

Children's Education Society (R)
THE OXFORD COLLEGE OF ENGINEERING



HAND BOOK & CALENDAR
ACADEMIC YEAR 2019 - 2020

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6. RULES & REGULATIONS

GENERAL

1. All students shall attend classes right from the reopening day of the Semester.
2. Students shall be punctual and regular for lecture classes, laboratories, workshops, seminars etc., and any other activity organized by the college.
3. Students shall be attentive in the classes and labs without creating any disturbance.
4. Students shall compulsorily wear their identity cards whenever they are in the college campus.
5. Loss / theft of ID cards / library cards and change of address or contact number shall be informed to HOD / college office without delay.
6. Use of mobile phones, iPods, and walkman are strictly banned in and around the campus. If any such item is in possession of the student, the same will be confiscated and will not be returned.
7. Any kind of indecent or tight fitting dresses are not permitted.
8. Students shall maintain strict discipline and good behavior at all times.
9. Smoking, chewing of pan masala / ghutka consuming alcoholic drinks and drugs of any kind in the campus are strictly prohibited.
10. Strike or any such undesirable activities in the campus are not permitted and those involved in such activities will be severely punished.
11. Tuition fees shall be paid within one week after the reopening of the odd semester in every academic year.
12. Students shall take prior permission before availing leave.
13. Medical leave will be accepted only in genuine cases with a proper medical certificate.
14. Leave / Permission letters shall be counter signed by parents/guardians/ hostel wardens.
15. Students are encouraged to participate in co-curricular and extracurricular activities and develop their skills.
16. Students are counseled periodically regarding academic performance, higher studies, placement, attendance, discipline etc.

17. Hostel students shall abide by the rules and regulations of the hostel.
18. Students are advised to park vehicles in the specified area and it is mandatory to wear helmets while riding two wheeler vehicles

Ragging in any form is illegal and is strictly prohibited. Severe action including imprisonment will be taken against those

ACADEMIC RULES

1. Students shall submit their assignments, records, observation notebooks etc. within the specified time.
2. Each semester is considered as a unit and the candidate has to put in a minimum attendance of 85% in each subject with a provision of condonation of 10% of the attendance by the vice chancellor on the specific recommendation of the principal for reasons such as medical grounds, university level sports and cultural activities, academic matters such as seminars, workshops and paper presentations.
3. Students shall equip themselves with approved drawing material, instrument boxes and record note books as required.
4. Lab equipments must be handled with care. Loss or damage attracts fine.
5. Students have to use official lab record books only to write the practical record. No other book shall be permitted.
6. Students shall not go to laboratories during theory classes.
7. Students are encouraged to participate in conferences, workshops, seminars and technical paper presentation.
8. Attendance is mandatory for all the internal tests and exams to ensure good Internal Assessment marks and overall academic performance.
9. For U.G. programmes, the candidate shall complete the course within a period of eight academic years from the date of first admission, failing which he / she has to discontinue the course. For MBA & MCA the respective periods are four years and six years.

EXAM RULES AND REGULATIONS

- y Only a single answer book will be issued. No additional answer books are permitted.

- y Answer books should be handed over personally to room superintendent before leaving the examination hall.
- y The candidate should not take any books / notes, log tables, scribbling pads, cell phones, programmable calculators or any kind of references into the examination hall.
- y No candidate shall be admitted into the Exam hall after the commencement of the examination.
- y No candidate shall be allowed to leave the examination hall before 30 minutes after commencement of the examination.
- y The candidate should append his / her signature at the specified space on the answer book as and when he / she received the answer book
- y Answer books should be handed over personally to room superintendent before leaving the examination hall.
- y The student leaving the examination hall till 30 minutes before the scheduled completion time of the examination shall not be permitted to take the question paper.
- y Students are strictly instructed not to write any matter on the question paper except their USN.
- y The candidate should append his / her signature at the specified space on the answer book as and when he / she received the answer book.

Any candidate appearing for UG / PG examination is liable to be charged for committing malpractice in the following cases

- y Possessing any written matter on any paper, scribbling pad, question paper, admission ticket, calculator, palm, hand, leg, kerchief, clothes, etc.
- y Copying from the material of another candidate or similar aid, or assistance is rendered to another candidate
- y Supply of copying material from inside or from outside the examination hall.
- y Unruly behavior inside or near the examination hall.
- y Communicating with any candidate or any other person inside or outside the examination hall.
- y For more detailed information on academic regulation please refer to VTU website: www.vtu.ac.in