



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

Kondapur (V), Ghatkesar (M), Ranga Reddy Dist - 501 301 Ph: 08415-200 006/0074

Email: info.vmtw@gmail.com website: www.vmtw.in



HAND BOOK



Firstly, I on behalf of the management, staff and myself, appreciate your decision to admit your ward in to this beautiful Institute, the Vignan's Institute of Management and Technology for Women, VMTW in short.

I warmly welcome all new students to this institute who had opted for realising their dream of becoming engineers in their chosen engineering discipline through this institute.

The Orientation Programme is designed to help new student settle into this college life in an easy and enjoyable way. There are a range of introductory talks and activities designed to give you the best possible start. Department tours and a range of events are also on offer. I hope that you will take advantage of them as a way of getting to know your way around, meeting new people and making healthy friends. I especially commend the senior students of this institute who came forward to provide support and mentoring over the course of the semester. Our staff and student ambassadors are always ready to help you in settling into this institute's environment, how to access the Institute's services or to answer any queries you may have. I wish you well in your studies and a rewarding time at institution.

The booklet also contains important rules and regulations of the institute meant for both students staying in our hostel, day scholars and their parents. We hope that the information provided on the following pages will help and guide you through the years of learning in this institute.

I wish that every one you successfully graduate and enter into the next and most important stage of your life by choosing, a career into any of prestigious industrial house, or prestigious institute of higher learning or an entrepreneur and provide jobs to many.

All the best.

Dr. P. Sudhakara Rao
PRINCIPAL

ABOUT THE COLLEGE

Vignan's Institute of Management and Technology for Women, is the brainchild of **Dr. L Rathaiah, Chairman, Vignan Group of Institutions**, was founded during, August, in 2008.

VMTW is an exemplary institution of higher learning with mission of pursuing excellence in education and research. The institution, with their diverse and dynamic community of over 1000 students offers a distinctive combination of some of the finest facilities and much accomplished faculty, excellent facilities with hostel, set on a sprawling area of 22 acres sylvan surroundings of mango groves and greenery.

While students at **VMTW** immerse themselves in academics, the college has a lot in store for them outside the classroom. Student life includes participation in sports, recreational & co-curricular and cultural activities. In short, at **VMTW**, students will find an academic and social environment where everyone from faculty members to peers help shape their future. **VMTW** is a home to aesthetically designed buildings with state of the-art computer and internet facilities, modern laboratories, workshops, seminar halls, auditoriums and well stocked libraries, sports and games fields.

The Institution boasts of a strong alumni network with alumni events held every year serving as a platform for past students to give back to **VMTW** and share their experiences with its present fellow students. With so much to offer, it is only natural that students of **VMTW** get a unique opportunity to carve a niche for themselves in their chosen field of study that enables them to become well-rounded and discerning citizens, fully qualified for their chosen professions in the workplace. With so much to offer, it is only natural that students of **VMTW** get a unique opportunity to carve a niche for themselves in their chosen field of study that enables them to become well-rounded and discerning citizens, fully qualified for their chosen professions in the workplace.

COUNSELING SYSTEM:

As the students admitted into various programs are from different academic, social, economic and regional backgrounds, have a variety of learning needs related to their personal interest. Students learn at different rates in different styles and in different situations and times. The Counseling System is introduced with the main objective of providing supportive care and advice to the students and to help them in their academic problems and personal problems if any, from time to time and to counsel them appropriately. Each Counselor is attached with a batch 20 students. This system would help the students to complete their studies comfortably and successfully.

SECURITY SYSTEM:

Round the clock security is provided to the Institutions and Hostels. Every student and staff member is provided with an identity card. Unauthorized persons are easily recognized at the gate itself by the security guard. Firefighting equipment is being provided at different vulnerable points.

STUDENTS HOSTEL:

The Vignan's hostel, a home away from home, is facilitated on the campus with full security. The students are charged with very reasonable fee for both food and accommodation. One staff member stays in the hotel along with students to look after the needs of the inmates. The food served in the hostel is a mix of north and south Indian dishes.

CONTACT INFORMATION

Website Address : <http://www.vmtw.in>
E-mail : info.vmtw@gmail.com
Phone Number : **08415-20006/7/8/9/10**

(PLEASE CONTACT ANY OF THE FOLLOWING ONLY IN URGENCY)

Name	Designation	Mobile
Dr. P. SudhakaraRao	Principal	8008366772
Dr. Mrs. A.Narmada	HoD, ECE	9160514146
Mrs. V. Indrani	HoD, CSE	9985385426
Mr. L. Kiran	HoD, EEE	9989423199
Mr. T.Srinivasulu	HoD, BS&H (I Year)	8125717550
Mr. S.Siva Kumar	I/C Examinations	8008366773

For any administrative, Transport problems and information, please contact:

Name	Designation	Mobile No
Mr. K.Yadhagiri Reddy	Accounts Officer	9989384443
Mr. K.Sudhakar Reddy	Office Assistant	8179222986
Mrs. D.Ramani	Office Assistant	9640961234
Mr. P.S.Mallareddy	Transport Incharge	9949311126
Mrs. K. Vinoda	Warden	9866300389

RAGGING

Students should not involve in ragging. Ragging is uncivilized besides being an offence.

- ❖ Ragging is prohibited as per Act 26 of A.P. Legislative Assembly -1997.
- ❖ Ragging entails heavy fine and / or imprisonment.
- ❖ Ragging invokes suspension and dismissal from the college
- ❖ Outsiders are prohibited from entering the college and hostel without permission.
- ❖ Girl students must be in their hostel rooms by 6:00pm.
- ❖ Suspended students are debarred from entering the campus except when required to attend enquiry and to submit an explanation.
- ❖ Whenever any student complains of ragging, that complaint shall be enquired into or an enquiry will be made into the same forthwith and if the complaint is found true, the student or students complained against shall be suspended for a period as may be deemed necessary.
- ❖ Students have to give an undertaking to the college that he/she will not indulge in ragging.
- ❖ Student's parent/guardian will also give an undertaking that he / she will see to it that to the best of his / her son / daughter / ward will not indulge in ragging and also comply with all the guidelines, rules and regulations concerning prevention of ragging.
- ❖ All students should carry identity cards with them both inside and outside the college.
- ❖ Two tiered Anti Ragging Committee has been constituted with a) HODs as members and Principal as Chairman (High Power Committee) and b) Faculty, Staff and senior students as members.

PROHIBITION OF RAGGING

- ❖ Ragging within or outside any Educational Institution is prohibited.
- ❖ Ragging means doing an act which causes or is likely to cause insult or annoyance or fear or apprehension or threat or intimidation or outrage of modesty or injury to a student.

S.No.	Nature of Ragging	Punishment
1	Teasing, embarrassing and humiliating	Imprisonment upto 6 months or fine up to Rs.1,000/-
2	Assaulting or using criminal force or criminal intimidation	Imprisonment upto 1 Year or fine up to Rs.2000/- or both.
3	Wrongly restraining or confining or causing hurt	Imprisonment up to 2 years or fine up to Rs.5000/- or both.
4	Causing grievous hurt kidnapping or raping or committing unnatural offence	Imprisonment up to 5 years and fine up to Rs.10,000/-
5	Causing death or abetting suicide	Imprisonment up to 10 years and fine up to Rs.50,000/-

Note:

- A student convicted of any of the above offences will be dismissed from the college.
- A student imprisoned for more than six months for any of the above offences will not be admitted in any other college.
- If a student commits suicide due to or in consequence of ragging, the person who commits such ragging shall be deemed to have abetted such suicide.
- The full text of Act 26 is placed in the college library.

COMMITTEES**ANTI RAGGING COMMITTEE**

Sl. No.	Name of the Committee Member	Designation	Position of the Committee	Contact No.
1	Dr.P.Sudhakara Rao	Principal	Chairman	8008366772
2	Dr. A.Narmda	HoD, ECE	Member	9705637494
3	L.Kiran	HoD, EEE	Member	9989423199
4	V.Indrani	HoD, CSE	Member	9985385426
5	T.Srinivasulu	HoD, BS&H	Convener	8125717550
6	B. Prakash	Circle Inspector of Police	Member	9490617137
7	K. Vinoda	Warden	Member	9866300389
8	T.V.Nagaraja Kumari	Librarian	Member	9949137779

STUDENT MEMBERS IN ANTI RAGGING COMMITTEE

Sl. No.	Name of the Student	Branch & Year	Position of the Committee	Contact No.
1	D. Sreekha	II B. Tech, CSE	Member	9550348010
2	B. Preethi	II B. Tech, CSE	Member	7893753015
3	M. Vidya Sri	II B. Tech, CSE	Member	8688966881
4	B. Rashmitha	II B. Tech, CSE	Member	9063174430
5	K. Prathyusha	II B. Tech, ECE	Member	9515889300
6	K. Sonia	II B. Tech, ECE	Member	7569106108
7	G. Nikitha	II B. Tech, ECE	Member	9666585605
8	V. Mahathi	II B. Tech, ECE	Member	8886242202
9	K. Srilekha	IV B. Tech, ECE	Member	9618926845
10	D. Sudhyrya Murthy	IV B. Tech, ECE	Member	9573873661
11	K. Deepthi	IV B. Tech, ECE	Member	9177051375
12	L. Meghana Florence	IV B. Tech, ECE	Member	9121355180
13	D. Sruthi Manas	IV B. Tech, CSE	Member	9550761559
14	J. Lavanya	IV B. Tech, CSE	Member	9676718043
15	G. Sushmitha	IV B. Tech, CSE	Member	7702131883
16	P. Sai Lalitha	IV B. Tech, CSE	Member	9959744889

****Any student can contact the above members for any grievances.***

ANTI RAGGING SQUAD

Sl. No.	Name of the Squad Member	Designation	Floor	Contact No.
1	K. Shyam Sunder	Assistant Professor, BS&H	Mess	9848903721
2	G. Prasad	Assistant Professor, BS&H	Ground Floor	9397163541
3	K. Santhosh	Assistant Professor, BS&H	First Floor	9912877262
4	K. Sateesh	Assistant Professor, BS&H	First Floor	9247356351
5	MS Bindhu Madhavi	Assistant Professor, BS&H	First Floor	9966623815
6	D. Kavitha	Assistant Professor, BS&H	First Floor	9951024265
7	T. Kalachary	Assistant Librarian, BS&H	First Floor	9440021209
8	MP Edward Kumar	Lab Assistant, EEE	First Floor	8106999372
9	V. Sudhir Kumar	Assistant Professor, EEE	First Floor	9014519452
10	S.Divya Sri	Assistant Professor, ECE	Second Floor	9491791092
11	D. Swaroopa	Assistant Professor, CSE	Second Floor	8897723997
12	D. Rani	Assistant Professor, ECE	Second Floor	9160619500
13	P. Harikrishna	Assistant Professor, ECE	Second Floor	9346691468
14	A. Kranthi Kumar	Assistant Professor, ECE	Second Floor	8019755570
15	P. Ravi Krishna	Assistant Professor, ECE	Second Floor	9553708333
16	B. Manga	Assistant Professor, CSE	Third Floor	9603380330
17	S.Radhika	Assistant Professor, CSE	Third Floor	9000009221
18	A. Amara Jyothi	Assistant Professor, CSE	Third Floor	9885267996
19	I. Mallikarjun Reddy	Assistant Professor, CSE	Third Floor	9642960969
20	L. Pradeep	Assistant Professor, CSE	Third Floor	9848122200
21	K. Bharath Reddy	Assistant Professor, CSE	Third Floor	9603452732
22	P. Sunil Kumar	Assistant Professor, BS&H	Mess	9642079789
23	B. Venkatesham	Lab Assistant, BS&H	Mess	9333069989
24	V. Ramya Sudha	Lab Assistant, BS&H	Mess	9010995464
25	B. Koteswar Rao	Physical Director	Mess	9848302690
26	G. Nirmala	Assistant Professor, BS&H	Mess	9866886907
27	T. Srajan Kumar	Assistant Professor, CSE	Bus (Route No.1)	9032150341
28	K.Sri Lakshmi	Assistant Professor, CSE	Bus (Route No.2)	9177627700
29	P.Anusha	Assistant Professor, ECE	Bus (Route No.3)	8985641544
30	D.Anusha	Assistant Professor, CSE	Bus (Route No.4)	9573369079
31	Suzun Shalini	Assistant Professor, BS&H	Bus (Route No.5)	7893489969

The above faculty is also instructed to observe any ragging in concerned buses.

DROP BOX FOR COMPLAINTS ON RAGGING:

The Institute has provided drop box for receiving complaints and subsequent Grievances Readdresses on anti-ragging. If any student is unable to contact any one of the anti-ragging committee members, she can drop the complaints on ragging in the Drop Box provided for the purpose. If any letter of any grievances is found in the drop box, the same will be addressed immediately.

GUIDELINES, RULES AND REGULATIONS OF THE CAMPUS

1. Ragging and Indiscipline:

Ragging is strictly banned / prohibited on campus. Any student found guilty would be dealt with severe punishments. All senior students of the college have been warned about ragging by taking a written undertaking. Students who misbehave with staff or other students will also be dealt with seriously. Students involving in indecent acts like smoking, consuming liquor and involving in fights may be suspended up to one semester /academic year. Staff members travelling in college busses will be attentive to make sure that no ragging takes place in the college busses buses.

2. College Timings:

The College commences at 08:45 a.m. and closes by 03:45 p.m. with a 45 minutes break for the First year students starting at 11:35 a.m. and for senior students at 12.15 p.m. Students should reach the college in time and must be present in the class by 08:55 a.m. Students are not permitted to loiter outside classes when the class/ Lab work is in progress. The start time of the lunch for the 1st yr students may be altered to 12.15 P.M. on a suitable date during the semester.

3. Dress Code:

Students should wear formal attire (Chudithar with dupatta). The students are not permitted to wear T-Shirts, Jeans, etc. except on Saturday and Birthday of respective student. The students who do not follow the dress code will attract fine.

4. Wearing ID cards:

Wearing ID cards is mandatory for all the students as long as they are in the college premises. They are not allowed to attend the classes and labs or write the tests/ examinations without the identity cards. Not wearing ID cards while in the college campus may attract fine.

5. Gate Passes for early leaving college:

Student, who wishes to leave the campus during the working hours, shall take gate pass from their respective HoD, but through their counselor. Students found bunking classes or leaving the college without prior permission will not be permitted to attend the classes on the following day, till proper explanation is given by the student or the parent / guardian to the concerned Head of the Department. Students who frequently bunk classes will not be allowed to attend classes till their parents or guardians meet the HoD in person.

6. Punctuality:

Students should be punctual to their classes. In case of coming late to the class, the student may be permitted to attend the class with the permission of their respective Departmental Head, but the attendance will be marked absent only, as the attendance is taken at the beginning of the class. If the student is a regular late comer, appropriate disciplinary action will be taken.

7. Leave / Sick Leave:

If the student is absent on medical grounds, student/ parents / guardians should intimate their concerned HOD and submit the medical certificate on the first day of attending college after being sick. It is very important to note that, this does not entitle student for getting attendance for the period of absence. Disciplinary action will be initiated if any student is absent without any intimation to the Class teacher/ HOD for more than three days.

8. Discipline in Buses:

The students must commute only in the allocated buses. In case of emergency they will be permitted to change route, with the prior permission of the concerned authority/ bus in-charge. If the behavior of any student is objectionable to the staff/ other students, disciplinary action will be taken. No student is permitted to travel without bus ID. One Senior Faculty Member will be nominated as Bus In-charge.

9. Absenteeism:

No student should not be absent from the class without prior permission of the HOD. If a student is absent for three consecutive working days without reason/prior permission, disciplinary action will be taken. The Student must submit leave application in advance to the HOD, if she wants to go on planned leave. It is important to note submitting leave application is only administrative procedure of this college and does not entitle for any addition / compensation of attendance due to the submission.

10. Ban on Usage of Mobile Phones

Students are not permitted to use mobiles in the college campus. However to contact their parents/ guardians in emergency, the students are provided with paid phone facility. If any student is found carrying the cell phone in the campus in ON-Mode, the phone will be confiscated and disciplinary action will be taken. They also can approach the office to use free phone in emergency. The confiscated phones will be returned only at the end of that academic year only. It is requested that parents not bring any kind of pressure on the department or administration in this regard.

11. Electronic Items for Music and Entertainment:

No musical gadgets are allowed in the college campus. If any student is found using such items, the items would be confiscated and severe disciplinary action will be initiated.

12. Notices/Notice Boards:

Students are expected to see the College notice boards, department notice boards and Lab notice boards regularly. The Main notice board is placed near the Administration Building. Not noticing instructions displayed on the notice boards will not be an excuse for not following instructions.

13. Interaction with seniors:

To curb the practice of ragging on the pretext of interaction, the junior students are instructed not to meet the seniors and engage in any sort of conversation. The students are instructed not to spend their time with the seniors even if they are known or related to them.

14. Intimation of Change of Address:

It is the responsibility of the students to intimate the change of Address / Phone number immediately when applicable, to the office through their Class Mentor or HOD.

15. Website:

Students are expected to see the College website www.vmtw.in regularly for updates on assignments, test dates, assignment marks, Mid Examination Schedules and marks, Attendance, Assignment Questions and End Examination results etc., in the student login. The website has

16. Lab Records Submission:

The students shall submit their Lab records and Assignments given by the concerned faculty and get them corrected and graded in time. In case the student does not submit the completed record of the previously attended lab experiment, the student will be permitted to attend the lab and obviously the student will be marked absent for the lab-hours.

17. Original Certificates:

The Original certificates of each student have to be deposited with the college and the same will be returned after the completion of the course. However the returning of any or all original certificates will be as per JNTU / Govt. rules.

ATTENDANCE

- Attendance is taken for all students in all class-hours. The aggregate % is calculated to determine if the student is eligible for appearing for JNTU examinations. The calculated attendance will be sent to JNTUH once every 15 days.
- When the student is absent from the class-hours due to her participation in co-curricular or extracurricular activities within or outside college, the student must fill appropriate form and obtain permission from HoD through the counselor for getting her attendance marked "Present". The claim on attendance subsequent to the participation without prior permission will not be accepted. The Xerox copy of proof of participation must be submitted to HoD, after participation but within two weeks for retaining the claimed attendance. If the proof of participation is not submitted within scheduled time, the student may lose attendance for the period even though permission was given by her HoD.
- As per the current JNTUH rules, a student will be eligible for appearing in the University examinations only if she obtains a minimum of 75% of attendance in aggregate of all the subjects.
- The student may lose the fee reimbursement, when she has not maintained 75% attendance on any given day.
- A student will not be promoted to the next semester unless she satisfies the attendance requirement of the current semester. In case a student is not promoted to the next semester due to shortage of attendance, she may only seek re-admission for the same semester when offered during next academic year.

- Students whose shortage of attendance is not condoned in semester are not eligible to take their end examinations of that class and their registration shall stand cancelled.

- The student who had not secured 75% attendance but secured 65% or more may be permitted to attend the university exams only if her attendance is condoned by the academic counsel as per JNTU rules, by submitting documentary evidence such as such as medical treatment.

MISCELLANEOUS

Students

- ❖ are expected to be punctual and regular to the lab classes and follow the lab dress code.
- ❖ are expected to carry out all the experiments prescribed by the University.
- ❖ will not be permitted to attend the end practical examinations unless they carry out the minimum number of experiments prescribed by the University.
- ❖ 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 consulting the lab manual.
- ❖ Shall maintain Observation notebooks and show to the faculty in charge of the lab and get it signed by the teacher at the end of the experiment.
- ❖ Shall use only the books approved by the departments / college for the experiments record.
- ❖ Should not move from one table to another.
- ❖ Should handover the equipment to the technician in the lab in good condition before leaving the lab.
- ❖ Should maintain utmost cleanliness in the lab.
- ❖ Shall report any Breakages / Damages of equipment immediately to the lab-in-charge.
- ❖ Must clear all dues to the lab before taking end practical examinations.
- ❖ Shall note that Laboratory session marks will be awarded on the basis of continuous evaluation.
- ❖ Should clear the work bench soon after the experiment is over.
- ❖ Should not be strewn waste material on the floor of the laboratory. Instead use the waste material baskets kept for the purpose.
- ❖ Shall carryout out Experiments by following all the instructions meticulously and observing all the precautions to avoid personal injuries and damage to equipment.

Undertaking from Students and Parents:

Students and their parents / guardians should execute an undertaking in the prescribed format that they shall abide by all the rules and regulations of the college. Even before executing an undertaking, a student who has taken admission in this Institute shall be deemed to have agreed to the rules and regulations of the Institute as given in this handbook and also that may be framed from time to time.

Letters to Parents:

Parents will be communicated about the performance of their daughter / ward in attendance as well as examinations results through letters from time to time. The parents are also contacted by HOD/ Class teacher / counselor as and when required. The parents are expected to keep in touch with the Class teacher / counselor / HOD and monitor the academic progress of their ward. 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.

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

B.TECH COURSE STRUCTURE (2016-17)

(Common for EEE, ECE, CSE, EIE, BME, IT, ETE, ECM, ICE)

I YEAR I SEMESTER

S. No	Course Code	Course Title	L	T	P	Credits
1	MA101BS	Mathematics-I	3	1	0	3
2	CH102BS	Engineering Chemistry	4	0	0	4
3	PH103BS	Engineering Physics-I	3	0	0	3
4	PCE104HS	Professional Communication in English	3	0	0	3
5	ME105ES	Engineering Mechanics	3	0	0	3
6	EE106ES	Basic Electrical and Electronics Engineering	4	0	0	4
7	PCE107HS	English Language Communication Skills Lab	0	0	3	2
8	ME108ES	Engineering Workshop	0	0	3	2
9	*EA109MC	NSS	0	0	0	0
		Total Credits	20	1	6	24

I YEAR II SEMESTER

S. No	Course Code	Course Title	L	T	P	Credits
1	PH201BS	Engineering Physics-II	3	0	0	3
2	MA202BS	Mathematics-II	4	1	0	4
3	MA203BS	Mathematics-III	4	1	0	4
4	CS204ES	Computer Programming in C	3	0	0	3
5	ME205ES	Engineering Graphics	2	0	4	4
6	CH206BS	Engineering Chemistry Lab	0	0	3	2
7	PH207BS	Engineering Physics Lab	0	0	3	2
8	CS208ES	Computer Programming in C Lab	0	0	3	2
9	*EA209MC	NCC/NSO	0	0	0	0
		Total Credits	16	2	13	24

*MC – Mandatory Course.

Department Academic Calendar for I-B.Tech I Semester Regular batch 2016-2017

S.No.	Event	Date	Duration
1	Induction Programme	04-08-2016	1 Day
2	Orientation Programme	05-08-2016 & 06-08-2016	2 Days
3	I Unit Syllabus Completion	08-08-2016 to 27-08-2016	3 Weeks
4	Fresher's Day Celebrations	27-08-2016	1 Day
5	Assessment Test-I	22-08-2016 to 27-08-2016	1Week
6	Sports & Games Competition	03-09-2016	1 Day
7	PDP Class	09-09-2016	1 Day
8	II Unit Syllabus Completion	29-08-2016 to 03-09-2016	2 Weeks
9	Assessment Test-II	05-09-2016 to 10-09-2016	1 Week
10	PDP Class	16-09-2016	1 Day
11	III Units Syllabus	05-09-2016 to 10-09-2016	1 Week
12	Lab Internal	19-09-2016 to 24-09-2016	1 Week
13	Pre Mid-I Examination	19-09-2016 to 24-09-2016	1Week
14	Revision for I Mid	26-09-2016 to 01-10-2016	1 Week
15	I Mid Examination	As per JNTUH	4 Days
16	III Unit Syllabus Continued	03-10-2016 to 15-10-2016	2 Weeks
17	Assessment Test-III	17-10-2016 to 22-10-2016	1 Weeks
18	PDP Class	21-10-2016	1 Day
19	IV Unit Syllabus Completion	17-10-2016 to 29-10-2016	2 Weeks
20	Assessment Test-IV	31-10-2016 to 05-11-2016	1 Weeks
21	Lab I Internal Examinations	07-11-2016 to 12-11-2016	1 Week
22	V Unit Syllabus Completion	07-11-2016 to 26-11-2016	3 Weeks
23	Revision of II Mid	28-11-2016 to 03-12-2016	1 Week
24	II Mid Examination	As per JNTUH	1 Week
25	Preparation & practical's		2 Weeks
26	End Semester Examination		2 Weeks
Commencement of Class work for II Semester			

HOSTEL RULES AND REGULATIONS

Hostel accommodation is allotted purely at the discretion of the Chief Warden and on condition that the student agrees to abide by all the rules and regulations of the hostel.

Ragging in any form i.e. making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student whether by words, spoken or written or by an act which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things which such student will not in the ordinary course willingly to do is strictly forbidden. If anyone is found guilty of directly/indirectly involved or abetting in ragging she will be punished/rusticated/expelled/suspended from the institute and also liable to prosecution in terms of the Supreme Court of India decision on Writ Petition No. (C) 656/1998. Ragging is now a crime. No one can feign ignorance of the law. Under the prohibition of ragging Act 1997 those who indulge in ragging can be punished. Jail for ragging is for period from six months to 10 years & fine up to Rs. 50,000/-.

1. Visitors are not allowed to meet the students except parents with ID Cards issued by the college.
2. If any student wants to go to native place or relatives house should take permission from the warden and warden will give permission only after getting phone call from the corresponding Student's Father.
3. The students who have taken the out passes should be back to the hostel as per the details mentioned in the pass.
4. Only 2 out passes will be given per month. For the third out pass, students should take the permission from Principal.
5. Possessing and the use of cell phones in the hostel, is governed by separate set of rules which will be communicated from time to time.

6. The college authorities are not responsible for the belongings (Valuables things like Ornaments, Mobile, Money etc.) of the students. The rooms should be locked always.
7. If any student is not attending the class and staying in the hostel, should inform the warden with the reason through letter, which requires further approval by the respective HOD.
8. Day scholars shall not be entertained or allowed to the hostel by the hostellers.
9. Security of ATM/Debit cards: All residents must take care of their ATM/Debit cards. They must not disclose their PIN to anybody even to their best friends.
10. The rooms should be kept always neat and clean.
11. Sticking any kind of posters and stickers are not entertained. Fine may be imposed in all such cases for proper maintenance of walls.
12. Lights and fan should be switched off after use and do not waste water.
13. Mess Timings:
 - i. Breakfast: 07.45 AM AM – 8.00 AM(1st Year Students)
 - ii. Lunch: 11.45 AM – 12.15 PM (1st Year Students)
 - iii. Snacks: 03.45 PM - 04.00PM (1st Year Students)
 - iv. Dinner: 07.30 PM – 08.00 PM (1st Year Students)
14. Parents and Guardian may visit their wards only on weekends along with the Visitors Pass issued by the College. No person is permitted into college premises / hostel without their ID card.
15. A student seeking admission to the hostel shall have to submit another affidavit along with her application for hostel accommodation that she is aware of the ragging law in this regard and agrees to abide by the punishment meted out if she is found guilty of ragging and/or abetting ragging (AICTE Requirement).
16. The students must remember that, the hostel is the home of the students on the campus & they should behave themselves on the campus as well as outside in such manner so that dignity of the hostel is maintained.

17. Noise level, volume of radio, etc must be kept low at all times to allow others, the opportunity to study or sleep in comfort.
18. Hostel rooms are equipped with furniture and fittings of appliances. Student occupying the room will sign for the receipt of items in Inventory Register. They will be responsible to hand over the items in their original serviceable condition to hostel authorities while leaving the rooms on close of the academic session.
19. Rough handling of dining hall furniture, room furniture or any furniture/property or fittings of the hostel is strictly forbidden. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered from her/group. Repeated acts of causing to the hostel property will result in expulsion from the hostel.
20. The hostellers themselves are personally responsible to safeguard their belongings. They are advised not to keep large amounts of cash or valuables like gold ring, costly wristwatch etc., in their rooms. They should also take care of their Purse, Calculators, Cell Phones, Lap tops, Computers and Books. In case of theft or loss of any item the hostel, authorities/institute will not be responsible for such loss. The hostellers are advised to keep their rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks.
21. The hostellers are neither allowed to keep private electrical equipment nor would tamper with electrical fittings provided in rooms. Unauthorized possession will lead to confiscation of the goods.
22. No hosteller is permitted to take food in the room except for those reported sick with prior permission of hostel warden. Indoor cooking including making of tea/coffee/noodles in the rooms is strictly prohibited. The hostellers shall not waste food, electricity & water. Wastage of food and electricity are a national loss.
23. Hostellers falling sick or feel symptoms of sickness should report to hostel warden for evacuation to hospital.
24. Students are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should apply for the leave and obtain permission from their HoD.

25. No student shall leave the hostel without prior permission of the hostel warden.
26. Parents/Guardians/Visitors can meet their ward in hostel with the permission of the hostel warden before 7.00 pm. No Parent/Guardian/Visitor is allowed to stay in their room without prior approval from the principal. Male visitors are not allowed to visit students in their living rooms at any time.
27. Taking part directly/indirectly in any movement or agitation or strike of students in the institute for any reason whatsoever will attract punishment, rustication or expulsion, which in the opinion of the management/director is subversive to the discipline of the institute.
28. The Institute/Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action will be taken against her. The hostel rooms are subject to inspection by the Institute/Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the room.
29. Day scholars are not allowed to enter the hostel.
30. Use of any electrical appliances except table-lamp, Laptop charger and mobile-charger, is prohibited. Lights and fans to be switched off when no one is in the room.
31. Smoking, gambling in any form such as Playing Cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be rusticated from the institute.

DUTIES OF SECURITY STAFF FOR TAKING NOTE OF BY STUDENTS AND PARENTS

1. Security personal will check in & out vehicles after enrolling in the gate register. The security verifies if they have prior appointment with the college official to whom the visitor wants to meet. They would also verify the parents ID cards issues by the college authorities.
2. The details of the students of out pass permission have to be entered in the gate register after careful observation. No hostel student is permitted to go out of the gate without out pass.
3. No boys will be permitted into the campus at any circumstances except student's brother but holding ID card issued by the college in his name.
4. The entry time of the buses in the morning is to be registered and informed in the office every day.
5. The vehicles of the staff are allowed into the campus but outsiders vehicles are to be parked at the gate even after the permission. Two wheelers of the students are not allowed.
6. No hostel students are to be in the college premises after 8 pm (Except near mess). If anybody is found them are need to be sent back to the hostel.
7. Patrolling is strictly implemented thrice the night daily in the college and hostel premises (11pm, 1am & 3 am).
8. The students have to deposit her ID card in case if the student is late to the college. The same will have to collect from their respective HoD.
9. Outside food items are strictly prohibited into college premises.
10. Gate is kept closed always.
11. If the security personal gets any kind of doubt on the hostel students, they will contact the phone numbers of the hostel warden i.e. 9866300389, 9989510169 or intercom numbers and confirm the entry by the warden before letting the student into premises.



Guest Lecture by Ramakrishna Matt



Anti Ragging Awareness Programme



Prajwalan 2K13



Prajwalan 2K14



Yoga Practice



NSS Volunteers



Indoor Games



Outdoor Games