be handed over personally to room superintendent before leaving the examination hall.
  8. The student leaving the examination hall till 30 minutes before the scheduled
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completion time of the examination shall not be permitted to take the question paper.

9. Students are strictly instructed not to write any matter on the question paper except their USN.
10. The candidate should append his / her signature at the specified space on the answer book as and when he / she received the answer book.

Any candidate appearing for UG / PG examination is liable to be charged for committing malpractice in the following cases

1. Possessing any written matter on any paper, scribbling pad, question paper, admission ticket, calculator, palm, hand, leg, kerchief, clothes, etc.
2. Copying from the material of another candidate or similar aid, or assistance is rendered to another candidate
3. Supply of copying material from inside or from outside the examination hall.
4. Unruly behavior inside or near the examination hall.
5. Communicating with any candidate or any other person inside or outside the examination hall.

For more detailed information on academic regulation please refer to VTU website: [www.vtu.ac.in](http://www.vtu.ac.in)

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