Student Code of Conduct & Discipline Rules

1. General Behaviour and Conduct

CODE OF CONDUCT

- Students must maintain discipline, dignity, and decorum within the campus at all times
- Respect faculty, staff, and peers both inside and outside the classroom
- Avoid the use of offensive language, arguments, or any form of disrespectful behaviour
- Carry the college ID card at all times within the campus and produce it when requested by authorities

PUNISHMENT FOR VIOLATION

- First offence- verbal warning and written apology
- Repeated misconduct – written warning with intimation to parents
- Severe cases – suspension for 1 to 3 days and /or review by the Disciplinary Committee

2. Attendance and Punctuality

CODE OF CONDUCT

- Students must maintain a minimum of 75% attendance in every course
- Be seated inside the classroom before the faculty arrives
- Late entry beyond five minutes will be marked as absent
- Obtain written permission from the Mentor or Head of the Department before leaving the campus during college hours

PUNISHMENT FOR VIOLATION

- Unauthorized absence will result in loss of attendance and internal assessment marks
- Repeated absenteeism will be formally communicated to parents/guardians
- Continued habitual absence may lead to disqualification from appearing in the internal examinations

3. Cleanliness and Environment

CODE OF CONDUCT

- Maintain clean classrooms and corridors; avoid littering or sticking posters
- Do not eat inside classrooms or laboratories
- Protect college property and report any damage immediately

PUNISHMENT FOR VIOLATION

- A monetary fine will be imposed for any damage to property or for violations requiring additional cleaning
- Repeated offences will result in suspension, as determined by the disciplinary committee

4. Campus Decorum

CODE OF CONDUCT

- Avoid loitering or engaging in loud talking in academic blocks
- Do not sit on stairs, corridors, or railings
- Refrain from organizing gatherings without prior permission
- Ragging, harassment, or bullying in any form is strictly prohibited and will lead to immediate expulsion and police action

PUNISHMENT FOR VIOLATION

- Students found loitering, making loud noise, sitting on stairs or corridors, or organizing gatherings without permission will receive warnings and disciplinary action
- Acts of ragging, harassment, or bullying will lead to immediate expulsion from the institution and police action under the Tamil Nadu Prohibition of Ragging Act, 1997 and the UGC Regulations, 2009

5. Use of Vehicles

CODE OF CONDUCT

- Park two-wheelers and cars only in designated parking areas
- Park student's cars in an orderly manner near the E-Gate in the designated parking zone
- Ensure Two-wheelers are parked properly in the bike parking area without blocking pathways or other vehicles
- Wear helmets (both rider and pillion passengers) while riding two-wheelers
- Fasten seat belts while driving cars inside the campus
- Rash driving, stunts, or any reckless behaviour with two-wheelers or cars inside the campus is strictly prohibited

PUNISHMENT FOR VIOLATION

- Students violating these rules will receive warnings for the first offence
- Suspension of vehicle entry privileges or further disciplinary action for repeated or serious violations

6. Library and Lab Discipline

CODE OF CONDUCT

- Maintain silence in the library and laboratory at all times.
- Handle books, computers, instruments, and other equipment with care.
- Unwanted behaviour, such as shouting, disturbing others, or harassment of any kind, is strictly prohibited.
- Do not access inappropriate, offensive, or non-academic websites on library or lab computers.
- Misuse, damage, or violation of rules will result in fines and/or suspension of library and lab privileges

PUNISHMENT FOR VIOLATION

- Students found engaging in unwanted behaviour, accessing prohibited websites, or committing any form of harassment will receive warnings and record entry for the first offence
- Suspension of library/lab access or further disciplinary action, including expulsion in serious cases, for repeated or severe violations
- Students are required to remain in the library during evening hours and should not be found wandering outside. Violations will result in a warning and record entry

7. Prohibited Substances and Activities

CODE OF CONDUCT

KPRIET maintains a zero-tolerance policy for any activity that endangers the health, safety, or moral integrity of the campus.

Strictly Prohibited:

- Drug abuse or possession/distribution of narcotic substances
- Consumption or possession of alcohol within or outside the campus during college hours
- Use of tobacco in any form (smoking, chewing, e-cigarettes, cool lip, etc.) inside the premises.
- Gambling, betting, or involvement in illegal activities.

PUNISHMENT FOR VIOLATION

- Immediate suspension until the completion of the enquiry
- Expulsion from the institution for confirmed offences
- Parental intimation and reporting to law enforcement authorities under the NDPS Act, 1985, COTPA, 2003, Tamil Nadu Prohibition Act, 1937, and other relevant laws.

8. Sexual Harassment and Misconduct

CODE OF CONDUCT

KPRIET follows a zero-tolerance policy towards any form of sexual harassment or indecent behaviour.

Prohibited Acts Include:

- Verbal, physical, or online sexual harassment or suggestive remarks
- Sexual activity, indecent behaviour, or any form of inappropriate interaction or misconduct between boys and girls within the campus or hostel premises is strictly prohibited
- Unwanted gestures, postures, or acts causing discomfort to others
- Sharing or displaying obscene materials, photos, or content in any form
- Cyber harassment, including sending explicit messages or images

PUNISHMENT FOR VIOLATION

- Immediate suspension and enquiry by the Internal Complaints Committee (ICC)
- Expulsion from the institution upon confirmation of misconduct
- Legal action under relevant sections of the Indian Penal Code and UGC (Prevention, Prohibition, and Redressal of Sexual Harassment) Regulations, 2015

9. Theft, Misappropriation, and Damage to Property

CODE OF CONDUCT

KPRIET upholds integrity and trust as core values of the institution. Any act of theft, misappropriation, or intentional damage to personal or institutional property is treated as a serious disciplinary offence.

Strictly Prohibited:

- Theft or unauthorized possession of another person's belongings, institutional materials, or equipment
- Tampering with or damaging laboratory instruments, computers, furniture, or other college property
- Misuse of institutional resources (electricity, network, software, etc.) for personal or unethical purposes

PUNISHMENT FOR VIOLATION

- Immediate suspension until the completion of the enquiry
- Recovery of loss or damage from the offender
- Severe disciplinary action including expulsion for confirmed theft or intentional damage
- Reporting to police for criminal cases under Indian Penal Code (IPC) Sections 378–382 (Theft, Extortion, and related offences).

Dress Code Policy

To promote professionalism, discipline, and unity, all students must adhere to the following dress code guidelines during college hours, laboratory sessions and official programs.

GENDER	PERMITTED ATTIRE	NOT PERMITTED ATTIRE	WORKING SATURDAYS ATTIRE
Boys	• Formal shirts with collars (full or half sleeves) • Formal full-length trousers • Closed-toe shoes or formal footwear	• Round-neck T-shirts (including graphic or slogan tees) • Torn, faded, or distressed jeans • Shorts or capris • Slippers or flip-flops	• College T-shirt is compulsory • Must be worn with clean jeans or trousers • Torn or faded jeans are not allowed • Only shoes or formal sandals are permitted
Girls	• Salwar kameez, Kurtis with leggings or palazzos • Sarees or formal western wear (skirts/dresses below knee length) • Tops with sleeves and modest neckline • Closed-toe shoes or neat sandals	• Sleeveless tops or dresses • Low-neck or revealing outfits • Dresses or skirts above knee length • Torn or distressed jeans • Flip-flops or beachwear	• College T-shirt is compulsory • To be paired with clean jeans or leggings • Sleeveless or revealing attire is not allowed • Proper footwear required (no flip-flops)

Additional Dress Code Guidelines

- Wear uniform on days specified by the department
- Uniforms and shoes are compulsory during all the laboratory sessions
- College ID cards must be worn visibly at all times inside the campus
- Dress should reflect modesty, neatness and professionalism at all times
- Wear formal attire or official college uniform when representing the institution in events as instructed.

Non-Compliance and Penalties

- First offence: Verbal warning and record entry
- Second offence: Written warning with intimation to parents
- Repeated violation: The student will not be allowed to attend classes and will be marked absent for the day
- Persistent or deliberate disobedience: Suspension and/or referral to the Disciplinary Committee.

Additional Rules and Guidelines for International Students

KPR Institute of Engineering and Technology (KPRIET) welcomes students from across the globe and values diversity, cultural exchange and global learning. To help international students integrate smoothly and uphold the values and discipline of the institution, the following additional rules and guidelines are to be observed.

1. General Conduct and Integration

- International students must abide by all the institutional rules and regulations applicable to Indian students
- Respect the laws, customs and cultural norms of India and the local community
- Maintain courteous and respectful interactions with faculty, staff, and peers
- Strictly avoid any actions that may offend cultural or religious sentiments within or outside the campus
- Participation in cultural and institutional programs is encouraged to foster cross-cultural understanding

2. Dress Code

- International students must adhere to the official KPRIET Dress Code Policy
- Modest cultural variations are respected however, attire must always be neat, professional and non-revealing
- College T-shirt is compulsory on working Saturdays
- Students uncertain about the suitability of their attire should seek guidance from the International Student Advisor or the Director (KIC)

3. Attendance and Academic Commitment

- Maintain a minimum of 75% attendance in all the subjects
- Submit all assignments, projects and assessments within the specified deadlines
- Obtain prior written approval from the HoD and Principal before undertaking any travel abroad or to the home country during the semester and ensure strict return on time after the holidays
- Repeated absence without approval may result in academic penalties or visa reporting

4. Accommodation and Local Conduct

- Students staying in hostels must maintain peaceful and hygienic surroundings
- Possession, consumption or distribution of alcohol, drugs or tobacco in any form is strictly prohibited within the hostels and the campus
- Loud parties, overnight guests or gatherings that disturb others are strictly prohibited
- Students are expected to inform the KIC of any change in address or contact details within 48 hours

5. Documentation and Visa Compliance

- All international students must maintain valid passport, visa, and residential permits (FRRO registration) throughout their study period
- The KIC must be informed immediately of:
  i. Visa extension or renewal
  ii. Change in passport or
  iii. Loss of documents
- Students must comply with all FRRO / immigration regulations, and any violation may be reported to the concerned authorities.

6. Language and Communication

- The medium of instruction is English; students are expected to have adequate proficiency
- Use of offensive, discriminatory, or abusive language in any form (verbal, written, or online) is strictly prohibited
- KPRIET encourages international students to learn basic Tamil to enhance communication and engage effectively with the local community

7. Participation and Representation

- International students are encouraged to actively participate in clubs, sports and various cultural activities
- Students may represent KPRIET in external or embassy-related programs with prior approval from the HoD or KIC
- Cultural diversity and respectful representation of one's home country are highly encouraged

8. Disciplinary Measures

- International students are governed by the same disciplinary framework as all KPRIET students
- Violations such as:
  I. Use of drugs or alcohol
  II. Academic misconduct or dishonesty
  III. Acts of violence, harassment or indecent behaviour
  IV. Misuse of visa privileges or involvement in illegal activities

  will result in:
  I. Immediate suspension until the completion of the enquiry
  II. Expulsion from the institution and
  III. Reporting to immigration or police authorities if required

9. Support and Welfare

- The KIC offers assistance with documentation, housing, healthcare and cultural adaptation
- Students may seek support for personal, academic or cultural challenges in a confidential and respectful manner
- The institution upholds non-discrimination, ensures equal opportunities and provides safe and inclusive learning environment for all

KPRIET Hostel Rules and Regulations

1. General Conduct

- Students must maintain discipline, decency and decorum at all times within the hostel premises
- Residents should treat hostel staff, wardens and fellow students with respect and courtesy
- Ragging, harassment, bullying or discrimination in any form is strictly prohibited and will result in immediate expulsion and legal action under the Tamil Nadu Prohibition of Ragging Act, 1997
- Any form of violence, use of abusive language or misconduct will not be tolerated

2. Attendance and Timings

- All the hostellers, both boys and girls, must return to the hostel before 8:00 p.m. (or as per warden's instructions)
- Late entries will be permitted only with prior approval from the warden
- Attendance will be taken every night and students absent without permission will face disciplinary actions
- Day scholars are strictly prohibited from entering or remaining within the hostel premises. Any violation will result in a disciplinary warning and a monetary fine of up to ₹1500 and repeated offences will invite further disciplinary action.

3. Visitors and Outings

- Visitors are permitted only during designated visiting hours and must sign in and out at the hostel security desk
- Only parents and officially authorized guardians are permitted to meet students in the visitors' room
- Students intending to stay outside the campus overnight or during weekends must obtain written permission from both the warden and their parents
- Unauthorized outings or staying outside without approval will result in suspension or expulsion from the hostel

4. Cleanliness and Hygiene

- Students must keep their rooms clean, tidy and well-ventilated at all times
- Common areas such as bathrooms, corridors and dining halls must be maintained in a neat and litter-free condition
- Food waste, plastic and paper should be disposed in designated bins
- Cooking inside hostel rooms is strictly prohibited

5. Electrical and Safety Rules

- Use of immersion heaters, electric irons, kettles and induction cookers is strictly prohibited
- Switch off all lights and fans when not in use
- Tampering with electrical fittings or equipment will lead to fine and disciplinary action
- In case of fire or any emergency, students must follow evacuation procedures and inform the warden immediately

6. Prohibited Activities

- Drug abuse, alcohol consumption, or possession of intoxicating substances is strictly banned and will result in immediate expulsion and police action under the NDPS Act, 1985
- Smoking or use of tobacco in any form is strictly prohibited within the hostel premises in accordance with the COTPA, 2003
- Gambling, betting or viewing obscene or inappropriate content is strictly forbidden
- Sexual harassment, indecent behaviour or sexual activity of any kind will lead to instant dismissal and legal proceedings.

7. Use of Gadgets and Internet

- Students must not misuse Wi-Fi or use it to access unauthorized or illegal websites
- Loud music, shouting, or playing speakers that disturb others is prohibited
- Only personal laptops and mobile phones are permitted; use of any other electronic gadgets requires prior approval from the warden.

8. Mess and Dining Etiquette

- Students must adhere strictly to mess timings and maintain discipline in the dining hall
- Food wastage is discouraged, and all diners must ensure cleanliness in the dining area
- Any complaints or suggestions regarding food should be directed to the Mess Committee or Warden, not to the kitchen staff.

9. Property and Maintenance

- Hostel property including furniture, fans, lights, mattresses, etc., must be handled with care
- Any damage or loss to hostel property will be recovered from the responsible student(s) along with a penalty
- Students must not change rooms or furniture without warden's approval.

10. Disciplinary Actions depending on violations measures will include

- Warning or fine
- Suspension from the hostel
- Expulsion from hostel and/or the institution
- Recovery of damages
- Reporting to parents or law enforcement authorities

Hostel Rules – Authorization and Undertaking

I, _____, Register Number: _____, Programme & Department: _____, hereby declare that I have carefully read and understood all the rules and regulations mentioned in the KPRIET Hostel Rules and Code of Conduct.

I agree to abide by these rules and understand that any violation, misconduct or non-compliance may result in disciplinary action, including fines, suspension or expulsion from the hostel and/or the institution.

I further acknowledge that:

- I shall not indulge in ragging, substance abuse, harassment or any prohibited activities within or outside the hostel premises
- I will maintain discipline, cleanliness and decorum as expected from a KPRIET student
- I accept full responsibility for my conduct and behavior inside the hostel
- I understand that entry of dayscholars into the hostel is strictly prohibited and any violation will attract a fine and disciplinary action.

I further declare that I will cooperate with the hostel authorities and follow all instructions issued from time to time for the smooth functioning and safety of the hostel community.

Student Declaration

Signature of the Student: _____

Name: _____

Register Number: _____

Department & Year: _____

Date: _____

Parent/Guardian Declaration

I, _____ have read and understood the hostel rules and hereby agree that my ward will adhere to them. I accept that disciplinary action may be taken against my ward in case of any violation.

Signature of the Parent/Guardian: _____

Name: _____

Contact Number: _____

Date: _____

KPRIET – Student Declaration & Authorization to Abide by College Rules

I, _____, Register Number: _____, Programme & Department: _____, hereby declare that I have read, understood, and agree to abide by all the rules and regulations prescribed by KPR Institute of Engineering and Technology.

I undertake to:

- Maintain discipline, dignity, and decorum within and outside the campus
- Adhere to all academic, attendance, and examination regulations
- Follow the prescribed dress code and code of conduct
- Refrain from any act of ragging, harassment, discrimination, or indiscipline as per the Tamil Nadu Prohibition of Ragging Act, 1997 and institutional policies
- Avoid the use or possession of drugs, alcohol, tobacco, or any prohibited substances as per national and state laws (NDPS Act, 1985 and COTPA, 2003)
- Respect all faculty, staff, and fellow students, and uphold the values of mutual respect and cooperation
- Protect and maintain college property and environment, and avoid any form of vandalism, damage or misuse

I fully understand that any violation of the college rules and regulations will invite disciplinary action, which may include warning, fine, suspension, expulsion, or legal proceedings, as deemed appropriate by the college authorities.

I authorize KPRIET to take necessary disciplinary measures to ensure the safety, integrity, and moral standards of the institution.

Student Declaration

Signature of the Student: _____

Name: _____

Register Number: _____

Department & Year: _____

Date: _____

Parent/Guardian Declaration

I, _____(Name of the Parent/Guardian), have read and understood the college rules and hereby agree that my ward will abide by them. I accept that disciplinary action may be taken against my ward in case of any violation.

Signature of the Parent/Guardian: _____

Name: _____

Contact Number: _____

Date: _____