

Rules & Regulations for Students

1. The students should maintain discipline in the college campus and should always be punctual for classes.
2. Students are expected to dress up decently while in college. No student is allowed to wear *kurta pyjamas* in the college campus. Every student is supposed to wear college uniform twice a week. During workshop period, a student must wear knee-length grey apron.
3. Apart from the final semester exams, a student will have to appear in mid-semester tests i.e. minors, three times in a semester. The tests will be conducted as per the Academic Calendar.
4. A student should have minimum 75% attendance to be eligible to sit in examination. The student who scores maximum attendance will be duly awarded.
5. For Internal assessment which carries, 40% marks (approximately), a student will be judged on the basis of marks in minors, practical performance, attendance, behavior, attitude etc.
6. A student should go through Notice-Board everyday as it carries important information. No excuses on account of ignorance shall be entertained.
7. A student is supposed to wear college uniform twice a week (Tuesday and Thursday).
8. A student can be issued books from the library for a period of two weeks. He/she is expected to keep the books issued carefully and not to put any mark on the book.
9. In case a student faces any problem in the college, he/she should report the matter to the Class Incharge. Class Representative (CR)/Deputy Class Representative (DCR) can also be approached in case of minor issues.
10. If a student wants to take leave from the college, for 2 or more days he/she is supposed to get it pre-sanctioned from the HOD. If he/she wants to leave the college before stipulated time, a Gate Pass duly signed by Class Incharge & HOD should be submitted at the Main Gate. In case a student is found leaving the college without permission, a disciplinary action can be taken against him.
11. Use of mobile phones in the college, is strictly banned during classes & labs. A student found listening songs on cell phones while present in college campus will be punished as per rules.
12. A student found sitting in Canteen by missing classes or labs can invite a disciplinary action against him/her.
13. Drinking, smoking and use of any type of drug is prohibited in the college campus as well as in the hostel.
14. A weekly report of attendance will be sent to parents. A student who regularly bunks classes especially after lunch break can invite a disciplinary action against him/her. The Monthly Progress Report of a student will be sent to the parents through SMS. The student will be responsible to keep the college informed about any change in the address and contact number of his/her parents/guardian.
15. Every student is expected to keep the college campus clean & make use of garbage bins.
16. When students leave the lecture halls or labs, they should ensure that all electrical appliances (fans, lights etc.) should be switched off.
17. The college has a Grievance Cell which can be contacted in case of problems faced by students. The matter can be reported to any of the following:
 - i. Ms. Aarti Mahajan, Vice-Principal
 - ii. Mr. Deepak Jain , HOD, Applied Sciences
 - iii. Mr. Sukhjinder Singh, HOD, ME & Civil
 - iv. Mr. Amit Goyal , HOD, Electronics
 - v. Mr. Kashmira Singh, HOD, CE & IT
18. As per the directions of Hon'ble Supreme Court of India, ragging in any form, inside or outside the college campus, is a punishable offence. To curb this menace, an Anti-ragging Flying Squad is constituted to help students. The matter can be reported to:

<u>Contact Nos.</u>		
1. Mr. Sukhjinder Singh, HOD, ME Department	Incharge	84270-22600
2. Mr. Deepak Jain, Lecturer (Math) App. Sciences Deptt.	Member	98888-55176
3. Ms. Preetkamal Kaur, Lecturer App. Sciences Deptt.	Member	98147-11368
4. Mr. Kamalpreet Singh, Lecturer, CE Deptt.	Member	99882-27796
5. Mr. Sanveer Singh, Lecturer, ECE Deptt.	Member	81466-84909

The above mentioned contact nos. of Flying Squad are also displayed on the Notice board as well as on each floor of college building.
19. All the students should inform their parents to attend at least one Parent-Teacher Meeting (as per Academic Calendar) during the semester.
20. Fee refund policy will be as per AICTE norms.
21. In case of queries related to academics & Technical Board, a student can log on to board's website: www.punjabteched.com