

VSB COLLEGE OF ENGINEERING TECHNICAL CAMPUS, COIMBATORE

Campus Rules and Academic Guidelines for Students

1. The number of Working days and Holidays are mentioned in Academic schedule. All students should be inside the College campus before 9.00 am on all working days.
2. Classes commence at 9.05 am and go upto 5.00 pm as per Time Table. So all students are expected to be seated in the Classrooms / Laboratories five minutes before the commencement of each theory class / practical class.
3. All Students should come to the classes in neat and formal dress and in uniform (lab coats) for practical classes.
4. Students should stand up as a mark of respect when a faculty member enters the classroom and both shall greet.
5. Students should maintain discipline and silence inside the Classroom/Lecture Hall / Laboratory / Drawing Hall / Workshop, etc., and involve in learning.
6. Every student should bring separate notebook for each theory subject and observation notebooks and records to the Laboratory classes regularly as per the Time Table.
7. Students should sign in the Log-in Register, submit the record and go to the allotted work Table / Equipment /Machinery during each practical session.
8. Students should use the full time allotted for each practical session to have good hands-on experience and learn. They should conduct the experiments, answer viva-voce questions and get the observation notes signed by the faculty member(s). They should not leave the laboratory until they complete the experiment.
9. Students should write the Practical Record for the Experiment done in a particular class and submit it in the next practical class. Students who do not submit the record note in time will not be allowed to do the next experiment and will not be given attendance for that laboratory class. However, in case of any genuine reasons they shall get prior permission from the faculty members for extension of the date of submission.
10. Students should bring their own calculators, drawing instruments, charts, data handbook, etc., whenever needed.
11. Students should keep their sitting places neat and tidy. They should avoid chewing bubble gum, chocolate, etc., inside the Class room / Laboratory during classes.
12. Students should not indulge in damaging or destroying the College property.

13. Students are advised not to bring any valuable items to the college. They should take care of their belongings.
14. Using MOBILE, WALKMAN, CAMERA, etc., inside the College campus is strictly prohibited.
15. Celebrating birth days and any other religious events on the campus are strictly prohibited.
16. Students should be polite, dignified, neat and obedient. They should not argue with staff members.
17. Ragging is strictly banned everywhere both on the campus and outside. Anybody indulged in ragging and indiscipline activities will be dealt with severely as per Anti-ragging rule.
18. Each student is expected to earn 100% attendance by attending all classes and writing all Tests and Examinations.
19. Every student should write all Tests as detailed in Academic schedule and pass in each Internal Test / Model Examination by securing 60% of marks otherwise he/she must attend Retest / Remodel Examination to secure the pass marks. Students failing in more than two subjects in Internal Tests should bring their parents for meeting the HOD to discuss the reasons for failure and to explore the means of improvement.
20. Malpractice in any Test / Examination is strictly prohibited. If any student is caught for any kind of malpractice will be liable to undergo punishment as per College and University regulations.
21. Student(s) who do not fulfill the University requirements in terms of attendance and marks will forgo their chance to appear in the End Semester Examinations.
22. Students should visit Library to view NPTEL videos, MOOCs for self-learning and to access online journals to update their knowledge in their subject areas of interest.
23. Every student who has given willingness must regularly attend the Training and Placement classes to enhance aptitude, communication, programming and soft skills for campus recruitment.
24. Students shall visit the Internet Lab during the allotted time for browsing the web for recent developments, preparing papers and reviewing literature for project work, etc.
25. Students should actively involve in organising various functions, events, etc., to develop leadership skills.

26. In case of genuine reasons and unavoidable situations, Students shall avail only two days of permitted leave per Semester to attend works related to bank loan, hospital, etc. If they absent for more than 4-days, they should bring their parents for discussion and meeting with the authorities concerned to understand the reasons for absence.
27. Each student shall avail an ON-DUTY leave of 2 days per Semester to participate in co-curricular activities such as paper presentations, seminars, symposia, workshops, project exhibitions, industrial visits, design contest and extra-curricular activities such as sports, games and university athletic events.
28. During summer vacation, students should participate in industrial training/inplant training, industrial visits and to enhance their practical knowledge and to undergo internship to get on the job exposure.
29. From the safety point of view, all students are instructed to travel only in Buses.
30. All Students are advised to make best use of the facilities in the College to improve their knowledge, enhance communication skills, soft skills in order to excel in their academics and start a good career.

Principal