



**KIT- KALAI GNARKARUNANIDHI INSTITUTE OF TECHNOLOGY**  
**(An Autonomous Institution)**

**RULES & REGULATIONS FOR STUDENTS**

**CONTINUOUS ACADEMIC MONITORING OF THE STUDENTS**

The Institution ensures that every class has an advisor and two/ three tutors according to the strength of the class. The class advisor will be one among the course-instructors of the class. He / She will be appointed by the Head of the department concerned.

The following are the responsibilities of a class advisor:-

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of the students.
- To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance.
- To attend the students welfare activities like awards, scholarships & industrial related activities (Industrial visit, Internship & Industrial Training)

**1. CODE OF CONDUCT FOR THE STUDENTS**

- Students should behave themselves in a well-disciplined manner both inside and outside the campus.
- Students should attend classes, functions and the other activities of the college in time.
- Students should possess with them identity cards duly signed by the Principal. The cards will be issued to them immediately after admission to the college. They are expected to have their identity cards with lanyard always with them and especially at the time of examination.
- No student is to leave the class room during the lecture without the permission of the faculty.
- Use of cell phones inside the classrooms is not allowed.

- Students should not loiter in the verandas; sit on the steps of the portico and staircases.
- Scribbling on the walls and desks or doing any other kind of damage to the college property is strictly prohibited. Students responsible for any such wanton damage will be severely penalized.
- No meeting of students of any kind shall be held in the college without prior written permission of the Principal. Similarly, no money shall be collected by any student from his\her classmates or others for any purpose.
- No notice of any kind should be circulated among the students or fixed on the notice board without the prior written permission from the Principal.
- Students are requested to read the notices displayed on the college notice boards. Ignorance of notice thus displayed will not be accepted as an excuse for failing to comply with it.
- Students are forbidden from smoking inside the college premises. Students who are found using drugs or in a drunken state will be immediately dismissed from the college.
- Students should park their vehicles in the space meant for parking. They are not allowed to drive the vehicle inside the campus.
- Students are responsible for their belonging. The college will not be responsible for the loss of the property or money. Any property found in the premises should be handed over to the office with relevant details.
- The Principal has the absolute right to penalize or suspend or dismiss any student found guilty of gross misconduct inside or outside the college campus.
- Students are forbidden from organizing or taking part in strikes or demonstrations. They shall not also take part in any political agitation.
- In all the academic or disciplinary matters the decision of the institute authorities shall be final.

## **2. DRESS CODE**

- Male students should wear formal clothes with tucked-in shirts and black shoes.
- Female students should wear either salwarkameez with neatly pinned dupatta. Hair should not be left loose.

## **COLLEGE POLICY**

The college will function on all days from Monday to Saturday in a week except on Government holidays. If required, a decision will be made to work on other Saturdays to fulfill the required number of working days in a semester as prescribed by the norms

**College Timing:** 8:30 A.M. to 4:25 P.M.

### **1. CONDUCT AND DISCIPLINE**

- All students shall be required to conduct themselves in a manner befitting the students of a professional institution of high reputation, within and outside the precincts of the College.
- The following additional acts by the students within or outside the precincts of the College shall constitute a gross violation of the code of conduct punishable as indiscipline.
- Lack of courtesy and decorum, as well as indecent behavior.
- Willful damage of property of the College/Hostel or of fellow students.
- Possession/consumption/distribution of alcoholic drinks and banned drugs.
- Mutilation or unauthorized possession of library material like books.
- Noisy and unnecessary behaviour, disturbing regular activities in the college/hostel.
- Hacking in computer systems, either hardware or software or both.
- Any other act considered by the College as of gross indiscipline.

### **2. ATTENDANCE AND LEAVE RULES FOR THE STUDENTS**

- Students should be in the classroom well before time and commencement of class.
- The attendance will be taken every hour and any student not present in the class while the attendance is taken will be marked absent.
- Students should apply for leave in advance in the prescribed format signed by him/her which should be submitted to HoD.
- Students are not permitted to go out during college hours without prior permission from the Principal.

- When leave is availed due to unforeseen causes, the leave application should be submitted immediately on the day of absence with parent's/warden's signature.
- When leave is availed due to sickness or hospitalization, Medical Certificate with prescription and bills should be submitted along with leave application.
- If a student has less than 75% of attendance, he or she will not be permitted to appear for the End semester Examinations.
- If a student has taken any ordinary leave or medical leave or On-Duty or any other kind of leave, in a semester, all the leave period put together should not exceed 20% of the total attendance in that semester.

### **3. WORKSHOP AND LABORATORY RULES**

- The student should wear prescribed uniform/overcoats while doing experiments and follow the safety regulations in the workshop and laboratories.
- Students should take care of tools, apparatus or other equipment given to them and should preserve the cleanliness of the laboratories and the workshop.
- Care should be taken in handling the property of the Institution and any damage caused casually or willfully will entail disciplinary action and recovery of cost.

### **4. LIBRARY RULES**

- The library is opened from 8:00 a.m. to 7:00 p.m. on all working days and from 8:30 a.m. to 4:30 p.m. on holidays.
- Silence should be maintained in the library.
- Students should take care of the books without causing damage of any sort like folding or underlining.
- Lending of books will be done only upon producing the identity card.
- Books borrowed should be returned on or before the due date.
- If books are not returned on the due date, fine amount will be collected.
- In case of the loss of a book, the student will have to bear the responsibility for replacing it with a new one. If the book is not available, the actual cost of the book will be collected from the student.
- Digital library can be used for accessing e Journals and e - Books.
- Internet facility is also available for staff members and students for technical research and academic purposes.

## **SCHOLARSHIPS**

The Vijayalakshmi Palanisamy Charitable Trust (VPCT) offers several scholarships, fee waiver schemes, financial assistance to meritorious and deserving students.

### **1. VPCT Scholarship:**

- Application for scholarships should be submitted in the prescribed form to the Principal within 30 days from the date of reopening of the Institution or admission of the candidate to the Institution. Students should submit all the certificates required pertaining to the nature of Scholarship or loan. No student will be permitted to hold more than one scholarship at a time.
- The concessions granted are liable to be withdrawn in case of misconduct such as participation in strike, involvement in ragging, etc.
- The following scholarships and fee concessions are available for deserving students in UG & PG Programmes.

### **2. Government Scholarships**

The Institution supports in receiving other government scholarships like:

- PMSS (SC / SCC / ST) student's scholarship.
- Backward Class Welfare Scholarship ( BC / MBC / DNC) students scholarship
- Educational Scholarship to the wards of Farmers under Tamil Nadu Agricultural Labourers (Farmers Social Security and Welfare Scheme)
- Minority Scholarship (Christian, Muslim, Sikh, Buddhists, Parsi and Jain students scholarship )
- 7.5% Scholarship

## **RULES**

### **1. ANTI-RAGGING RULES**

Ragging is display of disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational Institution. It also includes:

- a) Teasing, abusing, playing jokes on or causing hurt to such student or
- b) Asking the students to do any act or perform something which the student will not in the ordinary course willingly do.

Ragging within or outside any educational Institution is prohibited. Whoever directly or indirectly commits or participates in any practice of “Ragging” within or outside any educational Institution shall be punished with imprisonment for a term which may extend to two years or shall also be liable to a fine which may extend to Rs.25,000/-or even termination of the student from the Institution and the student cannot join in any other Institution.

- In conformity with Supreme Court judgments and directions, UGC guidelines and State Government Instructions, KIT is following a ‘Zero-Tolerance Policy’ towards ragging
- Any student accused and found guilty of ragging, will be severely dealt with, in accordance with the provisions of Law
- The Institution has framed an exclusive anti-ragging committee to promote a safe and comfortable learning atmosphere for the students’ community.

## **2. HOSTEL RULES**

### **a. Admission and Accommodation**

- Accommodation in the hostel will be terminated at the end of each academic year and members who desire to avail the hostel facility shall apply for readmission at the beginning of every academic year.
- Every student must give an undertaking in writing that he/she will abide by the rules of the hostel and that he/she will submit to any disciplinary action imposed on him by the authorities. This shall be confirmed in writing and in a declaration form by the parent/guardian.
- The chief warden may refuse admission to any student who does not abide by the rules and regulations of the hostel.
- After admission, no student should vacate the hostel without the written application by the parent/guardian and without the permission of the warden.
- Allotment of rooms shall be made by the deputy warden under the orders of the chief warden.

- No room shall be allotted to any member without payment of hostel fee for the whole year at the office.
- Rooms once allotted are not interchangeable. Students must occupy the rooms allotted to them and not change rooms without the permission of the deputy warden concerned.  
**[implemented from the academic year 2016-2017]**
- The management is not responsible for the loss of property left in the rooms due to negligence of inmates.
- No student should avail leave on the preceding and the ensuing days of the holidays without obtaining proper permission in advance. If anybody flouts this condition he/she will lose hostel accommodation.
- No student is allowed to use any electrical appliances like heater, iron box, TV, etc., in the room.
- Guests are not allowed either to enter or to stay in the hostel.
- Visitors intending to see the students should necessarily produce the identity card issued by the college authorities.
- If any difficulties or problems are put forth by the inmates it should immediately be brought to the notice of the deputy warden.
- All the inmates, in case of availing any outing, should reach the hostel campus by 6 p.m.
- The mess bill should be settled in the beginning of the semester.
- The electrical fittings, furniture and other appliances provided in the hostel should be preserved in good condition. Damage done to the hostel property will be made good by recovering the cost or repair of the materials.

**b. Hostel Mess Timings**

- The hostel provides both vegetarian and non-vegetarian food at nominal rates. Food will be served in the mess during the following timings:  
Breakfast : 07:30 a.m. - 08:15 a.m.  
Lunch : 12:00 noon - 01:30 p.m.  
Tea : 05:00 p.m. - 05:30 p.m.  
Dinner : 07:15 p.m. - 08:30 p.m.
- Mess timing should be followed strictly. No meal or Tiffin will be served after the closure of the mess.
- Guests are not permitted under any circumstances.

- No resident is permitted to carry food in utensils to their rooms.
- Transfer of one member's food to another person is not allowed on any account.
- No inmate will be provided food in the mess, at the time of joining, without the production of the receipt.
- Student inmates shall not interfere with the work of cooks or other servants or indulge in any argument with them. Cases of misconduct of hostel employees shall be immediately reported to the warden with full particulars.
- Inmates shall not give any tips to the servants or cooks in the hostel.

### **C. Discipline inside the Hostel**

- A high standard of discipline should be maintained.
- Attendance will be taken at 6:30 a.m. and 9:00 p.m. every day. All inmates should be present in the hostels and ensure their attendance. If anybody fails to give attendance, he/she will face the risk of expulsion from the hostel.
- All inmates should get prior permission (out pass) from the warden to go out between 10:00 a.m. to 6:00 p.m. on holidays and from 4:30 p.m. to 6:00p.m.on working days (only for emergency purposes).
- Girl inmates may go out for purchases etc., only on holidays with the assistance of the deputy warden (or) her representative.
- Eve teasing and ragging is strictly prohibited. Any student found involved in the dastardly act of ragging will be expelled from the college hostel.
- Inmates should refrain from anti-social activities and should not indulge in drug abuse etc.
- Scribbling or writing anything on the wall or the structure of the hostel or the college and also pasting of posters is strictly prohibited.**[implemented from the academic year 2015-2016]**
- Furniture issued to boarders shall not be taken out of their rooms at any cost. Any such item found outside rooms will be confiscated by the hostel authorities.
- Students are not allowed to put up notice or convene meeting of any sort within the hostel premises.
- Failure to abide by any of the above conditions will result in expulsion of the students from the host.

