



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Affiliated to APJ Abdul Kalam
Technological University

(Owned by Adi Sankara Trust)

STUDENT CODE OF CONDUCT

ADI SHANKARA
INSTITUTE OF
ENGINEERING & TECHNOLOGY



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INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

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Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala

www.adishankara.ac.in

STUDENT CODE OF CONDUCT

Adi Shankara Institute of Engineering and Technology (ASIET) strives to be one among the top engineering institutes across the country in the shortest possible time. This document provides information on the code and conduct of students at ASIET.

OVERVIEW

ASIET believes in fostering all round development of the students. We also place considerable emphasis on sports, co-curricular activities and in human values. We focus on instilling qualities of self-reliance, courage, self-confidence and self-esteem in the students along with the delivery of technical knowhow. We believe that keeping principles in life and a practice discipline shall mould good citizens out of our student.

AIM

Proper practice of discipline in our educational institution and to promote values, these directives are formulated and implemented as the code of conduct. Through these directives on the behaviour of students at ASIET, we aim at maintaining a serene educational experience, producing competent and socially committed individuals ready to contribute in the field of engineering and research.

Regular feedbacks and modifications shall be made to maintain the highest standards of technical education in our institution upholding the moral values. This code of conduct contributes to the overall development and success of our students.

APPLICABILITY AND SCOPE OF THE CODE

The code applies to all students admitted to this institution, covering any academic program, activity, or event conducted by the institute. It is the responsibility and duty of every student to familiarize themselves with all provisions of the code. It is assumed that each student is aware of this code from the date of their admission to any academic program, activity, or event at the institute. Adherence to this code is a condition of admission, and it is binding and enforceable on all students.



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RESPONSIBILITIES OF THE STUDENTS

The students shall be responsible to:

- Familiarize yourself and adhere to this Code and any amendments made to it.
- Conduct yourself in a dignified and courteous manner on campus, in hostels, and on institute premises, showing due respect to authorities, employees, women, and elders.
- Foster and maintain a vibrant academic, intellectual, cultural, and social atmosphere consistent with the institute's vision.
- Take advantage of all educational opportunities and benefits at the institute to excel academically and develop a scientific temper.
- Refrain from any activities considered as 'ragging,' which is a criminal offense.
- Abstain from the use or possession of alcohol, tobacco, narcotic substances, or any other intoxicants on campus and in hostels.
- Respect the laws of the country, human rights, and cultural and social values, conducting yourself in a responsible and dignified manner at all times.
- Report any violation of this Code to the appropriate authorities.

The students shall adhere to the following practices:

- Wearing ID cards is compulsory for all students inside the campus by displaying it properly.
- Use of mobile phones/gadgets are strictly prohibited inside the classroom / Lab classes and in the meetings conveyed by the college.
- Students shall not convene meetings of any nature within the college premises without the written permission of the Principal.
- Directions from the college staff in respect of academic matters and general discipline must be strictly complied with by all the students.
- Students are not expected to absent themselves from the class without prior information.
- Late entry to the class rooms or labs/workshops are not entertained.
- For availing duty leave, students shall seek permission from the concerned authority and shall be reported to the concerned faculty advisor and HOD, before taking the leave. Number of duty leaves per semester is limited based on KTU regulations in this regard. It should be applied in ERP Software before taking the same.



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- Participating in technical events /inter college functions are encouraged only for those with good academic records and subjected to the approval of the concerned group tutors and HOD.
- Smoking and usage of narcotics consumption of alcohol are strictly prohibited inside the campus including hostels. If found guilty will be strictly penalized.
- As a matter of safety/ discipline, students are prohibited from loitering in the veranda and from sitting on the parapet wall.
- Damage of Institute properties / unwanted display of flex, writings & drawings on the institute walls / Ragging /Indulge in a fight / Quarrel with others etc. are all considered as MISCONDUCT and are punishable as per the rules.
- University related registration /remittance of fees is the responsibility of the student. Students are responsible to check the university notifications for prompt and timely registrations.
- Follow the library rules and regulations strictly.
- Hostel inmates should obey strictly the hostel rules. Stay in the hostels are promoted only after complying with the admission rules and permission from the Principal /Chief warden.
- Those availing bus facilities should obey transportation rules and should travel only with a valid bus pass. All government rules applicable to the usage of two wheelers and four wheelers are to be strictly followed.
- Department wise PTA meeting will be scheduled as and when required based on the general performance of the students. All parents should attend the PTA meeting for ensuring the proper follow up.
- Ours is a VEGETARIAN CAMPUS.

UNIFORM

In dressing for either formal or informal occasions, on or off campus, our students are held to the following standards.

- All students should mandatorily wear the prescribed uniform inside the campus.
- Students shall maintain modesty and shall follow a reasonable standard of dress and decorum befitting the serious professional and academic settings of this institution.
- Uniforms are prescribed for Theory, lab and workshop classes. Uniform shirts with full sleeve, differently coloured collars/pockets/buttons are not permitted. Wearing Jeans with uniform shirts are not allowed.



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Regular Working Days except Wednesdays:

- For boys: Half sleeved shirt (specified), pants (specified) with formal shoes and socks.
- For girls: Half sleeved shirt (specified) with overcoat (specified), pants (specified) with formal half shoes and socks.

Workshop Classes:

- For boys & girls: Half sleeve shirt (navy blue), pants (specified), formal shoes and socks.

On Wednesdays:

- Students may wear decent civil dress befitting the decorum and discipline of the college.
- T shirts, low waist jeans & pants, collar less shirt, coloured belts etc. for boys and skirts, short tops, T shirts, sleeveless short frocks, lacha etc. for girls are not permitted.

Seminars/Presentation:

- Students shall be in complete formal wear during presentations and seminars.

HOSTEL RULES

- The overall administration of the hostel shall be managed by the Chief Warden appointed by the Principal.
- Admission to hostel and room allocation is subject to the Warden's discretion, and the Warden has the right to deny admission to any student.
- Students during their stay in the hostel shall be governed by the hostel management rules.
- **Ragging is strictly prohibited in any form; if someone is found guilty, severe action shall be taken.**
- Residents are responsible for keeping their rooms and furniture in good condition. Writing or fixing anything on doors or walls is prohibited. Moving furniture from one room to another is not allowed.
- Each student is responsible for the safety of the furniture. Any damage to furniture or fittings shall result in recovery of repair charges and a fine for misuse, from the residents.
- Students shall use water and electricity judiciously.



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- They shall not tamper the electrical installations, sanitary fittings, or other hostel properties.
- The usage of heavy electrical equipment (like iron box, electric heater, cooler, air conditioner, induction cooker, etc.) are prohibited.
- Inmates shall ensure that the lights and fans are switched off when they move out of the rooms. If fan, tube, etc. found ON in the absence of the students at their rooms, fine shall be charged by the hostel authorities.
- When the inmates move out of their rooms, they should lock their rooms to safeguard their belongings.
- The inmates shall behave themselves so as to avoid difficulties to fellow inmates in any manner.
- All the inmates shall dress properly inside the hostel premises.
- During study times (8.00pm onwards) proper silence should be maintained. Students shall not enter rooms of other students during study time.
- Mobile phone usage after 8.00PM shall be restricted.
- Students are not allowed to possess or consume alcoholic, narcotic or any intoxicating substance in the hostel premises.
- Students should not keep any unauthorized property and unauthorized guests in his/her room. Students other than inmates shall leave the hostel before 6.30pm.
- No person, either guest or otherwise shall be permitted to stay overnight in any part of the hostel.
- In case, guests want to stay overnight in the hostel, he/she should take permission from warden on or before 6.30pm.
- No one shall enter the Hostel premises for carrying business of any type without the consent and permission of the warden.
- Inmates are not permitted to convene meetings of any sort anywhere in the Hostel premises without the prior permission of the Warden.
- No notices shall be displayed or circulated in the hostel without the permission of the Warden.
- Every case of illness and accident should be reported immediately to the hostel authorities.
- Drying of clothes should be at the places earmarked for the purpose.
- Playing music/record player etc. loud enough to cause disturbance to his/her neighbour(s) is prohibited. Defaulters shall be punished.
- Recreational facilities like TV, Gym, T.T, badminton ...etc. can be used by hostel inmates from 4.30 to 7.30pm. Students are not allowed to take common newspapers to their room at any time.
- During college hours' students should not stick around in the hostel.



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- Hostel accommodation (room) shall be changed by the management if found necessary at any point of time.
- Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. shall be punished. Further, they are liable to be expelled from the hostel/ Institute.
- Students can leave the hostel, if necessary, only after making entry in the prescribed register and getting written permission from the Warden or a staff authorized by him. Unauthorized leaving shall be viewed seriously and disciplinary action shall be taken against the defaulters.
- All the inmates of the hostel shall report for the roll-call without failure. Noncompliance shall be viewed seriously.
- Hostel customs are common sense practices. Offensive behaviours shall be avoided.
- All students shall adhere the hostel rules and regulations and also the instructions passed on from time to time by the hostel authorities