

**ANNAMACHARYA
INSTITUTE OF TECHNOLOGY &
SCIENCES**

(AN AUTONOMOUS INSTITUTION)

RAJAMPET-516126



Students Rules & Conduct

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1. Admissions Process

Under the overall control and supervision of Chairman, Andhra Pradesh State Council for Higher Education (APSCHE), the Convener (Examinations) conducts the qualifying Entrance Test (EAMCET) for entry / admission into Engineering Degree programmes. Candidates with Intermediate qualification or its equivalent are eligible to appear for the above entrance test. It is under overall control and supervision of the Chairman, APSCHE.

The Convener (Admissions) is responsible for conducting counseling and allotment of these qualified candidates to various universities and private engineering colleges against the 70% of the sanctioned intake. The remaining 30% seats are to be filled by the management, scrupulously adhering to the rules and procedures, stipulated by Government of Andhra Pradesh.

Category	Admission Procedure	
Category A	EAMCET	70%
Category B	Management quota	30%

2. Rules and Regulations

It shall be the bounden duty of every student to abide by the rules and regulations of the college, and to conduct himself with discipline and decorum in all places and under all circumstances.

2.1 Identity Cards

Each student of the college must possess an identity card with his/her photograph affixed on it, duly attested by the principal. An Identity card is issued to every student on admission. It should be produced for getting admission to

- Class Rooms
- Library
- Sports Room & College Laboratories
- Examination Hall
- College or University Programmes

- a) Identity card is for student protection in a situation where his identity is challenged and should be produced on demand.
- b) If the ID card is lost, the loss should immediately be reported to the Principal office. Office people will issue duplicate ID card after completing formal procedure.
- c) No student is allowed into the College Campus without wearing ID card.

2.2 Attendance

- a) A student is eligible to write the End Semester Examinations if he acquires a minimum of 75% of attendance in aggregate of all the subjects.
- b) Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the College Academic Committee
- c) Shortage of Attendance below 65% in aggregate shall not be condoned.
- d) Students whose shortage of attendance is not condoned in any semester are not eligible to write their End Semester Examination of that class.
- e) A stipulated fee shall be payable towards condonation of shortage of attendance.
- f) A student will be promoted to the next semester if he satisfies the Attendance requirement of the present semester.
- g) If any candidate fulfils the attendance requirement in the present semester, he shall not be eligible for readmission into the same class.

2.3 Discipline / Punctuality

- a) Maintenance of DISCIPLINE within the College campus is of utmost importance.
- b) Students are expected to abide by the rules of the College and refrain from any activity that harms the dignity of the individual or casts a slur on the image of the institution. Any violation of the College norms shall be dealt with stringently and penal action shall be invoked accordingly. The cooperation of parents and guardians is essential in this regard.
- c) All the students shall strictly observe the College time.
- d) If anyone is found regularly late, administrative action shall be initiated, including suspension from classes.
- e) If any student wants to leave the campus before the schedule time then he / she has to fill up a gate pass mentioning genuine reasons and should obtain the signature of the H.O.D concerned.
- f) All the students should strictly adhere to the schedules specified for the submission of assignments, Laboratory reports, Seminar reports, Project reports etc. failing which students will be awarded academic punishments.
- g) Schedule for payment of college fees should be adhered to.

The following acts of indiscipline are seriously viewed and call for disciplinary action:

- a) Disorderly and obnoxious behavior with fellow students and the staff of the College
- b) Resorting to unfair means in Examinations / Tests
- c) Inviting outside persons to the College without appropriate permission
- d) Default in payment of tuition fee, transportation charges
- e) Irregular attendance in class and internal exams

- f) Boycotting Classes / Tests / Examinations or demanding postponement of Classes / Examinations / Tests
- a) Damaging or tampering with properties and fittings or other installations in the College
- b) Mutilating / Stealing Library materials/if any.,

2.4 General Rules

- a) No student is permitted to leave the class room during class hours.
- b) Students are expected to read notices/circulars displayed on the college notice board.
- c) All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
- d) While attending college functions, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.
- e) Students are forbidden from entering the college office and the staff rooms during unspecified hours.
- f) Students are prohibited from damaging the building or furniture in any way.
- g) The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- h) Representation of complaints and grievances may be made individually to the principal through the Head of the Department.
- i) Students are strictly forbidden from engaging themselves in any political or other movement.
- j) Pasting of wall posters, writing on walls and roads are prohibited.

3. Code of conduct

3.1 Behavior

- a) Behave always in a dignified way so as to uphold the prestige and fair name of our college. Remember that your behavior both within and outside the campus reflects on the Prestige of the College.
- b) Maintain decency and decorum in your dealings with others.
- c) Greet your teachers the first time you meet them in a day. Observe the same with your classmates and seniors.
- d) Students are expected to use only courteous and polite language and behave with decorum when talking to the faculty members and the staff of the college and hostel.

3.2 Classroom

- a) Gathering in groups at roads, entrance, exit, pathways, gardens, etc, is strictly prohibited.
- b) Avoid standing or strolling in the corridors during the class hours.

- c) While standing in the verandas / corridors for any reason, leave space for others to walk freely and give way to teachers without their having to ask for it.
- d) Do not write on the black board without the permission of the teacher.
- e) Attendance will be taken at the beginning of each period. Late comers shall enter class-rooms only with the permission of the teacher.
- f) The students are warned they must follow all the safety regulations while conducting practical's in the laboratories and the management is not responsible for any physical damage or mishap that might occur out of student's negligence.
- g) Do not allow your friends to disturb you in the classroom except in emergency, unavoidable circumstances.

3.3 Dress Code

All students in the campus should wear clean and appropriate attire.

- a) The boys are expected to be in formal pants, with the shirt neatly tucked in and in polished leather shoes. Any other dress and footwear is not permitted.
- b) The girls should wear Chudidars with Dupatta.
- c) Girl students are prohibited from wearing flowers.
- d) Wear shoes while attending College.
- e) Wear the prescribed dress in the workshop / laboratory classes.
- f) Do not wear fancy or gaudy dress while attending college.

3.4 Ragging

Ragging is a cognizable and punishable offence. Any student found indulging in ragging will be dealt with severely as per the existing orders. It is to be noted that ragging in professional Colleges has been banned within (or) outside the College Campus by the Govt. of A.P Vide prohibition act, 1997. An extract of the ragging act is given below. A student against whom there is a prima facie evidence of ragging in any form will be suspended from the College immediately. Any student involved in RAGGING of any sort directly or indirectly shall be dismissed from the college immediately in addition to facing action by the law enforcing authorities. An undertaking to this effect is to be signed by both Students and Parents.

Ragging /teasing/intimidating/harassing/using words of abuse etc. on junior student's especially female students with in the campus or outside is punishable/crime under Police Act, and such matters will be immediately reported to the police. Students involved in such acts will be adequately punished.

4. Examination Pattern –for both theory and practical's Examinations:

4.1 Internal Evaluation Tests Guidelines

- a) Students should carry their identity cards to the examination hall and produce the same when asked.
- b) Students should be seated in the examination hall five minutes before the commencement of the internal evaluation test.
- c) No student shall be allowed to leave the examination hall in the first ten minutes of the examination.
- d) They should ensure that they are answering the authorized question paper cum answer script by checking for the signature of the invigilator on the same.
- e) Students should personally hand over the answer scripts to the invigilator before leaving the examination hall.
- f) Students should not indulge in any malpractice in the examination.
- g) Students may note that one objective and one descriptive quiz examination of the same subject will be conducted in one day.
- h) Students are advised to verify their valued internal evaluation answer scripts for any discrepancies after their valuation, on or before the date announced by the teacher.
- i) Students should also check up the internal evaluation marks statements displayed on the notice board

4.2 End Examinations:

- a) Registration procedure for examinations: Students are required to register for the End Semester Examinations by duly filling up the prescribed application form of AITS Rajampet.
- b) While filling up the registration form, student should write his/her name and father's name correctly against the subjects for which he / she is registered
- c) Student should indicate correctly against the subjects for which he / she are registering.
- d) Students should not indulge in any malpractice in the examination. Malpractice cases are dealt as per the rules/guidelines given by the University / Nodal centre and by a malpractice prevention committee consisting of the Principal, Head of the Department of the concerned branch (to which malpractice student belongs), officer in-charge of examinations and subject expert teacher.

5. Minimum Academic Requirements

The following academic requirements have to be satisfied in addition to the attendance requirements mentioned in item no. 4.

- a) A student is deemed to have satisfied the minimum academic requirements if he has earned the credits allotted to each theory/practical design/drawing subject / project and secures not less

than 35% of marks in the end semester exam, and minimum 40% of marks in the sum total of the internal marks and end semester examination marks.

- b) A student shall be promoted from first year to second year if he fulfills the minimum attendance requirement.
- c) A student will be promoted from II year to III year if he fulfills the academic requirement of 40% of the credits up to II year I semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in II year II semester.
- d) A student shall be promoted from III year to IV year if he fulfills the academic requirements of 40% of the credits up to III year I semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in III year II semester.
- e) A student shall register and put up minimum attendance in all 180 credits and earn all 180 credits. Marks obtained in all the 180 credits shall be considered for the calculation of percentage of marks.

5.1 Course pattern

- i. The entire course of study is for four academic years; all the years are on semester pattern.
- ii. A student eligible to appear for the end semester examination in a subject, but absent from it or has failed in the end semester examination, may write the exam in that subject when conducted next.
- iii. When a student is detained for lack of credits / shortage of attendance, he may be re-admitted into the same semester / year in which he has been detained. However, the academic regulation under which he was first admitted shall continue to be applicable to him.

5.2 Award of Class

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of B. Tech. Degree, he shall be placed in one of the following three classes:

CCPA	Classification of Final Result
7.0 and above	First Class with Distinction
6.0 and above but below 7.0	First Class
5.0 and above but below 6.0	Second Class

Marks obtained in internal evaluation and end semester examination shall be shown separately in the memorandum of marks.

5.3 Minimum Instruction Days

- The minimum instruction days for each semester shall be 90 working days.

5.4 There shall be no branch transfers after the completion of the admission process.

5.5 Withholding of Results

If the student has not paid the dues, if any, to the university or if any case of indiscipline is pending against him, the result of the student will be withheld. His degree will be withheld in such cases.

6. About the Infrastructure of the Institute

6.1 Computer Centre

- a) Internet facility will be available for all the students during & beyond college hours in computer centre. They can also utilize this facility during free periods.
- b) Students should leave their footwear outside before entering the computer centre.
- c) Students should not enter the computer center with the personal belongings, like bags.
- d) They should maintain strict silence and cleanliness in the computer centre.

6.2 Laboratories

- i. Students are expected to be punctual and regular to lab classes.
- ii. Students are expected to carry out all the experiments prescribed by the institute.
- iii. They will not be permitted to attend the end practical examinations unless they carry out the minimum number of experiments prescribed by the Institute.
- iv. They should attend the lab fully prepared, with clear concept of the theory underlying the experiment and other experimental details with a pre-plan on how to carry out the experiment, after verifying the lab manual.
- v. Observation notebooks should be neatly maintained.
- vi. Experiments must be recorded only in the books approved by the departments /college.
- vii. Observation notebook should be compulsorily shown to the teacher in charge of the lab and get signed by the teacher at the end of the experiment.
- viii. Records must be submitted as per the schedule prescribed by the teacher in charge of the lab.
- ix. Records must be get certified before appearing for the end examinations.
- x. Student should not move from one table to another.
- xi. Student should handover the equipment to the technical staff in good condition before leaving the lab.
- xii. Students should maintain utmost cleanliness in the lab.
- xiii. Breakage / damages of the equipment should be reported immediately to the lab in charge.

- xiv. Students are advised to clear all dues of the lab before taking end practical examinations and avoid complications at a later date. Laboratory session marks will be awarded on the basis of continuous evaluation.
- xv. They should clear the work bench soon after the experiment is over.
- xvi. Waste material if any, should not be thrown on the floor of the laboratory.
- xvii. Students should use the waste material baskets kept for the purpose.

6.3 Library

Institute of Technology & Sciences library is truly a learning center built with 824 Sq.m. of carpet area spreading over ground floors to accommodate more than 350 students at a time. The library stocks textbooks, reference books, journals, audio video lectures and project reports. The library subscribes to more National and International journals and has a very large collection of reference books on advanced disciplines that are aimed at developing students beyond their normal curriculum. In all, the college library has more than 48768, volumes and around 9238 titles covering various advanced disciplines pertaining to all the branches of Engineering and Management courses.

Digital Library is well equipped with 20 multimedia systems and uninterrupted power backup to access e-journals and e-books DELNET, and NPTEL databases for the latest developments in the respective subjects.

The Library is equipped with four multimedia classrooms for conducting video lectures from eminent professors through NPTEL program. In accordance with the objectives of the AITS, the library aims to develop a comprehensive collection of documents useful for the students, faculty and Research Community of the institution.

6.4 Hostels

A beautiful hostel for girls is available in the campus with necessary amenities like individual cot, study table, chair & wardrobe with locking facility. The hostel is provided with 24 hours power backup and good drinking water facility. It provides Systematic & Comfortable Environment to the students with Spacious, Fully Furnished Rooms with all basic requirements, Disciplined Environment and study hours are conducted to generate good results.

6.5 Canteen

Canteen is the refreshing place for the tired young minds. It has been especially designed with clean and comfortable environment where they can enjoy their food. College cafeteria is open to the students, staff and other visitors. The cafeteria serves fresh & hot meals and menu has been planned scrupulously to best fit the needs of the students. As a favorite spot of students, the cafeteria provides hygienic and healthy foods, snacks at affordable price. Water cooler with RO purified water with constant supply of safe drinking water is available in the college campus, canteen and hostels.

6.6 College Fitness Centre- Gym

The college trains not only the young minds in the realm of knowledge but also aims for physical fitness of the students. In view of this, a furnished GYM has been provided in the campus. Gym provides a great relaxation to our students and provides a robust body and mind.

6.7 College Store

The college store provides books, stationery items, drawing aids, etc. The store will be opened during the following timings - 8 am to 9 am, 9.30 am to 1.45 pm and 2.30 pm to 5 pm.

Internet & Wi-Fi

Internet has become a part and parcel of our everyday life. Especially for students, Internet is a great tool for learning & research about their subject area from thousands of articles around the world, besides communicating with experts sitting across the globe for information sharing. In view of this the institute provides Wi-Fi, 24x7 internet facility. The institute also has high quality persistent bandwidth offering high speed and uninterrupted 100 Mbps connectivity on Optical Fiber Network.

6.8 Facilities for Medical Emergencies

- The college maintains a health centre with a doctor and supported by a full time attendant.

6.9 Post Office

- Post Office facility is provided at the college for the benefit of the students, faculty, and administrative staff.

6.10 Website

- Our website is designed and maintained in the most interactive manner; it helps in establishing a virtual family of students, faculty, and parents.

6.11 Tutorials, Seminars, Assignments and Audio-visual classes

The prescribed syllabus of the Institute is taught in the regular scheduled classes. In order to provide wider scope and the application of a given module / topic, the students are taught in a separate open forum generally described as tutorial. The tutorial classes are expected to deal with the analytical and material strengths for a given module / topic and essentially the thorough understanding in the form of applications should be the output. This requires the appropriate subject strengths, planning and the deep concentration from both student and faculty. The student should also be able to work for various approaches to verify the outputs from a given unit / module. Conceptually tutorials were introduced to promote and cultivate the research approaches in student as well as faculty. Therefore, each faculty is required to work precisely with advance preparation to enforce the above concepts in an effective manner.

Each class will have 1 tutorial hour per week (per subject). Separate tutorial sheets will be provided to the students.

- Students should solve the tutorial problems only on these sheets.

- Each tutorial will be assessed and graded by faculty based on performance. Proportionally the Weightage will be added in internal marks.
- At least one Assignment will be given based on 4 units which have to be submitted on the separate sheets provided to the students. Maximum of 5 marks will be given for these assignments.
- Audio-Visual classes are conducted (2 classes per a week) regularly in well-equipped AV rooms. This approach enhances the student's knowledge of the subject in a more practical manner.

7. Counseling & Mentoring to the Students

The counseling cell consistently keeps the track of three parameters (attendance, behavior and performance) to identify the weak candidates for whom certain kind of counseling is needed. Mentoring is done (A teacher mentor for 20 students) based on percentage of attendance, performance in internal examinations and overall behavior. Students are counseled and if necessary parents are also called for interaction.

8. Career Guidance Cell

The Career Guidance Cell aimed at providing the information about higher education. It emphasizes the importance of higher education in India and abroad. It encourages the students how to prepare for and write competitive exams for higher studies.

9. Tuition Fee

- i. Students shall pay their tuition fee before the commencement of the class work for the corresponding academic year.
- ii. Fine shall be levied on students who have not paid the fee before the due date.
- iii. Student's name shall be removed from the rolls if he/she fails to pay the fee along with fine before the last date fixed for the same.
- iv. Transfer of students to other colleges or discontinuation of the course shall not be allowed unless the student pays the balance fee for the four year/ three year B.Tech. Programme.
- v. Fee once paid shall not be refunded.

10. College Timings

College works for six days in a week with seven periods a day each of 55 minutes' duration. The college runs from 9 AM to 5 PM

11. Communication with Parents

Parents will be communicated about the performance of their son / daughter / ward in attendance and examinations through SMS. Parents are advised to take follow up action and approach the college for any information / suggestions regarding their ward's conduct and performance in the college. In case of poor academic performance and / or attendance, the student and the parent / guardian should promptly respond to and comply with the reports and suggestions for improvement as and when informed.

12. NSS-National Service Scheme

The NSS unit creates a deeper understanding of society and service. The NSS promotes the meaning of the life through service in the hearts of the students. The welfare of an individual is ultimately dependent on the welfare of society on the whole.

13. Programmes Undertake

- Regular activities (community work)
- Special camping (7 days)
- Improvement of campus
- Tree Plantation
- Health, nutrition, family welfare, AIDS awareness campaigns
- Working with welfare institutions
- Blood donation
- Adult and non-formal education
- Constructive work in adopted villages and slums
- Helping hand for the victims during the disasters.
- Village Survey
- Free Medical camps
- Hygiene & Cleanliness Awareness programme in nearby villages.

14. Sports and Games

Physical Education Department is manned by a well qualified and experienced Physical Director. The Institute has excellent Games and Sports facilities including well laid play grounds for out-door games of cricket, volleyball, badminton, basketball etc. Students participated in various sports events and won many medals and prizes at University, State, National and International level during the last nine years.

14.1 Games and Sports Policy

The Institute makes prompt efforts:

- To identify talents of the students at the very first year level and to provide opportunity to develop their talent
- To encourage and support the students to participate at state, national and international level.

15. Student Welfare Activities

- Student Welfare Fund is earmarked and set apart to meet the following student friendly objectives.
- To help the needy students in pursuit of their Education and career development through an SC/ST Book Bank
- Concession and transport facility for poor and deserving students.
- DA/TA for students participating in inter University and interstate sports and games, paper presentations and technical conferences.

16. Awards

- Awards for Toppers in Attendance & Academics.
- Best outgoing students from each final year branch.
- Best student organizer
- Toppers Sports and Games
- Cultural events

17. Academic Certificates

The following academic certificates will be issued by the college at the time of the student leaving the institution.

- Course completion/Study certificate (as applicable)
- Transfer cum Conduct Certificate
- Provisional Certificate and Consolidated Marks Memo and Degree Certificate.
- University issues consolidated marks memo and provisional certificate to students through the college. After completion of the course, students should apply for Provisional Certificate through the college. Soon after their receipt from the University, they will be given to the candidates. Degree certificate (original) will be issued by University after receiving the application from students.

18. Grievance Redressal cell and women empowerment cell for students

The college constituted a Grievance Redressal committee to offer suggestions to the management and the principal in all the matters connected with the staff and students welfare such as examinations, college timing, transport, ragging, harassing, humiliating and other such cases. The committee looks into all types of complaints received from the students and faculty.

19. Expectations from Parents

Parents should:

- i. Be in regular contact with the Institute / Department regarding the progress of their wards.
- ii. Please update the information regarding change in the phone number, residential address etc. by communicating it to the office / student counselor.
- iii. At the end of every month attendance is updated. SMS is sent to the parents of the students falling short of 75% attendance. Instructions given in the report must be followed strictly.
- iv. Students are prohibited from using cell phones in the class rooms. Strict disciplinary action is initiated against the students who misused cell phones.
- v. Parents are advised to opt for college transport facility to avoid their ward coming late to the college.
- vi. Advise their ward not to indulge in any sort of misbehavior / ragging within or outside the college campus.