



SECAB INSTITUTE OF ENGINEERING & TECHNOLOGY

Rules & Regulations

- Students shall abide by the rules & regulations framed by the Institute from time to time
- Students are subject to rules of conduct and behaviour framed by the authorities of the College.
- Late comers are not allowed to enter class without a note from the Principal. Without the lecturer's permission students are not permitted to leave class.
- As per VTU regulations, 85% attendance is compulsory. Otherwise, students cannot appear for the University Examinations. Absence from class must be justified with the concerned HOD. Absence for more than three days for reasons of health requires a medical certificate. Producing a medical certificate however does not entitle a student to get attendance.
- Participation in co-curricular or extra-curricular activities inside or outside the campus is not counted as absence from class. Attendance will be counted only when a copy of the participation certificate is produced.
- It is necessary to score a minimum of 40% to pass in any subject in the semester examination.
- Three internal examinations are conducted for BE, M.Tech, MBA and marks of the best two are considered for internal assessment for 2015-16 scheme(80:20) Pattern and three are considered for internal assessment for 2017-18 Scheme (60:40) Pattern.
- Internal assessment is part of the evaluation. Please check the marks displayed on the notice board and bring any discrepancy to the notice of the HOD immediately. Change is not possible later.
- The college takes note of serious misbehaviour, insubordination, habitual tardiness, irregular work habits or obscenity which are punishable by suspension or dismissal.
- The College is declared an alcohol-smoke-drug-free area and offenders face dismissal.
- Misbehaviour outside the College, besides affecting the reputation of the College, has an impact on the students community. The College reserves the right to take such action and

make such rules are necessary in the interest of the general student community to deal with such misbehaviour.

- The students are required to wear college uniform and Identity Card on all college working days. Failure to wear the college uniform and identity card will be treated as misconduct and such students will be barred from entering the campus and class room.
- Use of mobile phones is forbidden inside the academic blocks.
- The management is not responsible for the safety of valuables of students.
- The students are warned they must follow all the safety regulations while conducting practicals in the laboratories and the management is not responsible for any physical damage or mishap that might occur out of students negligence.
- The performance/progress report of the first internal test during the every Semester is given personally by the mentor/ HOD to the parent/guardian within two weeks of the test. Performance/ progress reports of the other tests are sent by post. Parents/guardians are requested to carefully go through the marks and take steps to improve performance whenever necessary..
- Students vehicles may be parked and locked in the allotted place only. However, the College is not responsible for their safety.
- No student is permitted to take part in agitations directed against the lawful authority of the Government. Membership of clubs or associations outside the campus and participation in public movements is undesirable. Students are not allowed to collect donation from the public for any purpose.
- Use of cell phones in the campus is banned by the VTU. Mere possession of a cell phone during university examinations may result in losing the exam.
- Change of permanent address must be notified to the College office.
- The student shall complete all the term work such as journals, drawing sheets, workshop jobs or any other assignment as per schedule.
- The student should help in maintaining the building & the campus of the Institute clean & tidy.
- The student is expected to read the notices put on the notice board of the college regularly.

REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING INTERNAL/UNIVERSITY EXAMINATIONS

Every student appearing for the Internal External/University Examination is liable to be charged with committing malpractice(s), if he/she is observed as committing any one or more of the following acts:

- Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusing language.
- Writing on the Question Paper and/or passing on the same to other student(s) in the Examination Hall.
- Possession of electronic gadgets like mobile phones, programmable calculator, pen-drive or such other /storage devices in the Examination Hall.
- Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and/or any other official for favours in the Examination Hall or in the answer script.
- Approaching directly or indirectly the teaching staff to bring about undue pressure or influence upon them for favour in the examination.
- Taking away or Taking in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
- Receiving material from outside or inside the Examination Hall, for the purpose of copying (inclusive of electronic communication).
- Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.

- Copying or taking aid from any material or matter referred to in sub-clauses (h & i) above to answer in the examinations.
- Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- Having in one's possession any written matter on scribbling pad, calculator, plam, hand, leg or any other part of the body, hand kerchiefs, clothing, socks, instrument box, identity card, scales electronic gadgets etc.,
- Destroying any evidence of malpractice, like tearing or militating the answer script(s) from the Examination Hall.