

STUDENTS' CODE OF CONDUCT

1. PREAMBLE :

- a. The Code shall be called the VIT Students' Code of Conduct
- b. This Code indicates the standard procedures and practices of the Vellore Institute of Technology, Vellore (hereinafter referred to as the 'VIT') for all students.
- c. All students are bound to abide by this Code and the rights, responsibilities including the restrictions flowing from it.
- d. The Institute's endeavour is to administer student discipline that is egalitarian, conscientious, and expeditious.
- e. This Code shall be displayed in the Institute website.

2. JURISDICTION :

The Institute shall have jurisdiction to take cognisance of all acts of misconduct including incidents of ragging or otherwise that may take place within the Institute campus or its precincts thereof and those in connection with the Institute's activities. The Institute shall be guided by the proximity of the cause for misconduct with the affairs of the Institute than the location of misconduct.

3. ETHICS AND CONDUCT :

1. At the time of admission, every student is required to sign a statement abiding by this Code.
2. Every student shall be regular and must complete his/her studies in the Institute in prescribed tenure.
3. In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute on an application in writing with the consent of his parent/guardian subject to written consent of the Dean.
4. As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
5. Every student shall uphold academic integrity, respect all persons and their rights and property and safety of others.
6. All students must refrain from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and

reputation.

4. ACADEMIC INTEGRITY :

1. Every student of the Institute shall bear responsibility for ensuring highest standards of academic integrity.
2. As an institution of scientific and technological education and research, the Institute values academic, intellectual and ethical integrity. The Institute shall endeavour to duly acknowledge academic contribution. Violations of academic integrity shall constitute a serious misconduct.
3. Any failure of academic integrity shall be treated as a threat to both the reputation of the Institute and the degrees awarded to the students.
4. The following list is indicative and not exhaustive : Every student is required to –
 - i. ensure proper citations;
 - ii. acknowledge and cite use of the ideas, results, material or words of others.
 - iii. all work submitted are produced only with permissible materials or authorised collaborations.
 - iv. obtain data or results by ethical means and report them without suppressing any results inconsistent with his or her interpretation or conclusions.
 - v. treat other students in an ethical manner, respect their integrity and right to academic progress without interference.

5. MISCONDUCT :

A student who commits misconduct shall be liable to be dealt with in accordance with the provisions of these Rules.

For the purpose of these Rules without prejudice to the general meaning of the term, the following acts and omissions shall constitute misconduct and the term 'habitual' shall mean as defined hereinabove.

- (i) Willful insubordination or instigation thereof, disobedience or instigation thereof whether alone or in combination with another, of any lawful and reasonable instruction of any member of the Faculty.
- (ii) Participation in an illegal or unjustified strike or abetting, inciting, instigating or acting in furtherance thereof, whether alone or in combination with others.
- (iii) Theft, fraud or dishonesty in connection with the Institute's property or theft of another student or employee's property within the Institute.

- (iv) Giving bribes or any other illegal gratifications to any employee in any manner whatsoever.
- (v) Habitual absence from attending classroom or lab sessions without permission or absence without permission.
- (vi) Frequent or Habitual late attendance.
- (vii) Habitual breach or gross and deliberate violation of any Code of Conduct, or any law applicable to the Institute or any rules made thereunder.
- (viii) Collecting contributions for any purpose whatsoever at any time without the permission of the Dean of the respective school.
- (ix) Engaging in trade within the Institute without the written permission of the Dean of the respective school.
- (x) Drunkenness or riotous, disorderly, indecent or improper behavior, use of abusive language, threatening, intimidating, coercing or interfering with the work of other students / employees, assault or threat of assault either provoked or otherwise within the Institute or the commission of any act subversive of good and proper behavior within the Institute.
- (xi) Commission of any act or conduct subversive of the discipline whether within the premises or outside in connection with Institute's work.
- (xii) Habitual negligence or neglect of instructions.
- (xiii) Habitual breach of any rules or instructions for the maintenance and operation of any department or the maintenance of the cleanliness of any portion of the Institute.
- (xiv) Causing damage, whether willful or due to irresponsible action or damage due to negligence or carelessness to any property of the Institute or within the Institute or any instigation or abetment thereof.
- (xv) Organizing, holding, attending or taking part in any meeting without the prior sanction of the Registrar.
- (xvi) Disclosing to any unauthorized person any information in regard to the processes or any interests of the Institute which may come into the possession of a student.
- (xvii) Gambling within the Institute.
- (xviii) Smoking within the Institute.
- (xix) Possession or consumption of alcohol or narcotic drugs or psychotropic substances within the Institute or during travel authorized by the Institute.

- (xx) Failure to observe duly notified safety instructions or normal safety precautions or interference with any safety device or equipment installed within the Institute.
- (xxi) Marking attendance of any student other than his own.
- (xxii) Declared and being carried in the registers of police as a bad character or conviction by any court of law for any criminal offence.
- (xxiii) Registration of any criminal case for any act directly or indirectly connected with the Institute.
- (xxiv) Doing private or personal work, within the Institute with or without tools or materials belonging to the Institute without the previous written permission of the Dean of the respective school.
- (xxv) Distributing or exhibiting within the Institute handbills, pamphlets, posters or causing to be displayed by means of signs or writing or other visible representations any matter without the previous written sanction of the Dean of the respective school.
- (xxvi) Making false, vicious and malicious statements in public or otherwise against the Institute or any student or any member or employee of the Institute.
- (xxvii) Willful falsification, defacement or destruction of any records of the Institute, whether maintained by himself or by any student or employee of the Institute.
- (xxviii) Knowingly making false or misleading statement or misrepresentation.
- (xxix) Possession of any weapon in the Institute.
- (xxx) Failure to report damage or defects noticed in machinery, equipment and processes.
- (xxxi) Refusal to submit for medical examination when required to do so by the Registrar.
- (xxxii) Applying for leave or seeking ratification of absence for reasons found to be false.
- (xxxiii) Running of chit funds or other schemes for raising loans within the establishment.
- (xxxiv) Refusal or failure to wear uniforms/work dress within the Institute premises.
- (xxxv) Shouting any slogan within the Institute whether alone or in combination with others without express permission in writing of the Registrar.
- (xxxvi) Spitting in the Institute.
- (xxxvii) Refusal to wear or show the identity card.
- (xxxviii) Willful or deliberate wasting of any food or snacks or beverages supplied by the Institute canteen or any eatery within the premises.
- (xxxix) Threatening any student / employee alone or in combination with others or through

any outsider.

(xl) Willful or deliberate misuse of any amenity provided by the Institute.

(xli) Gaining admission by impersonation or by production of false identity card or fake certificates.

xlii) Any conduct that is likely to endanger the life or safety of any student or employee of the Institute.

(xlili) Habitual overstaying sanctioned leave without sufficient grounds or satisfactory explanation or leaving the premises when leave is refused.

(xliv) Refusal to receive any written order or other lawful or proper communications served in accordance with these Rules.

(xlv) Making malicious statements against the Institute or its Officers either verbal, printed materials, electronic means or online internet / intranet facilities.

(xlvi) Sexual harassment.

(xlvii) Causing any disruptive activity within the Institute in any manner whatsoever.

(xlviii) Being a member of any outfit banned by the Government of India or extending any kind of support to such banned outfit.

(xlix) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks.

(l) Unauthorized possession or use of harmful chemicals and banned drugs.

(li) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.

(lii) Rash driving on the campus that is likely to cause inconvenience to others.

(liii) Not disclosing a pre-existing health condition, either physical or psychological, to the Medical Officer which may cause hindrance to the academic progress.

(liv) Theft or unauthorized access of any academic work.

(lv) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute, including and not limited to sloganeering, throwing stones or such other articles that is likely to cause injury or endangering safety of others.

(lvi) Interacting, on behalf of the Institute, with media representatives or invite media persons on to the campus without written permission of the Registrar.

- (lvii) Unauthorised recording of audio or video lectures in class rooms or actions of other students, faculty, or staff without prior written permission.
- (lviii) Providing audio and video clippings of any activity on the campus to media without prior written permission.
- (lix) Posting derogatory comments about other individuals of the Institute on the social media or indulging in any such related activities having ramifications on the reputation of the Institute.
- (lx) Causing hindrance or interfering or intruding in privacy of any individual within the Institute.
- (lxi) Passing any disparaging remarks hurting sentiments of others in any manner.
- (lxii) Using scripts and other specifically designed software programs to break or hack into Institute's system or networks with or without malicious intent, whether to steal / manipulate data or spread malware.
- (lxiii) Bringing / Allowing any Day Scholar / Day Boarder / Non-VITian inside the hostel.
- (lxiv) Causing any physical / mental harassment towards fellow students including ragging, quarrelling, using abusive language and violent behavior.
- (lxv) Fighting / Slandering / Quarrelling resulting in Minor or Major Injury.
- (lxvi) Indulging in any form of Forgery of any document.
- (lxvii) Indulging in any form of Multilevel Marketing with the students or employees within the Institute.
- (lxviii) Not reporting to Hostel within the time prescribed.
- (lxix) Claiming the work done by other as their own, claiming academic rewards for activities that are not relevant / done during previous academic periods, making false academic claims.
- (lxx) Carrying Mobile Phone or any other Electronic device in the Examination Halls, including and not limited to handing over such phones / devices to invigilators for safe custody.
- (lxxi) Markings of any kind found during Examinations in code Books or standard tables in physical or electronic modes, including and not limited to having chits/scribbings on any part of the body.
- (lxxii) Entering or attempting to enter examination hall 15 minutes after scheduled start

time.

(lxxiii) Exchange of Calculators, Stationaries, Code Books, etc., in the examination hall.

(lxxiv) Writing anything in the question paper other than answers / workings except for the purpose of examination.

(lxxv) Carrying answer booklets without submitting to the invigilators or unused one, from the examination hall.

(lxxvi) indulge in any disrespectful activities such as shouting / creating a scene in the examination hall.

(lxxvii) Misuse of Identity Card of the Institute in any form or manner.

(lxxviii) Smoking within the institute or possession of tobacco in any form or manner or ecigarettes.

(lxxix) Gaining entry, into women hostel by male students and vice versa

(lxxx) Entering unauthorised hostels.

(lxxxi) Unauthorised use of any electrical gadgets in the hostel rooms.

(lxxxii) Refusal to mark attendance at designated time in hostel or other entry points.

(lxxxiii) Indulging in any act unbecoming of a student of this Institute.

6. ANTI-RAGGING :

a. The 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 shall apply mutatis mutandis to the Institute and the students and any violation thereof shall invite action in accordance with the said Regulations.

b. ANTI-RAGGING COMMITTEE : The Anti-Ragging Committee as may be constituted for the purpose morefully provided for in the Regulations contained in clause 11 above shall deal with matters pertaining to Ragging.

c. A student found guilty by the committee will attract punishment as provided for under the said Regulations.

d. An Appeal against the any Order of punishment shall lie to The Vice Chancellor.

7. SEXUAL HARASSMENT : a. The Sexual Harassment (Prevention, Prohibition & Redressal) Act, 2013; The UGC

(Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees & Students in Higher Educational Institutions) Regulations, 2015 and the AICTE

(Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Educational Institutions) Regulations, 2016, shall apply mutatis mutandis to the students of the Institute.

b. Any student found guilty by the Committee will attract punishment as recommended

by the Committee.

8. DISCIPLINARY COMMITTEE :

- a. Complaints of misconduct shall be dealt with by the Disciplinary Committee.
- b. The Registrar shall constitute the Enquiry Committee which may be of One Enquiry Officer or more than one Officers as the case may require.
- c. The Enquiry Officer / Committee shall generally be a Professor of the School other than to which the student belongs.
- d. The Members of the Committee shall be appointed and hold office at the discretion of the Registrar.
- e. The Enquiry Officer/Committee shall follow procedure in accordance with principles of natural justice affording reasonable opportunity to the Student to defend himself.
- f. The proceedings shall be treated confidential for all purposes and shall not be disclosed to any person not connected with the Enquiry without any express order from a Court of competent jurisdiction.
- g. Publication of whole or a part of the proceedings in any manner whatsoever is strictly prohibited.

9. DISCIPLINARY ACTION :

Any student indulging in any misconduct contained hereinabove shall be dealt with in the following manner :

- a. A Memo containing brief charges shall be served on the student.
- b. The student shall be called upon to submit explanation.
- c. In case of admission of misconduct, the Enquiry Officer / Committee may recommend punishment commensurate with the gravity of the misconduct.
- d. In case of denial of misconduct, the Enquiry Officer / Committee shall call upon the Student to appear before such Officer / Committee. The Officer / Committee shall record its proceedings, statement of witnesses, etc., as the Enquiry Officer / Committee may deem fit and necessary in the circumstances of the Enquiry.
- e. The student proceeded against shall be free to give statement, produce witnesses on his behalf.
- f. No student proceeded against shall engage any third person or Advocate to defend him in the Enquiry.

- g. However, the student shall be free to engage the assistance of another student of the Institute to assist him in the enquiry. The student who so desires to assist shall submit his consent in writing to the Officer / Committee.
- h. The Enquiry Officer / Committee shall submit its Report within 90 days of commencement of proceedings to the Registrar of the Institute.
- i. In cases of misconduct warranting punishments of removal from the rolls of the Institute or Suspension of Student for academic session extending to one semester or more, the Registrar shall provide a copy of the Enquiry Officer / Committee's Report and call upon the student proceeded against to submit in writing his statement of defence on such Report, before imposing punishment.

10. PUNISHMENTS :

The Registrar of the Institute shall be the Authority to impose the following punishments prospectively on any student. The Registrar shall be guided by the recommendation of the Director – Students' Welfare in respect of the punishment to be imposed.

- a. INTERIM SUSPENSION – A student may be suspended for a specified period of time pending enquiry into allegations of misconduct which will entail prohibition on participating in student related activities, classes, labs, programs etc. However, the student shall not be prohibited from writing exams; presenting Dissertations or Projects; attending Viva Voce; during such Interim Suspension.
- b. WARNING – Indicating that the action of the delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- c. RESTRICTIONS – Reprimanding and Restricting access to various facilities on the campus for a specified period of time, including and not limited to restrict access hostel facilities.
- d. COMMUNITY SERVICE – Ordering the Student to do certain community services within the Institute campus or outside the campus for a specified period of time.
- e. SUSPENSION – Student shall be imposed with punitive suspension for a specified period, not exceeding one semester, which will entail prohibition on participating in student related activities, classes, labs, programs etc.
- f. EXPULSION – Expulsion of a student from the Institute permanently.
- g. MONETARY PENALTY – A student may be imposed with monetary penalty of one time fine; suspension or forfeiture of scholarship/fellowship for a specific time

period. No such fine shall exceed a sum of Rs. 10000/-. Such Fine amount shall be remitted by the punished student only to any social service organisations in Vellore as may be recommended in the Order of punishment.

h. Ineligibility to reapply for admission to the Institute for a period of three years.

11. APPEAL : If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Pro-Vice Chancellor who may after affording an opportunity of hearing the student, may :

1. Retain the punishment imposed;
2. Refer the case back to the committee for reconsideration.

In any case the decision of the Pro-Vice Chancellor shall be final and binding.

12. GRIEVANCE REDRESSAL COMMITTEE :

Any student of the Institute aggrieved by any acts not relating to Ragging or Sexual Harassment, may approach the Grievance Redressal Cell of the Institute.

13. STUDENT PARTICIPATION IN GOVERNANCE :

Students are the substantial stake holders of this Institute. Various Codes, Policies and Procedures contained morefully hereinabove both administrative and academic areas are to deal with issues relating to the students. The Institute hence considers expedient to encourage student participation in any amendment to this Code of Conduct. The Students are free to submit such proposal for amendment to the Registrar which shall be duly considered during the following meeting of the Board of Management.

14. ADOPTION & PUBLICATION :

- a. This Code of Conduct shall be adopted from the date of Resolution to such effect by the Board of Management of the Institute.
- b. The Code of Conduct shall from effective date of its adoption be publicised in conspicuous places in the Institute, every School of the Institute and its Website.

15. AMENDMENT :

The Institute shall amend any provision contained in this Code prospectively. No amendment shall be deemed effective unless approved by the Board of Management of the Institute by a Resolution.

By virtue of the provisions of the Students Code of Conduct – Clause 4.3 – Any failure of academic integrity shall be treated as threat to both the reputation of the Institute and the degrees awarded to the Students, Misconducts are enumerated in Clause 5 and particulars those connected with examination are provided for under Clause 5 (Ixx) to (Ixxv). In consonance thereof, the following misconducts will lead to punishments provided herein below: CAT – Continuous Assessment Tests. MT – Mid term

1. Use/ Possession of written materials in the form of chits, notes, calculator covers, pouches, data books, exam pads, on the question paper or information related to the examination in any form (digital and hard copy), including on the student's body, clothing, or other wear.

Actions - ALL# theory courses of respective CAT / MT will be awarded "ZERO"

2. Use/Possession of electronic devices either in switched ON or OFF condition of any form, including mobile phones, smart watches, wireless headsets, programmable calculator, other transmitting or receiving devices with or without subject related materials or any other electronic/digital means of communication in the examination hall to copy the subject-related content.

ALL# theory courses of respective CAT / MT will be awarded "ZERO"

3. Use of electronic devices such as hidden earpieces, smartwatches, and smartphones to access unauthorised materials (internet resources, etc.) or communicate with others during exams.

ALL# theory courses of respective CAT / MT will be awarded "ZERO"

4. Copying the subject-related content from the desk or nearby walls

ALL# theory courses of respective CAT / MT will be awarded "ZERO"

5. Student taking answer script out of examination hall (used or unused)

PARTICULAR course will be awarded ZERO

6. Copying or attempting to copy the content of other students or exchanging / displaying the written content through a question paper / Answer sheets.

PARTICULAR course will be awarded ZERO

7. Talking / communicating in any manner with other students during the examination, including through gestures, signals, etc.

PARTICULAR course will be awarded ZERO

8. Carrying a written materials (listed in S.No.1) not relevant to that day's exam

PARTICULAR course will be awarded ZERO

9. Intimidation of, or misbehaviour with, or assault or attempt to assault an invigilator or examiner or officials or students either inside or outside the examination hall.

PARTICULAR course will be awarded ZERO and / or subjected to further enquiry by disciplinary committee

10. Involvement of any kind of malpractice in the continuous assessment LAB

ALL the LAB courses will be awarded "ZERO" including embedded labs registered in the semester

11. The student is writing an answer relevant to the exam on the question paper or making use of the question paper for rough work and not communicating with others.

Rs. 3,000 fine

12. Appeal by the student in the answer script coupled with or without a promise of any form of consideration and writing register number or name in the answer sheets.

Rs. 3,000 fine

13. Wearing another student's ID card during the exam

Rs. 3,000 fine

14. Involved in malpractices (S. Nos. 1 to 4), second time or subsequent time either in the same semester or subsequent semesters.

ALL# theory courses of respective CAT / MT will be awarded "ZERO"

15. Involved in malpractices (S. Nos. 5 to 9) second time or subsequent time either in the same semester or subsequent semesters.

ALL# theory courses of respective CAT / MT will be awarded "ZERO"

16. Cases of impersonation

Suspended for that particular semester

Note: Malpractice and its action from S.No. 1 to 16 is applicable for in-campus online courses (VITOL) and Soft skills courses.

ADHERE TO THE GIVEN GENERAL INSTRUCTIONS STRICTLY. AVOID UNNECESSARY MAILS and WASTING TIME TO MEET HoD IN PERSON.

1. Manage your time - Present yourself on time to your classes and for examinations.

2. Proctor is the top in Hierarchy - The foremost important point.

ANY KIND OF REQUEST MUST BE SUBMITTED TO YOUR PROCTOR and YOUR PROCTOR SHOULD ADDRESS TO US if necessary ONLY through mail and the same will be addressed shortly. If your proctor is not aware of the processes, request them to communicate with the year coordinator. If needed, they will take the support of HoD. Even if they asked you to escalate the issue, address only to HoD. DO NOT ADDRESS YOUR MAILS TO ALL THE KNOWN HIGHER OFFICIALS (Dean, Academics office, International Relations office, Students Welfare office etc). STRICTLY FOLLOW THIS to address your issues in a timely manner. Official VIT student mail ID must be used for any kinds of communication. If parents want to communicate, they need to send mails only from the registered ID (as per your VTOP).

3. Leave: As per norms, a student can avail leave of any kind (including medical reasons) to the permissible limit (25%). YOU MUST MAINTAIN 75% attendance in all the courses. Any other kinds of leave request either from parents or direct mail submissions won't be considered. Refer to academic regulations available in our website and in your VTOP login for more information. Only proctors should send the mail with supporting documents if you are hospitalized for any reasons and treated as INPATIENT. DISCHARGE SUMMARY, FITNESS CERTIFICATE and HOSPITAL BILLS are mandatory if your proctor sends medical leave requests. OTHER KIND OF MEDICAL LEAVE REQUEST WON'T BE ENTERTAINED. SUBMIT any kind of requests ON TIME (within a week's time you avail leave). The last date to change your attendance is every Monday.

4. Attendance Status: Faculty members post the attendance on a day-to-day basis which will be frozen on every Monday. It is your responsibility to verify your attendance daily. In case of discrepancies communicate only with the course faculty members and sort out the same.

Only course faculty members can update any student's attendance. For no reason, this kind of issue should be brought to our notice. If there are issues with your biometric attendance, contact CTS office for the same. Even after that if your issue exists, you can request your course faculty member to MANUALLY UPDATE your attendance at the end of the particular class day. Other than this, there are no other options. If your account is locked for some reasons, it is considered to be ABSENT and no one can change the status. IF YOU ATTEND THE CLASSES WHEN YOUR ACCOUNT IS LOCKED, REQUEST YOUR COURSE FACULTY MEMBER TO SEND A MAIL REQUEST WHEN YOUR ATTENDANCE FALLS BELOW 75%. AVOID SENDING ANY OTHER KIND OF MAILS regarding attendance update to school.

5. Internal Assessments and Evaluation: Course faculty members are the owners for their courses. Adhere to the instructions given by them. No other faculty members (including HoD) can intervene in their schedule or evaluation strategies. Any kind of issues/requests must be discussed only with them, and it should be resolved. Submit all the assignments on time and present without fail for quizzes. Only faculty members must decide on conduct of re-quiz or extension of assignment submission dates. School will not interfere in this for any reason. IT IS ONLY UPTO THE DISCRETION OF THE FACULTY MEMBERS TO CONSIDER YOUR REQUEST FOR Re-Quiz ON MEDICAL GROUNDS. Updating marks is also carried out regularly. If there are mistakes, report to the course faculty members on time. AVOID REQUESTING after all the related processes are frozen.

6. Quality Circle Meeting: Usually the QCM meeting is conducted 3 times in a semester to improve our teaching-learning process. Participate in these meetings conducted by year coordinators and record your common academic issues. School will initiate the necessary process to solve the problems. Issues recorded

only in QCM meetings will alone be considered and suitable actions will be initiated. Don't submit any other means of complaints against any course faculty member with HoD in person.

7. Discipline: Students, let us all be self-disciplined in all the aspects starting from time management to display of behaviour in public. A mail sent from the Registrar regarding mandatory wearing of ID cards will be viewed seriously in all the places.

8. Bonafide Certificate: You can apply for bonafide from your VTOP login for various reasons. Avoid requesting such certificates through mail to school. Explore various options in your login and then apply. Such applications will be processed by the Students Record Section and not by schools. It will take some time for the process.

9. Stay Updated: Check your inbox at least twice in a day. Read all the mails communicated from any officials without ignoring. They may contain some vital information. Even though mails are communicated, some students used to enquire about the same information which was already communicated.

10. Academic Calendar: Dean Academics has shared the details of all the academic activities and the academic calendar is also available in your login. Refer to the academic calendar and then plan everything. Understand that schools are not scheduling any examinations. The exam schedules are prepared by the Academics office (for CAT) and by the CoE office (for FAT) and it won't be changed. Requests related to prepone or postpone can't be considered from our side.

11. Finance related matters: Schools are not authorized to interfere in the matters related to finance. Any such requests must be made only to the respective offices. Schools do not have the permissions to LOCK/UNLOCK any student's VTOP account. If your account is locked for any reasons, contact respective offices based on your issue. Whenever your account is locked, those days will be considered ONLY as ABSENT and no one will be permitted to update the attendance (as already stated above)

12. On-Duty: If you are representing any events through some clubs/chapters, OD must be initiated and updated by the respective offices through concerned coordinators. If you want to request OD for other academic events from school, the request must be submitted through proctor with supporting documents and prior approval is MANDATORY. After attending the event without prior approval from school can't be considered.

13. While reporting any issues, be sure that your claim must be supported with proper supporting evidence.

14. 9 pointers - As a high-performing student maintaining a nine/9 pointer, you're granted a relaxation on the 75% attendance criteria, allowing you to fall to any value. However, it's highly recommended to attend all classes and labs to maximize your learning potential and fully benefit from the educational experience.

While the academic system may offer flexibility for exceptional students like yourself, it's essential to recognize the importance of attendance beyond just meeting the requirements. Attending classes and labs provides numerous advantages that contribute to your overall growth and success.