

Chennai Institute of Technology
Sarathy Nagar, Chennai – 600 069.

Rules for Students

- Students should be regular and punctual to the classes.
- Each student should wear Identity Card inside the college campus.
- Students should be seated in the lecture halls at least five minutes before the commencement of classes.
- Students should maintain discipline and strict silence inside the class, laboratories and workshops.
- Students should attend the laboratory/workshop classes with the specified uniforms.
- Record of experiments done in a particular class should be submitted before the next laboratory/workshop class.
- If assignments given to the students should be submitted before the due date for consideration of internal assessment marks.
- A minimum of 90% attendance in each semester is insisted. Students should get prior written permission before absenting the classes. Failure in this respect will be informed to the parents.
- All the students should wear decent dresses with shoes.
- Students should attend all tests and show good academic progress.
- Regularity in writing the tests / exams and satisfactory performance of students in tests/exams are essential to enable the students to secure internal marks.
- Any student found indulging in malpractice in the tests/exams would be debarred for the rest of the tests/examinations. Any case of malpractice in the University examinations will be reported to the University.
- All the students should maintain the discipline in the bus, mess and canteen
- All the students should wear training dress during Placement and Training programs
- Use of mobile phones / laptop is permitted inside the campus but not during the class hours.
- Students should not be absent for the classes without prior permission from the HoD concerned. Students should apply in advance for availing leave.
- Continuous absence from classes on medical grounds will be permitted only on submission of medical certificate and a letter from the parents, subject to verification.

Ragging in any form is totally banned and anyone found indulging in ragging is severely punished including dismissal from the college Ragging constitutes one or more of any of the following acts

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, ill-treating or handling with rudeness a fresher or any other student.
- Indulging any indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Don't 'RAG' also Don't be a Mute Witness to 'RAGGING'

- A Student indulging in ragging can be:
 - Expelled from the Institution and Banned from the Mess / Hostel
 - His / Her Scholarship can be withdrawn
 - Debarred from Examinations & Denied Admission to any institution
 - Prosecuted for Criminal action – Max. 10 yr Jail + Rs 50000 fine
 - Institutions have been asked to file FIR with local police against those who RAG / ABET Ragging.
- **Are You Being Ragged?**

Immediately call UGC Anti – Ragging Helpline 1800-1805522(24/7 Toll Free)
Or send an e-mail to helpline@antiragging.in

Library Rules

- Each student is allowed to draw Four books from library. Students should show their identity cards to the librarian for the purpose of identification at the time of using any library facility and borrowing books.
- Students should clarify themselves about the defacement of the book before they are taken out from the library on loan. Any subsequent complaint about the deficiency or defacement of the book will not be entertained. Any book found to be defective at the time of return will not be accepted and the concerned student should replace the book by a new one.
- Books other than reference books and journals will be issued to the students for a period of 15 days at the first instance with the provision for renewal for a further period of 15 days. Extension beyond the first renewal will be permitted only if there is no request for reservation of the book by any other user.
- Reference books, Project Reports, Journals and Question papers will not be lent out. But, students can make photocopies to a bare minimum number of pages from the books.
- Books should be returned on specified due dates. Deferred returns will be accepted only on payment of fine calculated as per the rules in force.
- Renewal of book can be done only on production of the book on the due date or earlier.

Library working hours : Mon day to Sat days : 8.00 am to 7.00 pm

Transport Rules:

- The College has a fleet of 26 buses operating transportation to students and staff from various parts of the city to the college.
- Students should maintain discipline while travelling in the college bus.
- Students should wear the ID cards at the time of boarding the bus.
- Students should not interchange buses/routes without permission.
- Students are not permitted to board /drop in
- The bus routes with timing at various places are depicted below for the references.