

RULE BOOK – February 2020 batch

RULES AND REGULATIONS TO BE FOLLOWED BY STUDENTS

COURSE CONDUCTION

- Students should strictly follow the instructions given by the concerned course coordinator/ faculty member.
- Bags are not allowed inside classroom, Lab and Library. They should keep their bags in the racks provided near security desk and ensure no valuable items are kept inside the bags. C-DAC is not responsible for your belongings.
- After 6PM, students are only allowed to use Ground Floor Classroom (behind Security desk) and their respective labs for study. Students should not enter in any other rooms.
- Any eatable items such as chocolates, chewing gums, snacks etc. are not allowed in Classroom/Lab and library.
- Students should always carry & display their I-Card prominently while on Campus. Security personnel shall not allow the entry to the premises to the students without I-Card. Any kind of arguments with the security personnel will not be entertained.
- Students are required to attend all theory and lab sessions. In any case, minimum 90% attendance is expected from every student. In case of health reasons, up to 75% of attendance is allowed (i.e., upon producing the required medical certificate). If the attendance is less than 75%, student will not be allowed to sit through exams and placement. The student attendance is must for soft skill sessions
- Students are allowed for night labs only on Friday and Saturday with prior permission from the course coordinator. Girl students are not allowed for the night labs.
- Students should be at their seats at least 5 minutes before the beginning of the classroom & lab session.
- The student should take prior permission from course coordinator before going on leave on emergency basis. In case any student is absent for more than three days it would be notified to the parents.
- Using mobile phones is strictly prohibited in classrooms, labs and library. Any emergency calls to be attended outside the centre premises, after the class/lab sessions.

- Any other electronic gadgets like – laptops, pen drive, headphones, Bluetooth devices, IPod...etc., are not allowed into C-DAC premises.
- Assignments are to be completed on time & students are required to be present in the lab at the time of evaluation. Assignments will carry 20% weightage of module marks.
- Only one retest will be conducted for the failed/absent (with prior approval) students in any module exam/lab evaluation. 20% marks will be deducted from the marks obtained in the retest.
- If a student is caught cheating/stealing/misbehaving/not following instructions given by the staff of the centre, he/she is liable for expulsion from the course.
- Only those students who have successfully passed all the modules will be eligible for placements and award of a final diploma. The rules for the placements will be circulated at appropriate time.

LAB

- Students should strictly follow the lab timings. If the lab is scheduled at 7AM, all should be present without fail. No excuse in this regard will be entertained. Two students will be allotted one system in lab to enable sharing of knowledge and for optimum utilization of resources.
- Students will be paired based on roll numbers by the course coordinator. No change in partners will be entertained later on.
- Students should not load any unnecessary software / programs into their system as it would slow down the system and create unnecessary problems for both staff and students.
- Students should not disturb the lab set up such as Changing IP, removing network cables, Routers, Switches, Replacing systems, Keyboard, mouse etc.
- Students are requested to take a backup at regular intervals in the corresponding directories.
- USB cards, Pen drives, Hard disk drives etc., will not be allowed in the labs.

LIBRARY

- Silence should be maintained in the library. Any kind of discussions by the students will not be permitted in the library.
- The library would be open from 9:00am to 8:00pm on all working days. Students should not take library books without permission of librarian.
- Students can issue a book from the library for only 1 week; they should return the library books in time, as it would allow others also to access the book.
- Students should handle the library books with care and penalty will be levied in case of any damage to the books.
- The student should clear the 'NO DUES' at the end of the course from library and submit the same to the librarian.

CODE OF CONDUCT

Some simple ground rules to be followed strictly by all the students are:

- Students are not allowed to carry their bags, helmets, and raincoats with them to the classrooms or labs. Please do not keep any valuables in your bags while keeping them the racks at the security. C-DAC shall not be responsible for the any missing things.
- Never lean on any wall, partition, stand, etc., with one foot.
- Don't write anything on the chairs, tables etc.,
- Please maintain decorum in the campus by speaking softly. Speaking loudly in the classroom, corridors, library is not allowed.
- It is very important that all the students follow a decent dress code in the centre premises. The student is required to dress up formally in the C-DAC campus on all the days.

DRESS CODE

Don'ts for girls:

- Dresses – with sleeveless hands, tight/body fitting, low neck-line, shorts or knee length skirts are not allowed.
- Informal footwear like slippers is not allowed.
- Uncombed or untied hair not allowed.
- Heavy make up or jewellery not allowed.

Don'ts for boys:

- T shirts with sleeveless hands, round neck, V neck, shorts or 3/ 4th pants are not allowed.
- Informal footwear like slippers.
- Uncombed or long hair.
- After completing the work in the classroom, laboratory and library, do not forget to keep the chair, books, computer, mouse etc. in proper place. Please switch off the computer, lights when not required.
- Cleanliness of toilets determines the standard of cleanliness of the users and their habits. Even though a cleaner will do his job to maintain the washrooms in good conditions, it is the user who has to set the tone to the culture of cleanliness by one's habits.
- The entire campus is no smoking area. Smoking is prohibited inside the Campus on all floors. Carrying/consumption of alcoholic drinks are prohibited inside the campus. If any student found carrying/consumed alcoholic drinks, smoking he/she will be expelled from the course immediately.
- Avoid arguing with any staff member or security personnel of the centre. In case of any problems are not attended in reasonable time you may wish to contact the Course Coordinator or Training Coordinator.
- Students are advised to speak in English while they are in the premises of the centre.