



### Code of Conduct

#### College Timings

- ❖ The college starts at 8.40 AM.
- ❖ The students are expected to be present in their respective classes at 8.30 AM itself.

#### For First Years

- ❖ Morning : 08.40 AM – 12.15 PM
- ❖ Coffee Break : 10.20 AM – 10.40 AM
- ❖ Lunch Break : 12.15 PM – 01.00 PM
- ❖ 15 Minutes Activity : 01.00 PM – 1:15 PM
- ❖ Afternoon Session : 01.15 PM - 4.10 PM

**College buses will leave by 4.20 pm.**

#### Campus Language

- ❖ Our campus language is English.
- ❖ Any sort of communication with staff and among students should be in English only.

#### Auditorium ethics

- ❖ Any function to be organized by the college in the auditorium, all the students are expected to greet the guests when they enter the hall (A music will be played) and by taking their respective seats without any noise.
- ❖ Further, it is expected from all the students to maintain strict silence throughout any programme to uphold the dignity of the college name.
- ❖ Students are advised to keep a note book and with a pen to take down the important point during the meeting.

#### Students Management System

- ❖ Student's performance can be viewed through impres ERP which can be accessed via Internet and Intranet.
- ❖ Internet IP address : 117.239.101.19/impreserp (Can also login through College website [www.sece.ac.in/studentsmanagement system](http://www.sece.ac.in/studentsmanagement system))
- ❖ Intranet IP address : 192.168.2.251/impres ERP.
- ❖ Students user name and password will be provided.

#### At Food Court

Students can recharge their ID card by loading sufficient amount.

- ❖ Students can purchase by swiping their ID card and use the following facilities.
  - ✓ Food court – Food Items
  - ✓ Super market - Amenities
  - ✓ Reprography – Xerox & Printout
  - ✓ Naturals beauty spa

#### Dress code for Students

##### For Boys:

- ❖ Boys have to wear **formal shirts** that have to be tucked in properly with apt **formal pants**.
- ❖ T-shirts, Jeans, Multi pocketed shirts and black shirts are not allowed.
- ❖ Boys must wear only **black formal shoes** along with appropriate formal belt.
- ❖ Also, boys must come to the college clean shaven. **Any form of beard is strictly forbidden** and if found severely fined which will further invite disciplinary action.



# Sri Eshwar College of Engineering

An Autonomous Institution



- ❖ Wearing of Ear rings and rings in the hands are **strictly prohibited** and if found severely fined.

## For Girls:

- ❖ Girls must wear properly stitched salwar kameez to the college with the dupattas pinned properly.

### Discipline Guidelines

- ❖ Students should greet the faculty members when they enter the class, when they meet them in the campus, during any functions etc.
- ❖ Strict discipline and silence should be observed inside the college premises.
- ❖ Every student must wear the Identity card with the lanyard issued by the college regularly.
- ❖ Students should not absent themselves for any of their classes without prior permission from their class advisor and HOD.
- ❖ Being late to the classes should be avoided.
- ❖ Possession and usage of mobile phones inside the college campus is strictly prohibited.
- ❖ Students must bring Hindu Newspaper to the college daily and make use of 15 minutes that is specifically allotted for reading the newspaper to improve their knowledge in current affairs and communication skill.
- ❖ Wearing of helmet is mandatory for students who come to the college by two wheelers.
- ❖ The students are advised not to bring cell phones to the college and if found, it will be confiscated and will be returned only after the completion of the course (4 Years).

## At Laboratory

- ❖ All the students have to be present at least 5 minutes before the commencement of the laboratory classes with their records and observation.
- ❖ Students have to come prepared for the day's experiment and marks will be awarded in the observation for their preparation.
- ❖ The signature of the Lab in-charge should be obtained in the observation book within three days of completing an exercise / experiment. Any student, who fails to do so, has to repeat the experiment.
- ❖ The lab in charge signature should be obtained in the record note book during the next laboratory class. Any student, who fails to do so, will be awarded reduced marks accordingly.

## Exam, Test Presentations and Class room notes

- ❖ Use **Three different** colors. (Blue, Black and Brown)
- ❖ Underline heading and sub headings.
- ❖ Highlight the key points, keywords and final expressions.
- ❖ Align the points for good readability.
- ❖ Neat presentation without any striking and with neat diagrams will be entertained.
- ❖ 100% attendance is highly appreciated.
- ❖ Students should not be absent themselves without informing the concerned class advisors.

## College Transport

- ❖ Day scholar students will be given Transport Card (Bus Pass) with specific college bus number and bus stop.
- ❖ They have to come only in the specific bus.
- ❖ They have to possess the transport card, whenever they travel by the college bus.



## Covid Protocols

- ❖ Wear a mask always
- ❖ Sanitize frequently
- ❖ Wash your hands often
- ❖ Cover coughs and sneezes
- ❖ Get Vaccinated if you are eligible
- ❖ Monitor your health daily

## General Rules to be followed by the Students:

1. Boy students should come with formal shirts tucked in, black shoes and clean shaven face.
2. Girl students should come compulsory with duppatta.
3. Students should be present in their respective classes at 8.35 a.m. 4.
4. Strict discipline and silence should be observed inside the college premises. Loitering and wandering unnecessarily should be avoided.
5. Students should not absent themselves from their classes without prior permission from their class advisor/HOD.
6. Possession and usage of mobile phones is strictly prohibited.
7. Wearing helmet is compulsory for students who come in two wheeler.

Principal

