

BRCM COLLEGE OF ENGINEERING & TECHNOLOGY

BAHAL - 127 028 (DISTT. BHIWANI) HARYANA



ANNEXURE TO PROSPECTUS



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**General Code of Conduct and Discipline Rules for Students
Hostel Rules, Library Rules**

IMPORTANT

**This appendix forms an integral part of the College Prospectus.
All students taking admission in BRCM CET shall be bound by the
rules and regulations contained herein.**

BRCM COLLEGE OF ENGINEERING & TECHNOLOGY, BAHAL.

General Code of Conduct and Discipline Rules for Students

Foreword:

The College expects its students to be responsible individuals who will seek advice when they need it but who are capable of managing their own affairs. The Faculty assumes that all students come to the college for a serious purpose and that they will conform cheerfully to such regulations as may necessarily be made by the Faculty, the college Management or the affiliating University from time to time for the efficient administration of the college. Students are expected to behave with decorum, obey the rules and regulations and pay due respect to the members of the Staff.

These regulations are framed not to restrict the conduct of the individuals or group of students. They simply set forth the basic policies established by the College in order that a large number of the students may live and work together in harmony. By the same token, even though the following regulations are neither detailed nor comprehensive, a student may be expelled from the College or may be subjected to other disciplinary action for conduct which is illegal, immoral or against the best interest of the College. This holds whether or not a particular offence is included in these regulations. **Unethical or undesired conduct which is inconsistent with general good order, wherever it may occur, will be held to be sufficient ground for dismissal.**

General Code of Conduct :

1. **ERADICATION OF RAGGING:** While the College encourages all students to mix freely, live and work together in harmony, ragging in any form is strictly forbidden. Any student indulging in ragging will be immediately expelled from the Hostel and will be subject to disciplinary action which may culminate in his/her expulsion from the College as well. It may also be noted that as per the Supreme Court orders ragging in any form is a cognizable offence. It is mandatory and legally binding for the College administration to report each incident of ragging to the Police for taking appropriate action under the Law.
2. **Important:** If any student is forced to leave the College as a result of ragging, intimidation, harassment, coercion, threat, extortion, physical assault by any other student(s) and his/her seat remains vacant for the remaining duration of the course, apart from loss of career for the wronged student, it causes heavy financial loss to the College. In such an eventuality the student(s) involved in ragging, harassment, coercion, threat, extortion, assault, etc will be required to make up the entire financial loss caused to the College in the form of Tuition and other fees that would have been paid by the withdrawing student. This shall be without prejudice to the other disciplinary action that may be taken against defaulting student under the College rules.
3. BRCM Education Society, the Faculty and College Management feel greatly concerned about the habit of alcoholism spreading among the youth. In our endeavour to stem this degeneration the BRCM students are strictly forbidden to take alcoholic drinks, drugs or any kind of intoxicants within the College/Hostel premises or to enter BRCM Campus after consuming the same outside. Students taking admission in BRCM-CET have to strictly abide by this policy and honour the ethos and sentiments of the Trust and the Management. No relaxation/leniency will be shown if the above rule/policy is violated. If found in a drunken state in the Campus or in possession of drugs, alcohol (including Beer) or other intoxicants, the concerned student will render himself liable for strict disciplinary action which may culminate in his/her expulsion/rustication from the College/Hostel. The decision of the College Medical Officer regarding the state of drunkenness or intoxication shall be final and binding.

4. It is the aim of Faculty to administer discipline of the College so as to maintain high standard of integrity and a scrupulous regard for the truth. The attempt of any student to present any work, which he has not honestly performed himself or to pass any examination with improper means, is regarded as a most serious offence and renders the offender liable to immediate expulsion. Aiding and abetting of a student in any dishonest way will be taken as a grave breach of discipline.
5. The students should -
- i. maintain proper discipline and order in the College.
 - ii. faithfully observe the Hostel and Mess rules prescribed by the college authorities.
 - iii. approach their teachers and other staff with respect and courtesy.
 - iv. always treat their fellow students with dignity and respect.
 - v. never use abusive or filthy language in conversation among themselves or with others, whether in the College or outside.
 - vi. keep themselves informed of all official Notices displayed on the College and Hostel Notice Board(s)
 - vii. attend with regularity the course for which they have entered. In case of illness or some other genuine cause for absence a written application countersigned by the guardian / Hostel Warden should at once be sent to the Principal. Attendance will be taken for each lecture and practical class. Any student arriving late for a lecture or practical will not be registered as having attended that class.
 - viii. attend atleast 75% of the total classes held in a semester in the subjects offered by him/her for the examination in each individual subject for being eligible to take the University examination.
 - ix. move silently while shifting from one classroom to another, without disturbing the other classes.
 - x. not smoke within the College premises, Hostels or Student' Mess and not chew paan, paan masala or any other type of tobacco product in the campus.
 - xi. not form any association, union or club or organize any activity/gathering without the prior written permission of the Principal.
 - xii. not indulge in any prejudicial or subversive activity, promote any political activity, organize any type of agitation or get involved in any activity detrimental to academic pursuits and prestige of the College.
 - xiii. not criticize or make derogatory remarks/comments against the College administration, Teachers or other staff members.
 - xiv. themselves take care of their belongings, viz. books, notes, writing and drawing material and **especially Laptops and Mobile Phones**. Students having Laptop/PC/Cooler in their Hostel Room must report the same in writing to the Warden/Hostel Supervisor. The concerned student must also ensure that the item (s) reported by him/her to the Warden/Hostel Supervisor has been properly entered in the Register maintained with the Warden/Hostel Supervisor. Mischief, if any, in this regard should be reported to the Teacher Incharge/Warden/Supervisor immediately
 - xv. not eat in the classrooms, laboratories, workshops, library, etc.
 - xvi. pay their College and other dues, including Hostel and Mess charges regularly and in time.
 - xvii. not damage any College property, equipment, tools, instruments, library books, furniture, fixtures, fittings, etc.
- NOTE : In case of damage to building, furniture, fittings, fixtures or any other property of the College, double the cost of damage will be recovered from the student(s) known to be immediately responsible. If the person(s) causing the damage cannot be identified, the same will be assessed equally upon all the students of the respective hostel, lobby or block, as the case may be.**
6. Students are particularly cautioned against the following acts of indiscipline which can lead to strict disciplinary action:-
- (a) **Ragging in any form.**
 - (b) Violation of the above Code of Conduct.
 - (c) Misuse of, or damage to, College property.

- (d) Violence on or off Campus, involving physical assault on staff or fellow students.
 - (e) Violent act against the staff and students of the adjoining BRCM Public School.
 - (f) Non compliance of the instructions of administrative, teaching and instructional staff.
 - (g) Possession of obscene books, magazines, periodicals, newspapers, VCDs, audio visual tapes, etc. or surfing obscene sites on the Internet. This would constitute an act of '**moral turpitude**' entailing expulsion from the Hostel and may culminate in rustication from the College.
 - (h) Any conduct which is inconsistent with the status of the students of BRCM-CET and detrimental to the interests of the College and the fellow students.
 - (i) Habitual absence from classes without prior permission. Such permission will, however, be granted only in bonafide cases on valid and convincing ground.
7. A student disqualified by any university/college will not be given admission in BRCM-CET during the period of his/her disqualification.
 8. Admission of a student can be cancelled at any time if it is found that he/she furnished incorrect information or suppressed material facts to secure admission.
 9. If a student does not comply with the requirements about Registration, Migration, etc. within the specified period, his/her admission is liable to be cancelled.
 10. Excess fee wrongly deposited by any student will be refunded in full.
 11. College Fees can neither be refunded nor adjusted in subsequent year/semester if a student is declared ineligible to appear in the examination or, being eligible, does not take the examination for any reason.
 12. **IMPORTANT: Registration/admission to next higher semester/class is not automatic. A student is deemed to be admitted to next higher semester only after he/she pays the required fee by the prescribed date. Admission to higher semester shall not be allowed if full fee is not paid upto the final Cut-off date notified by the College.**

DRESS

Students should always come to the College well dressed. Coming to the College in loose dresses like Kurta Pyjama, Dhoti, Shorts, bathroom slippers, skirts and other similar casual wear is strictly forbidden. Wearing of casual dress must be avoided even when dining in the Mess.

The following dress code prescribed by the College, for both boys and girls, must be followed:-

Workshop and Laboratories

Khaki shirt and Khaki trousers.

Chemistry Lab

Blue apron along with the dress.

Sports Ground

White shirt, white shorts, white socks and sports shoes.

The Faculty shall refuse to admit to their class any student who is not in proper dress.

HOSTEL RULES

Students admitted to BRCM-CET are assumed to be gentle and of sufficient maturity and confidence to enable them to live in an adult environment. Such living involves full respect for the rights of others, a regard for self-discipline, and a high standard of honesty and moral conduct.

Hostel accommodation is provided with the implicit and express understanding that the resident student will strictly abide by the Hostel Rules currently in force or as may be enforced from time to time. The Hostel Rules are not framed to restrict the conduct of individuals but to ensure that student body may live and work together in harmony.

Unethical or undesirable conduct, which is inconsistent with general good order wherever it may occur, will be held to be sufficient ground for dismissal from the Hostel.

ERADICATION OF RAGGING: While the College encourages all students to mix freely and live and work together in harmony, ragging in any form is strictly forbidden. Any student indulging in ragging will be immediately expelled from the Hostel and will be subject to disciplinary action which may culminate in his/her expulsion from the College as well. It may also be noted that as per the Supreme Court orders ragging in any form is a cognizable offence. It is mandatory and legally binding for the College administration to report each incident of ragging to the Police for taking appropriate action under the Law.

Accommodation in the Hostel cannot be claimed as a matter of right. College administration may refuse Hostel accommodation to any student who is known to have grossly violated the Hostel rules or whose presence is likely to disturb the peace and tranquility of hostel. The decision of the Director/Principal in this regard shall be final.

Students who voluntarily opt to live outside during the First Year of the course may be allowed Hostel facility, if available, in subsequent years only as a 'special case', for which permission from Director / Principal has to be taken. The applicant has to deposit Hostel Rent and other charges as applicable to hostellers.

Hosteler(s) willing to become Day Scholar(s) have to take permission from the Principal and submit Undertaking on prescribed format.

A Hosteler once becomes Day Scholar if seeks Hostel facility again has to take written permission from the Director/Principal. He/She has to deposit Hostel Re-admission Fee of Rs. 1000/- plus other charges as applicable to Hostellers.

Resident students must observe the following rules. Violation of any of these rules will be taken as an act of indiscipline and entail appropriate disciplinary action:-

1. Closing Time of Boys Hostels:

Summer	10.30 p.m
Winter	09.30 p.m.
2. Daily Attendance Time of Hostellers to be taken by Warden (s) :

i) Boys	10.00 p.m.
ii) Girls	08.00 p.m.

After daily attendance by Warden in the Hostel, the students are not allowed to go outside the College campus.

3. **Hostel Rooms are allotted on 'first-come-first-served' basis.** Mutual exchange of rooms after final allotment is not permissible. Mutual exchange may be allowed by the Director/Principal as a special case for valid and bonafide reasons. A Fee of Rs 200/- shall be payable by each of the 2 students involved in mutual exchange of rooms. Violation of this rule will be regarded as a misconduct and may lead to expulsion of the concerned student(s) from the Hostel and/or imposition of heavy fine.
4. Students must always carry their Identity Card with them.
5. Inter-change/clubbing/shifting of furniture, electrical and any other item with one room to another or Common Room is prohibited.
6. Residents must not tamper with Electrical fittings.

7. While leaving the room all switches (lights, fans, etc) must be put 'OFF'. There will be surprise checks by College authorities. A Power Conservation Charge of Rs 500/- will be levied if the lights, fans and any other electric gadget(s) is found 'ON' while the resident is not present in the room.
8. College Telephone Exchange (EPABX) allows incoming calls in hostels upto 10.00 p.m. Such calls are restricted to 3 minutes duration.
9. Residents who allow Non-resident students/Day Scholars to stay in their hostel room without prior permission from the Warden will be held equally guilty of violating the Hostel Rules. Such defaulting Residents can also be called upon to pay Additional Room Rent for the full semester. Alternately, the hostel accommodation allotted to them may be cancelled for the remaining duration of the Semester besides levy of Fine that may be decided by the Director/Principal.
10. Male students are not allowed to enter the premises of BRCM Public School without prior permission of College authorities. College students are also advised not to mix with the BRCM Public School students and/or invite them to their hostel rooms.
11. Parents/authorized guardians may meet their wards in the Hostel with the permission of concerned authorities, but parents/guardians are not allowed to stay in the Hostel. Accommodation for one day's stay in the Guest House on nominal Rent may be provided with 2 days' advance intimation.
12. It is obligatory for every resident student to seek Warden/Supervisor's permission in the form of Gate Pass for leaving station during the period the College is functioning. Gate Pass must be shown to the Security Staff while going out from or returning to the campus. Resident student must observe the following timing to sign their Gate Passes:

7:00 AM to 8:30 AM

11:00 AM to 12:00 Noon

02:00 PM to 04:00 PM

However, such permission would not be necessary when the College is closed for more than three days on account of vacation/holidays.

13. Students entering the College premises after 06:00 PM alongwith some luggage are required to go for compulsory check at main gate or gate no. 3. In case any, objectionable item is found, strict action will be taken including expulsion from Hostel.
14. Students, in their own interest, are advised not to keep excess cash or any valuables in their hostel rooms. The college shall not be responsible for the loss of such items due to theft or otherwise. Under unforeseen circumstances the excess cash can be temporarily deposited with the Accounts Office. However, in the case of theft, the matter should be immediately reported to the Warden/Principal/Director.
15. Cases of serious illness, if any, should be immediately reported to Hostel Warden/Supervisor.
16. Possession of indecent/obscene VCD, Cassette, Magazine, Books, etc or surfing obscene sites on Internet is regarded as an act of gross misconduct and 'moral turpitude' leading to immediate expulsion from the Hostel and may lead to rustication from the College.
17. Male students are strictly forbidden from entering the Girls' Hostel and female students from entering Boys' Hostel.
18. **Students are strictly forbidden:**
 - i. to keep any kind of firearms (including fire works) or weapon in the BRCM Campus, even if it is a licensed one.
 - ii. to indulge in gambling, betting, playing cards or any other similar undesirable act.

- iii. from consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the campus or to enter the campus after consuming the same. Any student found consuming such thing or in a drunken state in the campus will render himself/herself liable for strict disciplinary action, including expulsion/rustication from Hostel/College.
19. The Hostels, constructed at substantial cost, are intended to facilitate students in their studies so that they can engage in for academic pursuits without spending time in commuting from distant places. Hostel should not be looked upon merely as a lodging facility. Students staying in the Hostel can have no excuse to be absent from the classes. Any resident student found to be habitually absenting from class in spite of being present in the hostel can be asked to leave the hostel.
 20. Students are prohibited from forming any association/club in the College/Hostel, other than that permitted by the College authorities or to bring out any publication without the prior approval of the Principal/Director.
 21. Resident students are not permitted to invite any outside person to address any meeting in the hostel without written permission of the Director/Principal.
 22. No meeting can be organized in the hostel without the prior written permission of the Director/Principal/Warden.
 23. Each student will be responsible for the furniture and Electrical fittings provided in his/her room. Before proceeding home during vacation or while vacating the hostel upon completion of the course each resident must get all the electrical fitting and other fixtures of the room checked by the Hostel Supervisor/ Warden and handover the furniture to Hostel Authorities.
 24. **In case of damage to any building, furniture, fittings, fixtures or any College property, double the cost of damage will be charged from the student(s) known to be immediately responsible. If the person(s) causing the damage cannot be identified, the same will be assessed equally upon all the students of the respective hostel, lobby or block, as the case may be.**
 25. Use of immersion rods, room heaters, electric iron, cooking gas, kerosene stove, etc is not allowed inside the Hostel Rooms. Possession of such banned items in the hostel will entail fine of Rs.500/- besides the confiscation of the banned item.
 26. Students desiring to use Computers, Air Coolers or other electrical/electronics appliances in the hostel must obtain prior written permission from the hostel authorities. Following charges towards electricity will be payable in advance for the use of such gadgets/appliances:

Computer	: 500/-
Air Cooler (Big)	: 900/-
Air Cooler (Small)	: 700/-
 27. Day Scholars can visit the Hostel, if necessary, only during the lunch break and that too with the prior permission of the Warden/Hostel Administrator/Hostel Supervisor.
 28. If any Day Scholar is found staying in the Hostel without proper permission from the competent authority, he/she will be deemed to be making unauthorised use of Hostel facilities. Such a student will be required to pay the Hostel Rent for the full Semester.
 29. If any Day Scholar is found availing the Mess facilities without prior permission he/she will have to pay the Mess Charge for the full Semester.
 30. Day Scholar Girl students can use the Visitor's Room of Girls Hostel during the lunch break.

DO'S AND DON'T FOR MESS

1. Maintain proper decorum and discipline in the Dining Hall.
2. Students are allowed to enter in Mess with proper dress.
3. Bathroom slippers, Bermudas, Half pants etc. are strictly prohibited in Dining Hall.
4. No one can take utensils, eatables or fruits etc. outside the Dining Hall.
5. Students are not allowed to enter in the Kitchen and other prohibited area.
6. Maintain queue at the service station for self service system.
7. Keep utensils in the shelves after meals.
8. Keep your Dining Hall clean & hygienic.
9. Special meals for sick boarder or fasting students are allowed on request in advance.
10. Pay proper respect to teachers, visitors, parents and other staff members in Mess.
11. Day Scholars, visitors, guests are allowed to have meals with proper coupon only.
12. Please inform to authorities concerned before proceeding on leave.
13. Maintain silence in the Dining Hall while having meal.
14. Any damage to utensils, furniture etc. by student will be recovered from the students/student concerned.
15. Complaints/Suggestions can be put in suggestion/complaint box.

Note : The Mess Authorities have the authority to restructure/change the Mess Menu and Timing, if required

LIBRARY RULES

1. All students are the members of the library.
2. Library Timings :

Monday to Friday	-	09.00 am to 10.00 pm
Saturday and Sunday	-	09:00 am to 05:00 pm
3. Library remain closed during Holidays.
4. The issue counter will be open as indicated below:

Issue and Return	-	09:30 am to 01:00 pm
		02:00 pm to 06:00 pm
Saturday & Sunday	-	09:00 am to 01:00 pm
		02:00 pm to 04:00 pm
5. **Books from the TEXT SECTION can be consulted in the library on depositing reader's tickets at issue counter. Text book can be borrowed for overnight in between 5.30 P.M to 6.00 P.M and Saturday & Sunday 4.00 P.M. to 4.30 P.M. An overdue charge of Rs. 5/- per day per book will be charged for overdue text book.**
6. The members are not allowed to carry books, note books, bags and other personal articles inside the Library. These should be left at the special place provided for the purpose.
7. Absolute silence must be observed in the library.
8. Each registered member is eligible to avail the following number of books.

a.	M.Tech. Students	:	5 books
b.	B.Tech. Students	:	3 Books
c.	Toppers Students	:	2 Books Extra

9. Books will be issued for 14 days. If the same books are not reserved by anyone, the same books can be issued for another 14 days. An overdue (fine) of Rs. 1/- per day per book will be charged for 1st week, for 2nd week Rs. 5/- per day per book & for 3rd week Rs. 10/- per day per book and continued.
10. For M.Tech student, books will be issued for 3 Weeks. Beyond 3 Weeks, normal rule will be prevail.
11. Periodicals & reference books will be kept for reference use only. Old popular magazine may be issued to the user for 3 days against their library tickets.
12. The students should bring three ticket size photographs along with original fee receipt at the time of enrolment. On each occasion when the book is borrowed, a reader's card is to given at the issue counter. The reader's ticket will be returned to the member when book is returned.
13. Identity card must be shown at the issue counter for issuing books and other articles.
14. Member should use the books with care. They are advised to examine the books when they get and if any book is found damaged, it should be brought to the notice to the librarian immediately. If they fail to do so, they will be responsible for any damage found in the books when it is to be returned to the library.
15. Books in demand may be got reserved by filling up the required information in the reservation slip available at the issue counter. The members will be notified as soon as the books are to be returned to the library. The members must collect such books within the time mentioned in notification (Reservation Chart).
16. Readers' ticket are not transferable. The members are responsible for the book issued against their tickets.
17. Any kind of marking, underlining, etc. in the book or in the periodicals is strictly prohibited.
18. In case of loss of books, the borrower shall be required either to replace the same books or pay the double price of that books.
19. In case loss of readers' ticket, the borrower shall be required to pay Rs. 25/- for issuing duplicate ticket (each).
20. Current issues of Periodical can be borrowed over night only.
21. The member shall not engage in audible conversation in any part of the library to the annoyance of the other readers.
22. The members are responsible for any damage to the books or any other property belonging to the library and shall be required to pay the penalty imposed upon him by the principal.
23. The librarian reserves the right to call back any book issued to any member before the due date, if it is required for any important purpose in the library.
24. All library books must be returned immediately after examination (even semester).
25. Mobiles are not allowed in the library.

RULES FOR BOOK BANK FACILITIES

1. All students are the members of the Book Bank.
2. Membership fee Rs. 3500/- one time (Not refundable)
3. Members are requested to use the books with care. They are advised to examine the Books when they collect from library and any book is found\damaged, it should be brought to the notice of the librarian immediately.
4. Any kind of marking, underlining etc. in the book is strictly prohibited, except name and Roll-No in back cover page.
5. Book Bank books will be issued at least one text book in each subject i.e. six books in one semester and that should be continued till 8th semester.
6. In case of loss of Book Bank books, the students shall be required to replace the same book immediately or pay the double price of that book, otherwise books shall not be issued for the next semester.
7. Books are selected by respective department according to the University Syllabus which cover at least 50% of syllabus.
8. All Book Bank books must be returned to the library within 14 days after examination (odd & even semester), otherwise Rs.1/- per day per book will be charged as a fine.