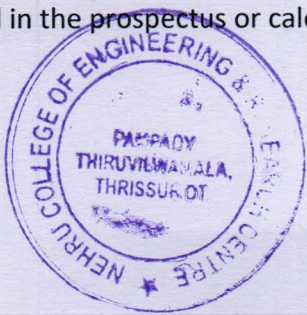


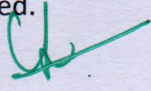
NEHRU GROUP OF INSTITUTIONS, KERALA

(An ISO 9001-2015 Certified Institutions)(Accredited by NAAC, Approved by AICTE, PCI, BCI, COA, INC, MCI, DGCA New Delhi & Affiliated to KTU, Calicut, KUHS)

GENERAL RULES AND REGULATIONS

1. Any student Admitted to B.Tech/M.Tech/MBA/MCA under Nehru Group of Institutions, Kerala shall undergo the prescribed course of study as per the stipulations of Government of Kerala/APJ Abdul Kalam Technological University and directions of AICTE, New Delhi.
2. College working hours will be between 8.30 am and 5.30 pm on all working days.
3. As far as possible the students must attend all classes throughout the course achieving 100% attendance
4. Attendance is marked for each subject. 75% attendance is mandatory for each subject for writing the university examinations. Under unavoidable circumstances students are permitted to take leave. Duty leave is applied if and only the attendance is 65 % and above. Leave is normally sanctioned for any approved activity taken up by students outside the College covering sports and other extra-curricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 25% of the academic contact hours for the course. In case of long illness or major personal tragedies / contingencies the College, Principal can relax the minimum attendance requirement to 60% to write the end semester examinations. This is permitted for one or more courses registered in the semester. Principal will keep all records which lead to his/her decisions on attendance, for verification by the academic auditor. However this concession is applicable only to any 2 semesters during the entire programme. In case of prolonged illness, break of study is permitted. Other leave rules as per KTU Ordinance.
5. Students are required to follow the proper procedure while availing leave. A leave requisition form has to be submitted to the Class Advisor/ HOD either before or immediately after availing leave with the permission of parent / guardian. Medical certificate can be attached if leave is more than 3 days continuously.
6. Students are required to attend classes wearing decent attire.
7. Students are expected to take care of their personal property and the College Authority accepts no responsibility in respect of the loss of property of students in the College premises or for accidental injury caused during the course.
8. All entries made in the application for admission ought to be correct and authentic and no material shall be concealed.
9. a)*All fees pertaining to the college are to be paid on or before the prescribed date intimated in the prospectus or calendar and as per the undertaking provided.

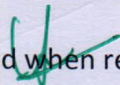



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- b) For the late payment of fees, late fees may be levied.
- c) Course discontinuous and refund of fees will be applicable as per the Govt Order / AICTE Norms.
10. All original certificates are to be deposited with the College and the same will be forwarded to the University for the Verification.
11. For every payment which should be made to the College Office, areceipt in the proper form duly signed by the Accountant should be obtained.
12. Every student will be issued an identity card on admission. This card is to be returned on completion of the course. In case of loss of the ID a duplicate one may be issued at a cost when an affidavit is provided by the student.
13. Any other lawful due to the College should be paid promptly when the College makes a request.
14. Students are required to undertake Industrial visit and Internship as an integral part of the course and expense for the same should be borne by them.
15. Every student should get admitted to the course at the beginning of every academic year respective of the duration of the course. This is to ensure by the Principal that the deficiencies noted in the performance of the students in the preceding academic year are made good by proper counseling and other remedial measures by the College. Application will be supplied for the said readmission at free of cost. If deficiencies are not removed totally, the student may be given conditional admission with proper undertaking by the student jointly with the parent. When readmitted to the higher class a readmission card will be issued to the student by the Principal. Incase of readmission for an year out / under break of study student should apply for readmission to the University through Principal. Further on confirmation of readmission the student shall pay the requisite tuition fees to the college and readmission slip to be obtained from the Academic Office.
16. Those students who have not sought readmission nor paid the fees for the next academic year shall cease to have their names in rolls of the college and they shall not be permitted to attend the classes without complying these formalities. Parents and students are requested to cooperate with the college authorities in this regard.
17. First year students are advised to stay in college hostel or must come from their respective home. No students are allowed to stay outside the Campus as Paying Guest / sharing accommodation etc..
18. a) List of working days and holidays given in the KTU academic calendar are applicable to the students.

b) Holidays for faculties and administrative staffs will be declared as and when required.

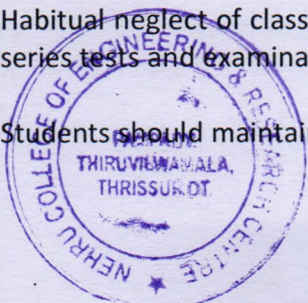


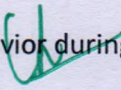

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- c) Students can download all forms related to academic and non-academic from the respective college websites for their usage (Eg:-TC Request Form, Migration Certificate, Leave Application, Hostel Admission and Relieving form, Caution deposit refund form, Dues clearance form, Bus passform, etc.).
19. Students should follow the traffic rules strictly inside the Campus and vehicles should park only in the designated parking area. Entry beyond that point is strictly prohibited.
 20. Bike race / motor car race / elephant procession or similar activities should not be permitted inside the Campus / Hostels.
 21. No type of vehicles should be used during celebrations inside the College Campus and Hostels.
 22. In the interest of security of students, Police may be informed in advance about all festival celebrations.

REGULATIONS OF ATTENDANCE

1. Latecomers shall be permitted to enter the class during class hours. However they will not be permitted attendance for that particular hour.
2. Students are required to follow the proper procedure while availing leave. A leave requisition form has to be submitted to the Class Advisor / HOD either before or immediately after availing leave with the permission of parent / guardian. In case of long leave due to medical reasons, the leave form should be supported with a medical certificate.
3. Leave letter must be submitted after getting endorsement from Faculty Advisor and forwarded through the HOD & Principal.
4. Students are expected to reach the college on time and attend all the classes till the scheduled closing time. They are required to obtain permission from the faculty advisor and the HOD in case they have to leave during class hours.
5. Students are expected to be in their respective classes before the commencement of the classes. Students of one branch should not go to the other classes or junior classes.
6. During class hours, students should remain in the class irrespective of whether the faculty has come or not. After 5 minutes, the class representative must inform this matter to the HOD.
7. No student shall leave the classroom without the permission of the Faculty Member. During class hours they shall not be permitted to go out of the class.
8. Students shall keep their seats and classroom in a neat condition and arrangements should not be disturbed or furniture dislocated.
9. Habitual neglect of class work, non-submission of assignments and projects, record books, series tests and examination shall be viewed seriously.
10. Students should maintain decorum, discipline and good behavior during functions.




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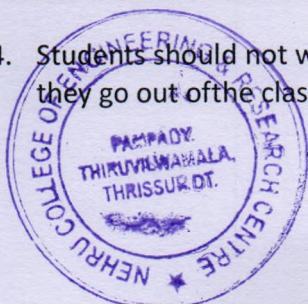
11. They should bring the respective notebooks, assignment books, drawing instruments, drawing sheets etc. when they come to the class.
12. They should complete the record books before entering the laboratories.

REGULATIONS OF DRESS

1. Proper dress code (uniform of the College) should be adhered to before entering the classrooms, laboratories or workshop on all working days.
2. All students have to wear Identity Card in the college premises in proper manner. The same should be produced when and where required in the campus. ID card is mandatory for all academics and non-academic matters.
3. Men students should come with proper uniform and insert their shirts and wear black leather shoes while coming to the College. Nobody should come with exotic hairstyles.
4. Women students should wear college uniform regularly with black shoes.
5. All students must wear lab coats and black shoes during workshops / lab hours.
6. Casual dresses, Tee Shirts, Jeans and Dhotis are not permitted during academic sessions / working hours.
7. Students are allowed to wear civil dresses on Wednesdays however, they should avoid fancy dresses, dhotis, T Shirts.
8. In case Wednesday happens to be an Examination day, those who are appearing for examination should come in uniform and are not allowed to come in civil dress.
9. The Principal / HODs and all Faculty Members are empowered to check the dress code of students.

REGULATIONS ON CONDUCT

1. Students should not get involved in any nefarious activities that will be degrading the college, state or nation.
2. Students should not indulge in bullying, eve-teasing or Ragging any other person. If they violate this rule, suitable action shall be initiated against them according to the relevant Indian Law.
3. Students should not smoke or use drugs, alcohol or any substance injurious to health within the College campus. If violated, serious action shall be initiated against them.
4. Students should not wander in the verandas or Corridors during class hours. Nor should they go out of the class unless called for by the College Authorities for some valid reason.

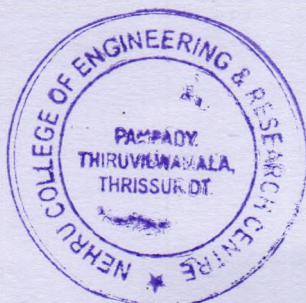


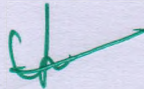
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5. Any kind of misbehavior shall be viewed seriously.
6. Students shall not defile or desecrate the rooms, walls, floor, furniture and other equipments etc in the Campus. Any violation will attract suitable action, and steps shall be taken to procure the cost of repair / restoration from the student.
7. A student suspended twice and gets involved in misbehavior for the third time shall be summarily dismissed from the College.
8. Visitors / parents / guardians are not permitted to see the students during class hours. However under extra ordinary circumstances College Authorities may waive this clause.
9. Students must get permission before entering the staff room or office.
10. Students are responsible for the safe custody of tools/equipment /apparatus they use. In case of any damage, either willful or accidental, steps shall be taken to procure the cost of repair or in case of irreparable circumstances the cost of new equipment, from the student.
11. Political, union activities, dharnas, gharao and shouting slogans or mass boycotting from the classes are totally forbidden. Any violation will attract strict action. Admission is granted to the College under this specific condition alone, which parents may note. Admission to the higher class is also governed by this specific condition. These type of activities are totally banned by various court of law as per various Judgments.
12. Usage of Mobile phone is banned inside the Class room/ laboratory/workshop and library. If somebody bring the mobile phone , it should be keep in separate place provided by the college. Carrying Mobile phones to examination halls are strictly prohibited and punishable crime.
13. Those students who go out of the Campus during Class hours (excluding lunch time) need to obtain permission slip from their respective HOD's / authorized person.

ACADEMIC REGULATIONS

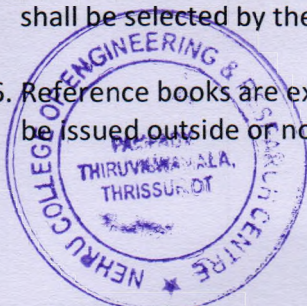
1. All students are put under the guidance of a Faculty Member for advice, help and monitoring the progress in studies, their well being and solving their personal problems.
2. The Faculty Advisor shall keep the Head of the Institution informed about the progress of students, their problems etc. The Faculty Advisor must maintain a record.
3. Parents must meet the Faculty Advisor / Principal at least once in a semester and get a feedback about their ward.
4. Students must be regular in attending series test and assignments.

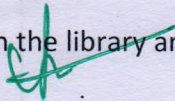



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LIBRARY REGULATIONS

1. Library will be kept open during the college working hours and Saturdays.
2. Each student is permitted to borrow 3 books at a time for a period of 14 days.
3. Students may take the book twice consecutively and after that it shall not be issued to the same student.
4. Each student may keep the book for 14 days and return the same. If not returned in time the Librarian shall fix an appropriate fine per day of default.
5. Strict silence is to be observed in the library.
6. Any misbehaviour in the library and any act of defiling books shall attract strict action. Steps shall be taken to procure the cost of repair/ restoration/replacement from the student.
7. Photocopying facilities are available and may be utilized by the students. For this the cost must be borne by the student.
8. Students shall leave the books on the table after reading and they are not expected to replace the books on the racks.
9. Reference books and journals shall not be issued to anybody.
10. Each student is expected to handle the books in careful manner.
11. While entering the library, member should leave their personal belongings in the shelf provided. They are allowed to take only loose sheets of writing papers within.
12. Member should see that the books they borrow are in good condition. If any book is found changed on returning, the concerned member is able to rectify/ compensate for the damage as decided by the librarian.
13. Members can reserve books by giving advance intimation to the librarian through the intent register.
14. Member should return the borrowed books on or before the due date. No reminder will be sent regarding the return of books. If a member fails to return the books in time he / she will have to pay fine of Rs2 per day per book. Ten days after the due date the fine will be increased to 10 per day per book till the book is returned or replaced.
15. If any student loses a book, he/ she should bear the cost of replacement of the book. In case the particular book is out of print, an alternative book of approximately the same cost shall be selected by the Principal and the cost shall be borne by the student.
16. Reference books are exclusively for reference purpose only within the library and will not be issued outside or no photo copying is allowed.

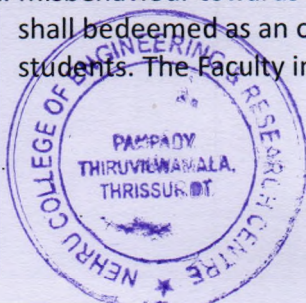


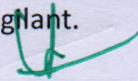

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17. Library identity card is mandatory for library transaction.
18. Faculty members can borrow books only on the basis of issued library tickets from the office.
19. Any member violating the library rules and regulations will forfeit their privilege to utilize the library facilities forever.

RULES AND REGULATIONS FOR INDUSTRIAL VISITS

1. The students should not initiate the process of arranging Industrial visits and educational tours according to their whims and fancies.
2. The respective HODs should initiate the process of Industrial visit at least one month before the visit.
3. The detailed programme regarding the Industry to be visited, places, tentative date, and other details must be charted out and be routed through the Principal for approval.
4. The HOD may identify the tour representatives, treasurers and submit the detailed proposal for getting sanction from the industries concerned to the under signed through the Principal.
5. Only after obtaining the permission from industries concerned, the students can go on Industrial visit.
6. The trips should preferably be performed by train. Bus journeys can be arranged for places which can be accessed within a day or two.
7. The HOD should oversee the process through selected Faculties who shall accompany the students. Once assigned, the same Faculty must accompany the students and alternative arrangements are not allowed without the prior permission of the Principal.
8. Proper accounting of the collection and expense must be maintained and scrutinized by the HOD. These accounts must be submitted to Principal for approval.
9. The joint declaration by the students and their parents and the verification of the signature of the parents must be done by the HOD.
10. The declaration forms and the tour details must be submitted to the Director of Technical Education (DTE) for obtaining the sanction for the Industrial Visit.
11. Strict discipline and dignified behaviour are expected from the students.
12. Misbehaviour towards anybody, usage of tobacco, cigarettes or drugs and alcoholic drinks shall be deemed as an offence and disciplinary action shall be initiated against such students. The Faculty in charge should monitor these matters and be vigilant.




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13. The places/hotels/ residences must be booked sufficiently early and their addresses and contact numbers be submitted to the undersigned. The tour diary and time table must be submitted in advance.
14. The students shall not go near dangerous spots, forbidden areas and other unwanted place.
15. Students are expected to behave decently and courteously towards each other.
16. No student shall be permitted to go out from the places of stay after 7 PM.
17. The tour party should start from the College at the appropriate time and they should break up in the College itself and not in between at an earlier date and in other places.
18. No student is permitted to leave the place other than the specified ones.
19. Any violation of these rules will attract strict disciplinary actions.
20. Regular reports about the progress of the tour shall be provided to the Principal on a daily basis.
21. Any extraordinary incident must be intimated to the Principal /College office immediately.

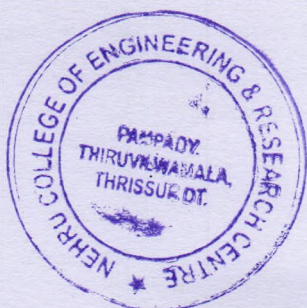
(Name & Signature of the Parent/Guardian)


(Signature of the student)

Date:

Place:

WORKING SCHEDULE			
Class Hours	Office Hours	Computer Laboratory Hours	Library Hours
Mon – Sat	Mon – Sat	Mon – Sat	Mon – Sat
9.00am To 4.00pm	8.30am to 5.30pm	8.30am to 4.30pm	8.30am to 4.30pm




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ANTI RAGGING CAMPAIGN

NCERC/3125/S/AC/27/17

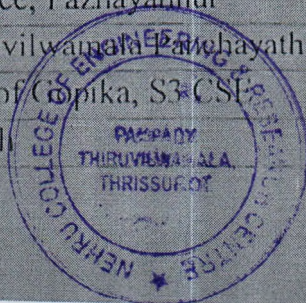
04.08.17

- Ref: (1) GAI/A2/6978/97/ of University of Calicut dated 13.06.2007.
(2) Order No.F,9-98/2006 of the Minister of Human Resource Development, Govt.of India.
(3) Supreme Court's Order dated 16.05.2007 on Special Leave Appeal (Civil) No.24295/2004.
(4) Letter No.14703/D2/07/H.Edn dated 01.06.2007 from the Additional Chief Secretary, Higher Education (D) Department, Government, Government of Kerala.
(5) Order No. NCERC/3128/F/AC/89/07 dated 17.07.2007
(6) Order No. NCERC/3128/F/AC/67/09 dated 06.07.2009.
(7) Letter No.F.No.14-1/Misc/Tech/SWRO/2010-14774 dated 12.08.2010
(8) Extraordinary Gazette Notification No.135, Part III, Section 4 of the Gazette of India dated August 3, 2009, New Delhi.
(9) Gazette Notification dated 17th June 2009.
(10) University of Calicut Letter No. SW (3) Anti Ragging 2013 dated 11.07.2013.
(11) Order No. NCERC/3125/S/AC/65/15 dated 28.07.2015
(12) Order No: NCERC/3125/S/AC/65/15 dated 09.05.2016

- I. In pursuance to above orders under reference and to prevent Ragging in the campus Anti Ragging Committee and Anti Ragging Squad is hereby reconstituted.

ANTI RAGGING COMMITTEE

Prof. Dr.Ambikadevi Amma T, Principal	Chairman	7510882777
Prof. D.K.Narayanan, HoD, EEE Department	Vice Chairman	9495125794
✓ Dr.Sudheer S Marar, HoD, MCA Department	Convener	9495512276
Dr Sheela Srivastava, Director, MBA Department	Member	8606554777
Dr.Rajkumar S, HoD, ECE Department	Member	7012592056
Dr.S.Sankar, HoD, ME Department	Member	9942419636
Mr.Sivaprasad T, Campus Manager, NCERC	Member	9447997038
Mr.Manuraj K R, Asst.Professor,AUE Department	Member	9633736395
Ms.Silja Varghese, Asst.Professor, CSE Department	Member	8089362229
Mr.Niveth I., Asst.Professor, MTR Department	Member	7736190721
Mr.Jithin Mohandas, Asst.Professor, Civil Department	Member	8129546138
Mr.Ambika Das R, Academic Office Superintendent	Member	9446878135
Ms.Lizzamma, Librarian, NCERC	Member	9745841068
The Sub-Inspector of Police, Pazhayannur	Member	9497980555
Mr.Manoj, Member, Thiruvilwamala Panchayath	Member	8086203698
Mr.Unnikrishnan, Father of Copika, S3 CSI	Member	9447939646
Mr.Rahul Nair, S3 M.Tech	Member	7994247027



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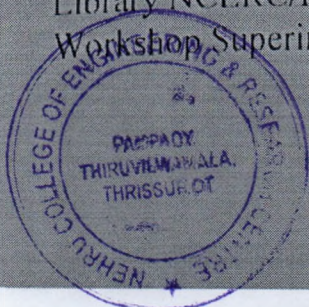
2. In order to ensure a Free Ragging Campus, an Anti Ragging Squad is reconstituted with the following Members:

Prof.D.K.Narayanan, HoD, EEE Department.	Chairman	9495125794
Prof.Dr.K.V.Raj Seshadri, Professor, MBA Department	Member	9496517417
Mr.Rejumon, Asst.Professor, AUE Department	Member	9995895569
Mr.Maheswaran, Asst.Professor, EEE Department	Member	7736603255
Mr.Sreejith K V, Asst.Professor, ME Department	Member	9809408904
Mr.Rakesh P R, Asst.Professor, ME Department	Member	9633896931
Mr.Girish R, Asst.Professor, IT Department	Member	9496851801
Ms.Silja Varghese, Asst.Professor, CSE Department	Member	9947100123
Mr.Niveth L, Asst.Professor, Mechatronics	Member	7736190721
Ms.Naslin Sithara, Asst Professor, ECE Department	Member	8891686585
Mr.Amithab M, Asst Professor, ECE Department	Member	8089250754
Mr.Jissan K A, Asst.Professor, Applied Sciences.	Member	9400528782
Mr.Ambikadas R, Academic Office Superintendent	Member	9446878135
Mr.Ramdas, Welfare Officer	Member	9745386699
Mr.Sasidharan, Warden, Boys Hostel	Member	8281608809
Ms.Padmini, Warden, Girls Hostel	Member	9846899478

The above Committee shall meet once in a month and address problems of discipline in the College. Anybody coming across ragging should bring the matter to the notice of the Chairman of the Committee immediately.

[Handwritten Signature]
Principal

Copy to: CEO & Secretary, for kind information.
All Deans/HODs, All members by name for information
Campus Manager
Academic Office Superintendent /Welfare Officer.
Library NCERC/Hostel Warden, Boys/Girls
Workshop Superintendent/Academic Office/Notice Board



[Handwritten Signature]
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NCERC/3125/S/AC/37/17

01.08.2017

CIRCULAR

Sub: NCERC–Schedule for Anti Ragging Affidavit Registration and Submission
for the Academic Year 2017-2018 – Regarding.

1. All the second and third year B.Tech. Students are required to complete the online Anti Ragging Affidavit Registration as per the schedule given below and required to submit the same to College Office on or before 20.08.2017 positively after obtaining their Parent/Guardian signature. Students those who didn't submit their affidavit on or before 20.08.2017 need to get permission from Principal to attend the regular classes. HoDs/College Office requested to submit the list of students who fails to submit the same to the undersigned by 21.08.2017.
2. The Internet Lab at the ground floor of Aryabhatta block is earmarked for the Anti-Ragging Affidavit Registration process. All the students are advised to follow up the schedule strictly. Class Advisors are requested to ensure discipline of the students inside the lab and monitor the registration process positively.

Table1. Schedule for Anti-Ragging Registration for V and III Semester B.Tech Classes

Branch	Date and Time	Branch	Date and Time
V SEMESTER		III SEMESTER	
AUE	02.08.2017 from 9.50AM to 10.40 AM	AUE	04.08.2017, from 10.50AM to 11.40 AM
MTR	02.08.2017, from 10.50AM to 11.40 AM	MTR	04.08.2017, from 02.10 PM to 03.00 PM
CSE-I	02.08.2017, from 02.10 PM to 03.00 PM	CSE-I	04.08.2017, from 03.10 PM to 04.00 PM
CSE-II	02.08.2017, from 03.10 PM to 04.00 PM	CSE-II	05.08.2017 from 9.50AM to 10.40 AM
ECE-I	03.08.2017 from 9.50AM to 10.40 AM	ECE	05.08.2017, from 10.50AM to 11.40 AM
ECE-II	03.08.2017, from 10.50AM to 11.40 AM	ME-I	05.08.2017, from 02.10 PM to 03.00 PM
ME-I	03.08.2017, from 02.10 PM to 03.00 PM	ME-II	05.08.2017, from 03.10 PM to 04.00 PM
ME-II	03.08.2017, from 03.10 PM to 04.00 PM	EEE	06.08.2017 from 9.50AM to 10.40 AM
EEE	04.08.2017 from 9.50AM to 10.40 AM		

[Signature]
Principal

Copy to: All HoDs. For information and all Faculty Members are required to be informed.

Campus Manager, NCERC

Academic Office Supdt/Welfare Officer, For information.

Mr.Sajesh, System Administrator, For information and action.

To read in all V and III Semester Classes

Library, NCERC/ Main/Rear Gates/ Notice Boards



[Signature]
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