



DADI INSTITUTE OF ENGINEERING & TECHNOLOGY
(Approved by A.I.C.T.E & Permanently Affiliated to JNTUK)
Recognised u/s 2(f) &12 (b) of UGC Act
NAAC Accredited Institute

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Student Manual

1. Students shall maintain Discipline in the campus. Self-discipline will help the students to handle their work, maintain consistency in work and manage their time well.
2. A student should be diligent and determined towards studies or any work allotted to them. He or she should be ready to work hard in order to achieve his/her objectives. This quality would help the student to be consistent and eliminates procrastination.
3. Every student must value time. Punctuality should be the first policy of a student, as that would lead them to be successful person in life. Students should be on time in college, in the classes and complete the assignments on time. This helps the students to value their time and the remaining time they must indulge in building their technical upskills.
4. A student must be Courteous. They should respect teachers, office staff, seniors and fellow students as a sign of good etiquette. The students should be humble and nurture morality and ethics as a result they would be loved and respected by all.
5. A good student should always be a team player. They shall motivate and inspire other and cooperative with all. They should be positive, and build amicable environment in the campus. They should be able to develop goodwill among all. These all skills would develop leadership skills among them.
6. A student should be responsible and capable to make their career successful. Determination and perseverance should be the main quality of a student.

These qualities would make them aware of their strength and weakness and this would make them overcome any challenge.

7. A student can be a role model and can set up a benchmark for their juniors to follow. They should be all-rounders in terms of Academics and extracurricular activities. This would help other students to magnify their career and be successful.
8. Students should be able to project their Confidence. They should have self believe on their ability. This quality should be developed and in long run this would help them to be efficacious leader in future.

Policy on Conduct and Discipline of Students in DIET

Life in the Academic Community

1. Dadi Institute of Engineering is a vibrant academic institute with 14 years of academic excellence. Admitted students, faculty, and administrators come together and work through committees and other representative bodies to pursue and to promote learning, scholarly inquiry, and free discourse. As like any other educational institutes, principles of civility and reasoned interaction must be maintained. Thus, methods for addressing social as well as academic behaviors exist.
2. Standards and Discipline :As members of the Dadi Institute of Engineering and Technology, all students are expected to uphold the highest standards of respect, integrity, and civility. These core values are key components of Dadi Institute of Engineering and Technology that reflect the community's expectations from DIET college students. Students are therefore expected to conduct themselves in an honest, civil, and respectful manner in all aspects of their lives. Students who violate standards of behavior related to academic or behavioral conduct interfere with their ability, and the ability of others, to take advantage of the full complement of college life, and will thus be subject to Disciplinary action.
3. We expect that in and out of the classroom, on and off campus, each student in the College will act in an honest way and will respect the rights of others. Freedom of expression is an essential part of college life, but it does not include intimidation, threats of violence, or the inducement of others to engage in violence or in conduct which harasses others. We state emphatically that conduct which threatens or harasses others because of their race, sex, religion, disability, sexual orientation, or for any other reason is unacceptable and will be dealt with severely. If each of us at DIET can live up to these standards, we can be confident that all in our community will benefit fully from the diversity to be found here. Any undergraduate / Post Graduate student who believe he or she has been victimized should speak with the representatives of grievance redressal cell of the college so that the problem will be addressed.

4. Students should understand that they are subject not only to all of the rules and regulations imbibed in the college code of conduct, but are also bound by all Central, state and local laws on or off campus. The burden of proof in all student conduct cases is the preponderance of the evidence, which means it is deemed “more likely than not” that the specific policies were violated. If the evidence presented is deemed to meet this standard, then the accused is found responsible. The college reserves the right to take disciplinary action independently, regardless of the actions taken by any other legal body. Students should also be aware that the rules and regulations found in the Student Code of Conduct are applicable to off-campus behaviors in cases where there exists a nexus with campus interests. In civil or criminal cases, the college will cooperate with both the civil authorities and the student defendant regarding background information, and no attempt will be made to protect the student from the legal consequences of their behavior.

CAMPUS CODE OF CONDUCT

5. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
6. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00 a.m. to 4.00 p.m.
7. All the students are expected to be present in the class well -within time and late coming will attract a necessary action. Late coming will also result in loss of attendance for the corresponding hour.
8. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
9. Teachers shall be greeted appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a “Thank you Sir/Miss" when the teacher leaves the class room.
10. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
11. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
12. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
13. Students can leave the campus during class hours only after getting a gate pass from the Principal, HOD, or the mentor and after making entry in the Gate Register maintained by the gate keeper.
14. All students shall leave the classes immediately after 4. p.m. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.
15. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HOD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.

16. Students shall come to the college in approved uniforms with formal shirts tucked into trousers with black belt and black shoes or semi covered chapels. Hawai type rubber or plastic chappals are not permitted. In addition, lady students should be advised to wear the prescribed dress code. Besides those who are in laboratories shall wear their respective lab-coat.
17. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned HoD and any violation of this will attract necessary action and repetition of this could result in suspension from the college.
18. All the students are expected to attend all college functions in college uniform unless otherwise specified.
19. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
20. Students planning to make pilgrimage to Sabarimala/ Vijayawada can avail relaxation in dress code by producing a letter of intention certified by their parent/guardian. The student will be issued with a permission token to be kept along with the ID card to be shown to the authorities on demand during the period of dress code relaxation
21. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of DIET academic values and will be referred to the discipline committee. .
22. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
23. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
24. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
25. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HOD will be treated as a case of indiscipline.
26. All the students are advised to follow the DIET Mobile phone policy and bring to the notice of the authorities' violations if any.
27. Accessing Social Networking Sites such as Face book, Whatsapp, Twitter etc. is prohibited within the college campus.
28. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
29. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, panmasala etc. are strictly prohibited.
30. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.

31. Carefully handle the furniture, equipment's, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
32. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
33. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.
34. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
35. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
36. On duty leave applications will not be entertained beyond 10 working days from the actual date of leave under any circumstance. The maximum number of on duty leave admissible is restricted to 10 days per semester.
37. During internal examinations of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
38. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College and outside the college.
39. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
40. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
41. Pay fees, in advance or in time, which will avoid fines.
42. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.
43. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of DIET, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.
44. Investigation Committee: If any discrepancy or breach to the code policy caused by the students, then investigation committee will be constituted with the relevant institute officials to investigate in to the issue/matter. Basing on the

recommendations of the committee, the institute authority shall impose the fine/suspension for a stipulated period of time subject to the approval of the institute statutory body.

45. Fine policy of DIET: The money collected from the students as fine on instances of noncompliance with the rules and norms will be kept in a separate account and will be utilized for purposes such as charity, scholarship, student co-curricular activities and renovation/maintenance in case of damage to property.