



J.K.K.NATTRAJA
EDUCATIONAL INSTITUTIONS **JKKN**

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Your Success · Our Tradition



Students PlayBook

Section 1: College Rules and Regulations

College Hours:

- College operates from Monday to Saturday. first and third Saturdays are holidays
- Campus working hours are from 9:15 am to 4:30 pm.
- Tea break: 10:45 am to 11:00 am
- Lunch break: 12:30 pm to 1:15 pm.
- Tea break : 2:45 pm to 3: 00 pm

Dress Code:

- **Face-to-Face Classes:** Boys should wear formal shirts and pants with shirts tucked in. Girls should wear Salwar Kameez/Chudidhar with a neatly pinned dupatta/overcotta. Lab uniform and shoes are mandatory during regular lab classes. Both boys and girls should wear only dark shoes are allowed on campus; flashy shoes are prohibited., and boys should tuck in their shirts.
- **Virtual Classes:** Students should wear well-groomed and presentable attire.

Compliance with Rules:

- Students must adhere to the rules and regulations prescribed by JKKN Educational Institutions.
- Hostel students should also follow the specific hostel rules and regulations.

Code of Conduct:

- Students are expected to conduct themselves in an exemplary manner, showing pride and dignity in themselves and the college.
- Students should maintain discipline, and any incidents of indiscipline will be addressed by a disciplinary committee appointed by the principal.

Leave Policy:

- Students must obtain prior permission from their faculty mentor before taking leave.
- Leave messages sent via Camu should be approved by the advisor, followed by the Head of the Department (HOD) and principal.

Anti-Ragging Policy:

- Ragging is strictly prohibited within or outside the campus.
- Any student involved in ragging activities may face imprisonment of up to 3 years, a fine of up to Rs.25,000/-, and dismissal from the educational institution.

[Anti ragging policy](#)

Use of College Resources:

- Students should use college resources, including library books, laboratory equipment, and computers, responsibly and with care.
- Any misuse or damage to college resources will result in disciplinary action and may require compensation for the loss or damage caused.

Academic Integrity:

- Students should maintain academic integrity and refrain from any form of cheating, plagiarism, or academic dishonesty.
- Any violations of academic integrity will be subject to disciplinary action, which may include failing grades, academic probation, or suspension.

Responsible Social Media Usage:

- Students should exercise responsible and respectful behavior when using social media platforms, ensuring that their online activities do not harm the reputation of the college or its members.
- Cyberbullying, harassment, or sharing inappropriate content through social media platforms will not be tolerated and may result in disciplinary action.

Section 2: On-Campus Rules

Vehicle Parking:

- Students should park their vehicles in the allotted parking area only.
- Students with vehicles must adhere to the designated parking areas and follow the college's parking regulations.
- Failure to comply with parking regulations, such as unauthorized parking, blocking fire lanes, or parking in designated faculty/staff areas, may result in fines, towing, or other penalties.

Respect for Campus Facilities:

- Students should use campus facilities without causing any damage. Any damage caused will require corrective action and may result in disciplinary proceedings.

ID Card:

- Wear Your ID Card: Learners must wear your ID card all the time. If you don't have to pay a fine of 1000 rupees.

Prohibited Activities:

- Smoking, possession and consumption of drugs/tobacco products/alcohol are strictly prohibited within the campus and may lead to separation from the institution.
- Celebrations of any kind without prior written permission from the management are prohibited.

Noise and Disturbance:

- Students should maintain a conducive learning environment and avoid creating unnecessary noise or disturbance within the campus.
- Loud conversations, playing music, or engaging in disruptive activities are not allowed in academic areas, libraries, or quiet zones.

Use of Electronic Devices:

- Students should use electronic devices, such as laptops and tablets, responsibly and for educational purposes only.
- The use of electronic devices for personal entertainment, gaming, or unrelated activities during class or study time is not permitted.

Environmental Responsibility:

- Students are encouraged to contribute to environmental sustainability efforts on campus by conserving energy, properly disposing of waste, and participating in recycling initiatives.
- Any intentional damage to the environment on campus, such as vandalism or littering, will be subject to disciplinary action.

Respect for Cultural Diversity:

- Students should respect and embrace cultural diversity on campus, fostering an inclusive and harmonious environment.

- Discrimination, harassment, or any form of bias-based behavior towards individuals based on their race, ethnicity, religion, gender, sexual orientation, or other protected characteristics will not be tolerated.
- To further this commitment, the college will foster a culture of tolerance and harmony among students and employees. A comprehensive code of conduct will be developed and implemented, explicitly prohibiting discrimination, harassment, and hate speech on campus. This code will guide behavior and interactions, ensuring that all members of the college community are treated with dignity and respect, regardless of their background or beliefs.

Section 3: Classroom/Laboratory Manners

Professional Behaviour:

- Students are expected to be polite, dignified, and professional in the classroom and laboratory settings.

Mobile Phone Usage:

- Students should only use mobile phones for academic purposes during class. Browsing or reading for academic purposes, as suggested by the faculty, is encouraged.

Punctuality:

- Students should be seated in the lecture hall five minutes prior to the start of the class.

Respect for Faculty and Staff:

- Students should show respect towards faculty members, staff, and fellow students at all times.
- Disruptive or disrespectful behaviour towards faculty, staff, or fellow students will not be tolerated and may result in disciplinary action.

Laboratory Safety:

- Students should adhere to all safety protocols and guidelines while working in laboratories.
- Proper lab attire, including lab coats, safety goggles, and other necessary safety equipment, must be worn during lab sessions.

Professional Communication:

- Students should communicate professionally and respectfully with faculty, staff, and peers in all academic and administrative interactions, including emails, discussions, and presentations.
- Inappropriate or offensive language, gestures, or behaviour that disrupts the learning environment will be subject to disciplinary action.

Care of Laboratory Equipment:

- Students must handle laboratory equipment with care and follow instructions provided by the faculty or lab technicians.
- Any intentional damage or misuse of laboratory equipment will result in disciplinary action and may require compensation for the loss or damage caused.

Section 4: Attendance and Examination Rules

Attendance Requirements:

- Students are expected to attend all classes and maintain 100% attendance. However, a minimum of 75% attendance in each course is necessary to be eligible for the End Semester Examinations.

Examination Conduct:

- Any malpractice during examinations will be investigated by an appropriate committee.
- Students should maintain discipline and decorum during examinations.

Make-up Examinations:

- Students who are unable to attend an examination due to valid reasons, such as illness or personal emergencies, must provide appropriate documentation and seek permission for a make-up examination from the concerned faculty and the examination committee.

Grading and Evaluation:

- Students will be evaluated based on their performance in class assessments, assignments, quizzes, and examinations as per the grading policy determined by the college.

- The college reserves the right to make changes to the grading policy if necessary.

Academic Advising:

- Students are encouraged to meet with their assigned academic advisors regularly to seek guidance, discuss course selections, and ensure timely progress towards their educational goals.

Examination Conduct:

- Students must follow the examination rules and guidelines provided by the faculty and examination committee during examinations.
- Any form of cheating, attempting to gain an unfair advantage, or violating examination protocols will result in disciplinary action and potential consequences, including failing grades or suspension.

Section 5: Discipline System

Disciplinary Actions:

- Students involved in disciplinary issues may be suspended pending inquiry. Hostel students may be asked to vacate the hostel.
- The disciplinary committee appointed by the principal will investigate the matter and submit a report for appropriate action.
- The actions taken may include expulsion from the college, expulsion from the hostel, or suspension for a specific period.

Counselling and Support Services:

- The college provides counselling and support services to students facing personal or academic challenges.
- Students are encouraged to seek help from the counselling centre or academic advisors whenever needed.

Grievance Redressal:

- The college has a grievance redressal mechanism in place to address student grievances and complaints.
- Students can submit their grievances through google form to the designated authority, and the grievance redressal committee will ensure a fair and timely resolution. # Grievance Redressal
- The grievance redressal policy [Grievance redressal policy](#)

Academic Advising:

- Students are encouraged to meet with their assigned academic advisors regularly to seek guidance, discuss course selections, and ensure timely progress towards their educational goals.

Examination Conduct:

- Students must follow the examination rules and guidelines provided by the faculty and examination committee during examinations.
- Any form of cheating, attempting to gain an unfair advantage, or violating examination protocols will result in disciplinary action and potential consequences, including failing grades or suspension.

Section 6: Hostel Rules and Regulations

Attire, Manners, and Behavior:

- All residents are required to maintain standards of attire, manners, and behaviour that reflect the college's values and principles.

Identity Cards:

- Residents must always carry their valid college-issued Identity Cards and present them upon request by the authorities. Entry into the hostels will not be permitted without an ID card.

Cleanliness and Hygiene:

- Residents are responsible for keeping their rooms, common areas, and hostel surroundings clean and hygienic. Defacing the walls is strictly prohibited.

Room Upkeep and Damage:

- Each student is personally responsible for the upkeep of their room and the hostel environment.
- Any damage to property will require replacement or repair, and the cost will be recovered from the responsible individual.

Maintenance Work:

- Residents should promptly inform the Caretakers/Resident Tutors about any pending maintenance work (civil, carpentry, electrical, sanitation) in their rooms or other hostel areas.

Cooperation in Maintenance Work:

- Students should cooperate with the hostel administration during maintenance work and vacate their rooms when requested. Alternate arrangements will be provided in such cases.

Furniture and Property:

- Residents must not move furniture from its designated place and should refrain from damaging any hostel property.

Ragging:

- Ragging of students is strictly prohibited, and any violation will be dealt with severely according to college norms and guidelines.

Reporting ragging incidents:

- Freshers must immediately report any incidents of ragging. Failure to do so, even as witnesses or victims, will be considered involvement and will result in appropriate punishment.

Gender Equality and Anti-Sexual Harassment:

- The college maintains a zero-tolerance policy for sexual harassment and promotes gender equality.
- Residents should respect and treat each other with dignity, ensuring a safe and inclusive environment for all.
- The Zero-Tolerance Policy for Sexual Harassment and Gender Equality at JKKN Educational Institution aims to create a safe and respectful environment by strictly prohibiting all forms of sexual harassment and promoting gender equality. The policy covers all members of the institution's community and provides clear guidelines for prevention, reporting, investigation, and resolution of complaints. It emphasises education and awareness programs, offers multiple reporting options including a Google Form, ensures fair and confidential investigations, provides support to complainants, promotes gender equality, and commits to regular review and compliance with relevant laws and regulations.

[Sexual Harassment Policy](#)

Room Services:

- Room services are strictly prohibited, except for sick students who may receive food in their rooms with permission from the Chief Administrative Officer (CAO) and appropriate entries in the Mess Register.

Prohibited Activities:

- Residents should not participate in any anti-national, anti-social, or undesirable activities both inside and outside the campus.

Electrical Appliances and Audio Systems:

- The use of electrical appliances such as immersion heaters, electric stoves/heaters, and iron boxes is not allowed in the rooms. Confiscation and fines may be imposed for violations.
- The use of audio systems that cause inconvenience to other occupants is not permitted.

Security Measures:

- When leaving their rooms, residents should switch off all electrical/electronic appliances and keep their rooms locked.

Biometric Entry and Exit:

- All hostel residents must register their entry and exit using the biometric device provided.

Curfew Hours:

- All residents must return to the hostel before the designated curfew hours: 7.00 PM for girls and 9.00 PM for boys. Late entry requests require prior written permission from the Head of the Department (HOD) and approval from the CAO.

Late-Comers:

- Late-comers will be handled as follows:
- First time: counseling by the class advisor/ward counselor and informing parents.
- Second time: counseling by the principal and informing parents.
- Third time: Inquiry and counselling by the respective HOD, along with a phone call to parents.
- Fourth time: Meeting with parents, the principal, and a constituted committee to decide the resident's continuity in the hostel.

Attendance and absenteeism:

- Residents are not allowed in the hostel during class hours without permission from the Hostel Officer and informing the HOD.

Birthday Celebrations:

- Birthday celebrations are not permitted inside the hostel. Exceptions can be made in designated locations with permission from the Hostel Officer, provided celebrations are conducted peacefully and without littering.

Playgrounds and Outdoor Games:

- Playing outdoor games inside rooms or in areas not designated as playgrounds is not allowed.

Leaves and Permissions:

- Residents going on leave during working days must submit an approved application form from the HOD, with the Hostel Warden's signature.
- First-Year Girl Students:
- First-year girl students may go home during holidays only if accompanied by their parents or local guardians, unless a specific undertaking is provided by parents.

Vehicle Policy:

- Hostel residents are generally not allowed to have vehicles on campus. Exceptions may be granted by the Principal based on parent requests, requiring the submission of a Vehicle Registration Form to the CAO.

Personal Safety and Belongings:

- Residents should avoid activities that endanger their personal safety and the safety of others.
- They are advised to keep valuable items, such as laptops and mobile phones, locked and report theft promptly to the Hostel Officer.

Function and Meeting Permissions:

- Residents should obtain specific permission from the Hostel Officer before organising any function or meeting within the hostel or campus.

Roll Call and Silence Hours:

- Residents must be present in their rooms during the roll call (attendance) from 9.00 PM onwards every day. Absenteeism will result in informing parents accordingly.
- Silence should be maintained from 10.00 PM to 6.00 AM to allow for academic preparation and quality sleep.

Law and Order:

- If students create law and order problems outside the campus, they are solely responsible and should not involve the college's name. Disciplinary action will be taken by the Hostel/College administration as per college norms.

Room Checks:

- Residents must comply with routine announced and surprise room checks conducted from time to time. Neat rooms will be rewarded.

Disciplinary Actions:

- Any student found engaging in undesirable activities such as ragging, physical assault, property damage, inconvenience to other inmates, or violation of rules will be reported to the disciplinary committee.

- Possession or use of narcotic substances, tobacco products, alcohol, drugs, etc., will result in legal action and expulsion from the hostel and college.

Enquiry and Disciplinary Measures:

- Any breach of conduct rules or acts of indiscipline will be investigated by an Enquiry Committee. The hostel administration will implement the committee's recommendations, which may include direct disciplinary action, including expulsion.

For other student queries : [WhatsApp chat bot](#)