



## **1. CODE OF CONDUCT OF STUDENTS:**

It shall be the responsibility of the students

- KG Reddy College of Engineering & Technology expects students to be familiar with and adhere to this Code and any amendment brought to this Code.
- To behave and conduct themselves in the college campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees, elders and among students.
- To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the college.
- To access all educational opportunities and benefits available at the college and make good use of them to prosper academically and develop scientific temper.
- To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- To respect the cultural and social values nurtured and followed by People of this Country.
- To communicate to all the parents'/guardians' about such code of conduct enforced by the college authorities and the parents'/guardians' are expected to cooperate with the college authorities in enforcing the code of conduct for the betterment of their wards.

## **BEHAVIOUR & CONDUCT OF THE STUDENT ON THE CAMPUS**

- The first thing is punctuality. Students are expected to be in your seat in the classroom by 9:00 am. However, 5 minutes of grace time is given to enter the class. If you arrive at the institute after 9:05 am and before 09:10 am you can attend the rest of the classes. From 10:00 am, no student will be allowed to gain entry into the campus. You are not permitted to enter the class after the commencement of the class (except 1st period) and should not leave a class before that class ends.
- Students should not leave the campus during the working hours (between 9:00 am and 4:00 pm) without prior permission from the principal. Students' who wishes to leave the campus for any reason may apply for permission to the concerned Head of the Department who in turn would mention his/her comments on the case and forward the case to the Principal. The Principal may issue the Gate pass after getting the consent of the parent.

- Students must wear neat and clean formal dress. Their attire should be befitting to the status of a student doing a professional course. They must wear (display) the Identity Card as long as you are on the campus.
- Use of mobile phones is strictly prohibited in the classrooms/ labs/ workshops/ library/computer labs/Offices and other prominent places.
- All the interpersonal communication within the campus must be only in English. If mistakes, fear/tension, mother tongue influence, etc. are your reasons for not speaking in English, you must realize that they are all part and parcel of the learning process. Unless you make mistakes and learn from your mistakes, you will never be able to acquire good command over English. We respect our mother tongue and believe we must hold ourselves to our roots. However, as we are all aware, good command over English paves the way for a good professional career and make way for global opportunities.
- In case there is any delay on the part of any teacher in entering your class, and as a result, the students are idle, one of the students from your class (preferably CR) may contact the HOD/Academic Counselor for corrective measures/necessary arrangements. You should not be seen in corridors, canteen, and buses or anywhere outside your classroom/lab without carrying a permission letter. If you do not have any teaching hours you are advised to make use of your free time productively, by utilizing various facilities provided by the college like Library, Digital Library, Language Lab, Sports Lounge, etc. and widen your horizons.
- You must actively participate in all academic and extracurricular activities like; Seminars/Workshops, Tech Fests, College Day and all the National Festivals and use them as a platform to present yourself and grow as a better individual.
- As a student, you are expected to cultivate habits like practicing self-discipline, showing dedication towards your studies and respecting the teachers and elders.
- If any one of you has any complaints or grievances against the institution, you are always welcome to bring them to the notice of your respective departments and get your problems solved.
- Never forget that you are always welcome to make your suggestions for the improvement of the institution. Your suggestions will be appreciated and implemented if they found to be good, innovative and helpful to us in offering better services to all of you.

### **STRICT RULES FOR STUDENTS**

- Express themselves without the use of profane language or offensive gestures.

- Respect the safety of others by not bringing real or imitation weapons to college or the hostel/campus.
- Student's should not indulge in chatter or involve in spreading rumors on campus.
- Students are expected to spend their free time in the Library/Reading Room.
- They shall not loiter along the corridors or crowd in front of the offices or the campus roads.
- Students should refrain from sitting in places such as parapets, stairs, footpaths, etc.
- All students must wear their identity cards while on the campus.
- Possession or consumption of chewing gum, narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus and hostels. KGCET Campus is a "Smoking free Campus."
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- Politically based students' and other organizations or outfits are not allowed on the Campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to public, private or College properties.
- No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets, etc. within the Campus or hostels
- No one shall exhibit any banners, flags, boards, etc. inside the campus, gates, and buildings or on the compound walls.
- The College being a temple of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting or boycott kind of activity which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the Campus and hostels and even outside.
- Engaging in groups, keeping under captivity or illegally confining any official of the College is prohibited.
- Students are not permitted to undertake any Educational tours or Industrial visits without the prior approval and permission of the Principal.
- Students are strongly discouraged from coming to the College in their vehicles. Vehicles should be parked in the parking space only. Rash or negligent driving of vehicles, riding in noisy two-wheelers, riding with more than one pillion riders in the College premises is prohibited.
- Unauthorized entry of outsiders into the campus, as well as hostels, is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.

- To avoid loss and to prevent occurrence of embarrassing situations students should avoid wearing or carrying of or keeping with them any item of expensive jewelry nor should they carry/ keep with them more money than required nor expensive electronic gadgets
- The prescribed dress code should be maintained in respective labs.
- Records should be brought, and instructions should be followed accordingly.
- Students are not permitted to use mobile phones in any of the academic area (classroom, Library, Computer Centre, Examination Halls, etc.).