



sasi INSTITUTE OF
autonomous TECHNOLOGY &
ENGINEERING

Accredited by **NAAC** with "A" Grade,
Recognised by UGC under section 2(f) & 12(B)
Approved by **AICTE** - New Delhi
Permanently Affiliated to **JNTUK, SBTET**,
Ranked as "A" Grade by Govt. of A.P.,

Ref: SITE/AO/SA/09/2021-22/03

Date: 14.09.2021

CIRCULAR

Sub: General Behavior of Students –reg.

Ref: Letter Dt. 14.09.2021 from Dr T V Rama Krishna, Coordinator, IQAC

Under the policy of the College, students enjoy the greatest degree of liberty consistent with high academic standards and orderly conduct. Each student is expected to conduct himself in such a manner as to uphold the good reputation of the college (and his/her fellow students). At the same time, he/ she should be conscious of his/her responsibilities imposed by the law and the ideals proclaimed by the College. It is presumed that all students, as members of this Institution of the highest learning understand that; maturity, responsibility, due regard for rights of others are prerequisites of liberty. The following rules are to be observed by the students for cherishing the noble cause of the College.

- 1) Each student is required to punctually attend all lectures, practical classes and tutorials held on each working day.
- 2) Students will not be allowed to enter the college without Hand sanitizer and face mask.
- 3) At the time of entry, the body temperature will be tested using thermos guns.
- 4) Students are strictly informed to maintain social distance
- 5) A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00 a.m. to 4.30 p.m. All the students are expected to be seated in the class room/lab by 8.55 AM.
- 6) Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
- 7) Students must not be involved in quarreling or fighting or any indecent verbal or physical activity among themselves, or with staff and faculty or visitors. Director indirect involvement in any such activity will be considered as serious breach of discipline and strict disciplinary action will be taken against the students that engage in such activities.
- 8) A student who disturbs the lecture or behaves indecently in a class may be expelled from the class by the teacher. A student so expelled shall be deemed to be absent for the day.

- 9) Students are not allowed to sit on the steps, boundary walls on the higher floors of any building, or engage in gossiping, making noise or any other such activity
- 10) Every student shall possess the necessary books and other articles required to pursue his/her studies in the college.
- 11) Every student who borrows books or any other equipment is responsible for their preservation in good condition and in the event of their being lost or damaged, he/she shall be required to replace them or defray their cost.
- 12) Any student who breaks or damages College's property shall be required to pay the cost of the repair or replacement. In case of willful damage, he/she shall also be punished in such a manner as the Principal/AO may think fit? The student may not be required to pay the cost of any article which he/she damages if the teacher-in-charge certifies that the breakage is not due to any negligence of the part of the student.
- 13) The students shall submit all communications intended for various purposes only to the Principal/AO through the Head of the Department.
- 14) Every student shall wear a clean and decent dress.
- 15) Each student is required to help the administration in keeping the class-rooms and premises tidy.
- 16) Use of mobile phones, smoking and commenting is totally banned in the college campus. The mobiles once seized will not be returned at all.
- 17) Consumption of alcohol or other intoxicating drinks, drugs on the campus or entering the campus in a state of intoxication is prohibited and contravention of this rule shall attract serious disciplinary action.
- 18) Students are prohibited from organizing meetings or entertainment programmes in the campus or collecting money for any purpose without the prior permission of the Principal.
- 19) Students shall not hold meetings for criticizing the policies and actions of the College authorities. Such meetings shall be deemed to be unlawful and the Principal/AO might take such action as he/she considers necessary to prohibit such meetings or to punish the offenders and in case he/she considers it necessary / serious, he may be reported to the Principal.
- 20) The Principal /AO may prohibit the students from attending political or such other meetings if he/she apprehends a breach of peace in the campus. The students who act as volunteers in social service activities taken up in connection with a political meeting should not participate in the proceedings of such meetings. The volunteers shall on no count be used for political purposes.
- 21) The Heads of the Departments shall inform, whenever necessary, the parents or guardians about the students who are irregular and do not show any progress in their studies or whose attendance is very poor or whose conduct is dissatisfactory. The

names of students who are found incorrigible even after warnings may be removed from the rolls after intimation to the parents or guardians.

- 22) The names of students of the College who is on strike or found guilty of serious indiscipline shall automatically be removed from the rolls and they shall not ordinarily be readmitted and in no case with retrospective effect.
- 23) Organizing any religious meeting/function/display / without prior permission is religious symbols in a public or open place in the College Campus, including hostels, is strictly prohibited. Any violation of this rule shall be construed as an act of indiscipline and disciplinary action will be taken against persons concerned apart from initiating appropriate legal proceedings.
- 24) Students indulging in any violent activities, voluntarily or under coercion, direct or indirect, or found pressurizing the College authorities to meet their demands will be punished by the College in accordance with the existing rules and regulations.
- 25) The Principal may, on the recommendation of the Head of the Department, or otherwise, inflict the following punishments in the interests of the students or the Institution: fine, loss of attendance, loss of term, suspension, expulsion; or such other action as deemed necessary for the maintenance of discipline on the campus.
- 26) Ragging in any form in the College premises is considered to be an offence punishable under law. Ragging in its present form is a deliberate dehumanization of the human values and the culture of living together with a purposeful goal. Ragging both in and outside the campus has been banned. Students involved in any form of ragging will be expelled from the institution and they will be subject to punishment as per civil law.
- 27) Students should not issue any public or press statement, send letters to editors, government, public servants or notaries without prior permission and approval of the AO of SITE in writing.
- 28) Students should speak in English only while on campus with the faculty or among themselves
- 29) All the students should follow the library rules and regulations.
- 30) It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
- 31) Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus, however access to these sites are permitted in hostel building during time slots specified by the hostel wardens.
- 32) Students shall comply with all the instructions of accompanying staff during industrial visits and educational tours. Any deviant behavior during the college organized programs will attract disciplinary action.
- 33) All kinds of tattooing, body piercing, hair styling and costumes that goes against the existing social norms and which could go against the spirit of SITE academic values will

be referred to the discipline committee. All male students are expected to be with well shaved face, neatly trimmed and combed hair. Any dress code violation noticed within the campus will attract a fine of Rs.300 and could initiate further disciplinary actions.

34) Every student has to clear the fee dues before the due date without fail.

35) Fee dues, if any incurred during the semester/year should be cleared to get the Hall ticket for writing the Semester / Year End Examinations.

CC To

Mail & Hard copy to: Hon'ble Chairman, SITE

Mail & Hard copy to: Hon'ble Vice-Chairman, SITE

Mail & Hard copy to: PA to principal

Mail & Hard copy to: Director

Mail & Hard copy to: Principal polytechnic


Mail & Hard copy to: Dr T V Rama Krishna, IQAC, Coordinator

Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS

Mail & Hard copy to: Exam. Section/Automation/Central Library/IQAC/AO/

Mail to: All faculty members

Mail to: All students


PRINCIPAL
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