



Date: 25.09.2023

Guidelines to First year students

General Rules:

Students should obey the rules and regulations constituted by the Dean, UCE-BIT Campus and other authorities concerned.

- Students should not use mobiles phones, headsets or any gadgets during class hours, if found by the faculty concerned, the gadgets will be seized and handed over to the Dean's office.
- Students are expected to be on time to all the theory and lab classes.
- Students are expected to be regular and punctual to the classes. All the students are asked to maintain 100% attendance.
- **A candidate shall be permitted to appear for the university examination in any semester, only if the candidate secures not less than 75% of the attendance in terms of total number of periods.**
- Students should get prior permission to take leave from the class advisor concerned.

Code of Conduct for Discipline:

- Ragging in any form is strictly prohibited inside and outside the college premises.
- Students shall not loiter along the verandahs or crowd in front of the office or the Academic Blocks, Campus roads. Students should refrain from sitting on places such as parking places, parapet walls, staircases and footpaths etc.
- Students shall not indulge in violence of any kind.
- Students' behaviour shall be marked by courtesy, dignity and respect. Students from other colleges and friends from outside are not allowed inside the campus without permission.
- **Students are bound to obey any disciplinary action including non-issue of conduct certificate on any ground.**



Cleanliness of the Campus:

- Students shall only use the waste bins to dispose with waste materials within the Campus including classrooms, hostels, offices, canteen and messes.
- Writing on walls, pillars, toilets and furniture is strictly prohibited.
- Eating of snacks/lunch inside the class rooms or in the corridor is strictly prohibited. They should take their lunch only in the students' amenities Centre.
- Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute's properties.
- **Students are advised to switch off the fans and lights when they leave the class rooms.**

Dress Code:

- All the students (Boys & Girls) are expected to come to the college decently dressed.
- If minimum standards of discipline are **NOT MAINTAINED SUITABLE ACTION WILL BE TAKEN BY THE DEAN.**

A. Anuj
[Signature]

Additional First Year Coordinator

R. Lakshmi 25/9/23.
First Year Coordinator

A. Senthil Kumar
Dean

