

National Engineering College,
K.R.Nagar, Kovilpatti – 628503.

Date: 09.10.2023

Circular

I. Mobile phones / laptop usage policy for Students – Reminder - reg.

Ref: 1. Our circular dated 11.02.2021

2. The suspension of students order dated 07.10.2023 and various circulars on the said subject and its Disciplinary action

Refer the above said circular wherein it is clearly mentioned that the students must follow the Mobile phones / Laptop usage norms in the college campus, college bus, and hostels very strictly. But it is observed that it is not followed properly and it leads to disciplinary action among few erring students.

The tutors / hostel wardens will get signature in the above said policy / undertaking from the students and parents to whom it is not obtained and will keep it in tutor / hostel records.

All department faculty members, non-teaching staff members and security guards are empowered to report to the authorities regarding the misuse or violation of above norms and any interference by students is not permitted.

Any violation of the above norms / policy will lead to suspension, discontinuance from the college.

II. Two wheeler usage by students inside the college campus - Strict follow up of norms-reg.

Ref: Our circular dated 17.10.2022

Refer the above said circular wherein it is clearly mentioned that the students must follow the two wheeler usage norms inside the college campus very strictly (10 points).

In the above said 10 points, the point no. 6 stated as follows:

“Point no.6. Creating panic among others by rash driving, creating noise pollution is not permitted”

But it is observed recently that the students are coming to college two wheeler with modified silencer which creates heavy noise and riding it inside the campus is against the norms as stated in the above said circular dated 17.10.2022.

The security staff / security officer will monitor the above and will not allow / seize such two wheeler inside the college premises.

The HODs are requested to ensure proper implementation of the above said policies

Note:

The Mobile phones / laptop usage policy and Two wheeler usage policy by students is resent now again to all the students for information and strict adherence / follow up of the same.

Copy Submitted to the Director

Copy to

All HODs


PRINCIPAL

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09/10/23

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**National Engineering College,
K.R.Nagar, Kovilpatti – 628 503**

Date: 11.02.2021

Mobile Policy / Laptop Usage Policy

1 Introduction

The purpose of this policy is to establish guidelines for the usage of mobile phones/laptops by the students inside the campus in utilizing modern technologies and following hybrid and experiential learning to compete with other city students of reputed institutions. This policy is applicable to all students those who enter the campus for their studies

2 Mobile Phones/Laptop Usage Policy Guidelines

- Students are permitted to use the mobile phones and laptops in a responsible manner according to the professional ethics of engineers. The usage should not hamper the studies and nuisance, harm, affect the freedom of others and institution reputation.
- The voice / video call and explicit usage of mobile phones are not permitted and they should keep it in their own bag. Also the mobile phone must remain in silent mode or switch off mode inside the college premises. (Not in vibrating mode).
- Mobile phones/laptops must be used only for the purpose of education / study.
- Use of cameras, watching entertainment social media, movies, surfing social media and video calls etc., other than the educational purposes are strictly prohibited during the class / working hours inside the campus, hostels and college bus. However, the students can access the social networking sites such as Facebook, Twitter, Instagram for academic purposes only.
- Playing games, videos / Taking illegal photos / videos of any students and posting it in social media is strictly prohibited.
- Mobile phones/laptops are strictly prohibited inside the library and examination halls.
- Usage of mobile phones are strictly prohibited during the meetings, training, workshops, functions and other activities of the college.
- Students must use the headphones for academic purposes, referring website, playing videos and audios in the college campus, bus, and hostel. Not using the headphones is a misconduct.
- Carrying out the activities of sending / advertising college features in academic pursuit, campus beautification, programmes or any other valuable events in any form which involves in dissemination of information and promoting our college reputation with proper permission
- The students can use the college internet only through their user name, password and using any other internet usage (data card) is strictly prohibited
- Video shooting or audio recording through mobile phones etc., of unlawful incident is strictly prohibited
- The students should keep their mobile phone and laptops in their safe custody and if it is lost or stolen, the college will not be responsible

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- Charging of the mobile phones / laptops inside the college hours and the laboratory are prohibited
- Students are prohibited to use college or personal telecommunications, data-communication networks for illegal or improper purposes or in violation of college campus regulations and policies, or related laws.
- The authorities can verify the usage and content storage of mobile phones, laptops and at any time and any misuse will be viewed seriously.
- All department faculty members, non-teaching staff members and security guards are empowered to report to the authorities regarding the misuse or violation of above norms and any interference by students is not permitted
- The authorized officials / faculty members are empowered to seizure / confiscate mobile phones/laptops found with students violating the above rules
- The above said policy is applicable for the students staying in Boys and Girls Hostel also
- Violation of any of the above norms / policy will lead to suspension, discontinuance and termination from the college

DECLARATION / UNDERTAKING

I / we have thoroughly read the above Mobile Phones / Laptop Usage Policy Guidelines and understood the same. I also hereby declare / undertake that I will follow, abide by the above said norms very strictly throughout my studies with the college / stay in the hostel.

In case of breach of above norms or any other norms amended as and when, I / we accept and assign the institution for any action as deemed fit by the management.

Student Signature

Parent Signature

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**National Engineering College,
K.R.Nagar, Kovilpatti – 628 503**

Date: 11.02.2021

For Students staying in Gents and Ladies Hostel

In addition to the above points, the norms as mentioned below will also be followed by students staying in Gents and Ladies Hostel

- a. During the Study Hours, watching the social media, videos other than the academic purposes is not permitted. Chatting through voice or text (Video calls) through Mobile phones / Laptop is strictly prohibited
- b. On holidays, the students can watch the authorized websites, films, videos, hearing songs (no sound) without the disturbance / nuisance to the co-students is permitted
- c. For academic purposes, to use compulsorily the head phones while watching videos and referring other website with audio wherever the students are in the campus or hostel or college bus.
- d. The students can use the college internet only through their user name, pass word and using any other internet usage (data card) is strictly prohibited.
- e. Video shooting or audio recording of unlawful incident is strictly prohibited.
- f. The rooms and windows should be kept open at all the time including night hours.
- g. The authorities can verify the usage and content storage of mobile phones, laptops and at any time and any misuse will be viewed seriously.
- h. Non adherence of above norms will lead to vacating from hostel and discontinuance of their studies

DECLARATION / UNDERTAKING

I / we have thoroughly read the above Mobile Phones / Laptop Usage Policy Guidelines and understood the same. I also hereby declare / undertake that I will follow, abide by the above said norms very strictly throughout my studies with the college / stay in the hostel.

In case of breach of above norms or any other norms amended as and when, I / we accept and assign the institution for any action as deemed fit by the management.

Hosteller (students) Signature

Parents Signature

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Yes!
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National Engineering College, K.R. Nagar, Kovilpatti – 628 503

Circular

Date: 17.10.2022

Sub: Two wheeler usage by students inside the college campus - Strict follow up of norms-reg.

With reference to the above subject, we wish to remind and inform the below mentioned norms in this regard.

1. The students should park their vehicles in the department "Vehicle Shed" only.
2. Once parked, then they are permitted to take it in the evening hours only.
3. They are not allowed to take the vehicle in between the college hours to go to the departments / canteen / hostels or any other places inside the college campus.
4. The students must go by walk only to other departments/ canteen/ hostels or any other places in inside the campus.
5. Giving the vehicle to their hostel friends to go to hostel or any other places in inside the campus during tea / lunch hours /college working hours is not permitted.
6. Creating panic among others by rash driving, creating noise pollution is not permitted.
7. The students must bring the vehicle which is available in their name / owned by them only. Vehicle not owned by them and available in others names are not permitted inside the campus.
8. They should have a valid driving license.
9. Accompanying more than one person is not permitted (in total 2 persons).
10. The other college students participating for the training, workshop, placement, symposium or any other activities and coming by two wheeler will be permitted to park their vehicle near main security gate only and coming with two wheeler by them inside the college campus is not allowed.

It is observed that the students are not following the above said norms despite the repeated information / circulars. Hence. the students are advised once again to follow the above said norms very strictly.

The violation of the above norms will be treated as misconduct and the students indulging in the above said acts will be viewed very seriously and suitable disciplinary action including expulsion from the college without any mercy.

The tutors / HODs are advised to inform their department students to follow the above said norms very strictly. They are also requested to send the students using two wheelers and its details such as name of the vehicle, registration number, license photo copy etc., to their department HODs and the department assistants must consolidate the same and send it to Manager(HR)-hrm@nec.edu.in **on or before 26.10.2022** for handing it over to security office.

The security staff / security officer will monitor the above and will seize the vehicle in case of any violation by the students in this regard and will report the same to the undersigned.

The HODs are also requested to report to the Principal then and there, in case of students violating the above said norms for necessary action.


PRINCIPAL

Copy Submitted to the Director

Copy to

Sr. Dean(IFA), Deans (I&E, Academic, Placement, R&D, FD), COE, P.S. to Principal
All HODs (MECH, ECE, CSE, EEE, IT, Civil, AI&DS, S&H)
PED, Maint. Engr., SEE, Librarian, Transport Officer, Security Officer, ERP,
SM / Residential / Associate Warden (Gents & Ladies) Hostel, Manager – HR, File

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