

**Rajeev Gandhi Memorial College of Engineering and Technology (Autonomous):
Nandyal**

General Guidelines to the Students

a) College Timings

Class work Time slots

Time	9:30 to 10:20	10:20 to 11:10	11:30 to 12:20	12:20 to 1:10	LUNCH BREAK	2:10 to 3:00	3:00 to 3:50	3:50 to 4:50
Class Work	1 st Period	2 nd Period	3 rd Period	4 th Period		5 th Period	6 th Period	7 th Period

b) Fee Payment of Annual Tution fee without fine:

- During the first 10 days after commencement of academic year
- With fine: Between 11th and 20th day after commencement of academic year

c) Dress Code

Workshop: I B.Tech

Boys: Khaki Pant Khaki Shirt Tucked in and Full shoes.

Girls: Khaki Apron, Full Shoes Surveying:

Mechanical Engineering Laboratories

Boys: Khaki Pant Khaki Shirt Tucked in and Full shoes.

Girls: Khaki Apron, Full Shoes

For all Practical classes for all branches:

Boys: Neat dress with shirt Tucked in and Full shoes

Girls: Churidhars with dhupatta and full shoes

d) General Disciplinary rules

1. To maintain dignity, decency, order, calmness both in the campus and outside the campus.
2. To be regular and punctual to the classes and to be in the class at least 5 minutes before the commencement of the period.
3. To obey the instructions of the teacher in the class rooms.
4. To maintain perfect order and strict silence inside the lecture hall/drawing hall/laboratories.

5. To be attentive in the class and to bring calculators, charts and data hand books every day.
6. To note that Camera cell Phones are strictly prohibited on the campus
7. To note that Mobile phones (without camera) should be switched off during class and laboratory work.
8. To park the vehicles in the Parking place provided and to note that parking the vehicles at any other place is strictly prohibited.
9. To wear identity card inside the campus
10. To inculcate the habit of looking into Notice boards of the college / department every day.
11. To attend each and every counseling session convened by their mentors and feel free to explain their difficulties.
12. To note that in all discipline matters the decision taken by the Principal is final and will be binding on all the students involved.
13. To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance every month.
14. To furnish, in their own interest, the change in the address of father/guardian, if any, to the Office / Department as soon as they return from summer vacation.
15. To maintain silence in the Library
16. To be submissive to the disciplinary jurisdiction of the authorities and obey the rules and regulations made by the institution from time to time.
17. Not to form any formal and informal groups on the basis of caste, community and religion.
18. Not to be in the Canteen or at any public place during working hours of the college.
19. To note that teasing women and committing nuisance on the campus, on college grounds and at programmes are strictly prohibited.
20. To note that any violence on the campus, destruction of college property, manhandling of teachers or administrative staff or any other person in the college campus or the authorities of the college and misbehavior with girl students will be viewed seriously. Erring persons will be liable for disciplinary action such as expulsion or rustication for specific period etc.
21. To note that ragging in any form, within or outside any educational institution is strictly prohibited (refer Prohibition of Ragging in Educational Institutions Act 26 of 1997). Any student convicted of the offence of ragging will be punished with imprisonment as laid down in the said Act.
22. To note that defacing of the campus buildings and walls by sticking bills posters etc. or by writing is prohibited.
23. To note that all types of malpractices and unfair means in the examination hall including assault on invigilators, misbehaving in the examination hall and impersonation are punishable offences.
24. Class Representatives must attend the meetings convened by the Principal and inform the decisions taken in the CRs meetings to their respective classmates.

e) Rules & Regulations for Students in the Laboratory

1. Students should wear prescribed dress & full shoes.
2. Students should maintain observation book (with graph papers), record (as suggested by the staff member) for each lab.
3. Students should bring their own calculators, pencil, eraser, etc for practical classes.
4. Students should note the observations, complete all calculations and get it verified by the staff member. Any incomplete work should be completed and get verified by the staff member well before the next practical class.
5. Students should complete the record work of the experiment and submit it in the next class with out fail only after the staff member verifies the calculations. Students will not be permitted to the laboratory without record.
6. Student should maintain absolute silence in the laboratory.
7. Violation of the above rules may attract disciplinary action.

f) Rules & Regulations for Students in the Computer Center

1. Students have to ensure that when they enter the Computer lab they should be neatly dressed in tune with the prescribed dress code.
2. Each student will be allotted with a system identified by a number label pasted on the monitor/ system and the student is not supposed to work on another system other than allotted to him/her.
3. Students should maintain observation book and record for each lab.
4. Student should complete the record work containing flowchart/ algorithms, tested program code and sample results and submit it in the next class without fail. Student will not be permitted to the laboratory without record.
5. It is the responsibility of the student for any loss of equipment like mouse, keyboard or physical damage to that system.
6. The damages like deleting software, deleting icons on the desktop, changing the wall paper, will be considered seriously and the student is liable for severe punishment.
7. If there is a physical damage, the department looks into the issue and the student will be penalized accordingly.
8. No student is allowed to access other software available on the hard disk of the system and they are supposed to do their specific work only.
9. Every student is responsible for cleanliness in the lab, they should keep the chairs and systems in a specified order, and they should also switch off the monitors, while leaving the lab.
10. No student is allowed to bring any material (floppies, text books etc.,) other than observation book into the lab.
11. Students should maintain silence in the lab.
12. Students should leave their footwear outside before entering the computer lab.

g) Rules & Regulations Regarding Internal / End Examinations

- 1) Students should carry identity card for internal exam and Hall ticket & Identity Card for end examinations.
- 2) There is no grace period for entering into the exam hall after the commencement of both End examinations and internal examinations. A short caution bell 5 minutes before the commencement of exam will be given and after a long bell at the scheduled commencement of exam no candidate will be allowed to enter into the exam hall. However, the student will be allowed to enter into the exam hall 15 minutes before the commencement of exam.
- 3) Students should fill in all the particulars on the main answer books.
- 4) Students are required to write their permanent registered number in the space provided on the main answer sheet and in the space provided on the question paper only and nowhere else.
- 5) No additional answer books shall be supplied during Internal/end exams. Students are strictly prohibited from writing their registered number on the drawing sheet, failing which their answer sheet shall not be valued.
- 6) Carrying mobile phones during examinations is strictly prohibited. Any mobile phone found in possession of the student will be confiscated and also a malpractice case will be booked.
- 7) Any malpractice noticed in the exam halls will be viewed seriously. The performance of the students will be cancelled and they will be awarded zero marks in all the subjects. Students are strongly advised not to resort to malpractice in their own interest.
- 8) Students should not move in the corridors of the examination halls before the commencement and after completion of exam.
- 9) Students are required to go through the instructions on the main answer book.