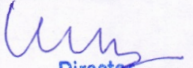


STUDENT DISCIPLINE COMMITTEE

A Student Discipline Committee working under the Proctor has been formed with the following functions :

1. Helping and guiding newly admitted students to move in the college from place to place during the entire period of the Induction Program and till completion the Freshers' Party
2. Assisting freshers in resolving their problems, if any, and bringing these to the notice of Proctorial Team.
3. Assisting the Proctorial Team in maintaining general discipline in the college.



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PUNCTUALITY DRIVE

Punctuality is an important aspect of inculcating self esteem and discipline. The College regularly conducts the drive for ensuring that students are punctual in all their activities. To motivate students for punctuality in their classes, the College has initiated three types of awards.

Type A Award	Two students among those who reach their classes well in time in the first period in morning are awarded Rs.200/- each daily based on lottery system.
Type B Award	All these students who have been awarded punishment for being late if subsequently show improvement are awarded Rs.500/- each.
Type C Award	All students of one class in each year who record highest average attendance over a month in the first class are recognized and honored by giving token gift/Tea with Director General and Head of the Department every month.

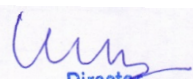
INTERNAL COMPLAINTS COMMITTEE (ICC)

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the College has constituted the Internal Complaints Committee with a view to combat harassment against women employees and students.

The role of the ICC is to act as an Inquiry Authority on a complaint of Sexual Harassment, examine the case and on completion of enquiry submit report with recommendations to the Head of the Institute.

ACADEMIC INSTRUCTIONS

- Students are advised to attend all classes, labs, seminars and project work as per the time table issued by the department.
- Students are also required to attend all scheduled co-curricular activities including guest lectures, personality development programs and others.
- Students are required to be seated in the classroom before the faculty member has entered in the room. Late comers (for any reason) will not be given attendance for the class.
- Students are required to keep their mobile phones in switched off mode during the classes and labs.
- Students are required to attain the attendance criteria as specified by the Institute.
- Any changes affecting the students or class schedule will be communicated to the students via the Notice Boards or other modes of communication including e-mail or online message. It is important that the students keep themselves abreast on any changes in timetable details and other announcements. It is the responsibility of students to update themselves with these communication made from time to time.
- Students are advised not to participate in mass bunking of classes. The practice will call for disciplinary action and monetary fine.


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- Assignments shall be given in every subject during semester from time to time by the concerned faculty member. Students must complete each assignment within the given time.
- For project work and for assignments, students are strongly advised not copy verbatim from colleagues or online or offline resources.

INSTRUCTIONS FOR EXAMINATION

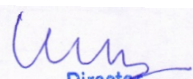
During internal examination, the students should take care of the following instructions:

- Student without ID card are not permitted in the examination hall
- Students should sit as per the seating plan
- No late entry is permitted in the examination.
- Mobile Phone (any type) / electronic gadgets /any paper/chit or study material of any kind are not allowed in examination hall. If found, UFM case against the student will be initiated.
- Student should keep their mobile phones in their bags in switch off/ silent mode. Invigilator / Institute is not responsible in case of loss/theft.
- Students are advised not to write anything on question paper except his / her roll number.

COMPUTER LAB RULES

- Computer Labs are open for use by students only on working days as per the following schedule :

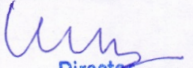
○ Computer Lab -1	8:30 am to 4:00 pm
○ Computer Labs – 2 & 3	1:00 pm to 9:00 pm
- Students must present their Identity card to the Lab Incharge before entering the computer lab. Each user must make an entry as per the prescribed procedure while entering in the computer lab and at the time of exit from the lab.
- Playing of games in the lab is strictly prohibited.
- Users are strictly prohibited from downloading, viewing or distributing any offensive materials
- Before leaving the lab, users must close all programs and shut down the computer
- Users are strictly prohibited from modifying or deleting any important files and installing any software or setting in the computer.


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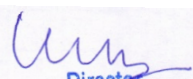
- Students are not allowed to use personal pen drives, CDs DVDs etc. , in the computer lab. No duplicate or pirated software (s) will be allowed to be used in a Computer Lab.
- Students are required to inform the Lab Assistant immediately if a computer is not working properly.
- Students are expected to act in a professional manner in the computer labs. Conversation, discussions, loud talking and sleeping are strictly prohibited. Silence must be maintained in the lab at all times.
- Eating and / or drinking inside the computer labs are strictly prohibited.
- Internet facility is only for educational/ study purpose.
- The lab must be kept clean and tidy at all times.
- Bags and hand bags must be kept in the designated racks. Users are responsible for their own personal belongings. The institute will not be responsible for lost or stolen items.

LIBRARY RULES

- Library users must show their Identity cum library card at the security point. In case, the member does not possess his/her identity card, he/she is not permitted to enter the library.
- Personal belongings like bags, books, etc. are not allowed inside the library in any case.
- Identity cum library card is non-transferable. Use of other's library card is a punishable conduct. The borrower as well as authorized holder of the card may be punished for such an act.
- Library hours are 8:30 AM - 9:00 PM on working days and during examination period library hours are extended till 12:00 midnight. Books are issued from 8:45 AM to 3:45 PM only. Reservation of books is made between 8:45 AM to 3:30 PM only.
- Return of books after the due date will attract a fine of Rs.5/- per day per volume. The amount of fine would not exceed double the cost of the book.


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- In case of late Issue of Book Bank Books Rs. 5/- is charged per day for delayed collection from scheduled date limited upto Rs. 50/-. List of defaulters is sent to respective HoD's after one week and submitted to Director after 10 days.
 - Reference books are issued only under special circumstances with prior permission of Senior Librarian/Asst. Librarian between 3:15 PM to 3:45 PM for overnight. Deposition of the reference book should be made positively on the next day up to 10:00 AM, failing which a fine of Rs.20/- is charged for each day. The user who does not deposit the reference book in time is treated as defaulter and refrained from issue of reference book in future.
 - Question Papers & Solutions and other library materials are issued for Xerox for an hour only; late submission attracts a fine of Rs.2/- per hour per document.
 - Borrowers must check the condition of the book before borrowing; they are responsible for any damage or mutilation noticed at the time of return.
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- Leaving circulation counter without ensuring that the book(s) have been returned is a punishable conduct. For doing so a fine of Rs. 50/- is charged even if book is traced later on.
 - No book is renewed/re-issued on same day.
 - If a book is already issued to a student, another copy of the same book cannot be issued to or reserved for him/her.
 - The latest edition of book is only accepted in replacement of a lost/damaged book along with a fine of Rs.50/- as processing fee. If the book is not available in the market / publisher, double the cost of book is charged.
 - Misplacing/marking/tearing of books is punishable offence. Any user caught for such offence would be fined Rs.1000/- and may even lead to withdrawal of library facility to him/her.
 - If any student is caught stealing from the library, a fine of Rs. 2000/- is imposed on him/her in addition to suitable disciplinary action.
 - Disciplinary action is taken against Library users found misbehaving with the library staff.
 - The loss of Identity card/library membership card is to be informed immediately to the Senior Librarian.
 - For duplicate Identity card (in case of lost card), the student has to make a written request to the Director General and has to deposit a fine of Rs.300/- for duplicate card. A fine of Rs.100/- is to be paid as the processing fee for the replacement of ragged/damaged PVC Identity card or taking Identity card very late.
 - Timing for other library services has been fixed which are subjected to change in the interest of the library users.
 - Library users must ensure that their activities do not disturb the fellow users.


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DISCIPLINE AND CODE OF CONDUCT

Discipline is given utmost importance at AKGEC and indiscipline of any sort is not tolerated. Students are expected to maintain discipline while in the college campus (classes, hostels and common facilities) as well as while outside the College. Cases of indiscipline are dealt with by the College Proctor and punishment granted.

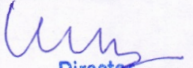
Some common Dos and DONTs for code of conduct are as follow :

DOs

1. Be regular in the classes.
 2. Be present in the classroom at least five minutes before the commencement of the class for the first lecture. Return from water break/lunch break between the classes in time so as not to disturb the class.
 3. Be decently and neatly dressed.
 4. Come to the class prepared with relevant notebooks and stationary.
-
5. Pay compliments to faculty and seniors whenever coming across.
 6. Participate in sports, cultural and social activities of the college enthusiastically.
 7. Inculcate good moral values, ethics and positive attitude.
 8. Follow normal social etiquettes while interacting with colleagues, friends and seniors.
 9. Maintain good peer circle.
 10. Make effort to communicate in English amongst your friends in order to improve communication skills.
 11. Switch OFF lights/fans while leaving the classrooms/hostel rooms.
 12. Ensure that water taps are not running when not in use.
 13. Follow traffic rules. Carry your driving license, registration and other required documents while driving. Necessarily wear a helmet while driving/pillion riding a two wheeler vehicle. Cross the road carefully; do not use headphones; do not be in a hurry.
 14. Report any abnormal/untoward incident to the college authorities immediately.
 15. Exhibit good conduct within the college as well as in public places.
 16. Make it a habit to read all important notices being placed for information to students.

DON'Ts

1. Do not sit on stairs and pathways to block way for others.
2. Do not sit in out of bound areas declared by the Proctor.
3. Do not litter your surroundings and college premises.
4. Do not walk while eating/drinking.
5. Do not use your mobile phones in class rooms/laboratories, while walking and coming across faculty members.
6. Do not damage/mishandle college property.
7. Do not use abusive language, kicking, fisting or fighting on any pretext especially while celebrating birthdays.
8. Do not quarrel with fellow students on difference of opinion. If situation demands, report the matter.
9. Do not be seen in academic areas in barmudas/capries/shorts and/or chappals.
10. Do not indulge into foolish bets with fellow students for any destructive and negative activity.
11. Do not contact a tout/agent for seeking help for scholarships etc.
12. Do not get lured or try to lure others to be part of chain businesses like Easy Bee, Amway etc. while studying in the college.

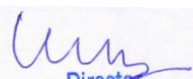

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DRESS CODE

Student attire should befit the institute that they represent and reflect the status of the Institute. Students should ensure neat and clean as well as sober attire with proper foot wear. Boys should maintain proper haircut and shave regularly / maintain proper beard. On formal occasions such as seminars, presentations and representation outside the College, students are expected to be formally dressed. Students should ensure wearing the Identity Card while in the College or representing the College at other institutions.

HOSTEL RULES & REGULATIONS

1. Students must necessarily read the notice board for various instructions on a daily basis.
 2. Students are to strictly follow the Book In/Book Out timings and procedures as laid down by the hostel. The timings and procedures are different for different hostels and will be informed through notice by the Dean Hostels/Chief Warden for the respective hostels. Students are required to enter/exit the hostel or their rooms only through the defined entry/exit gate/door.
 3. Attendance will be taken in hostels on a daily basis. Students must report for attendance in time. All students are required to report for attendance in person.
 4. Students are to proceed on leave from hostel only after filling in the leave application form and submitting it to the Warden.
 5. Hostel students are not permitted to bring or entertain any visitor (including college day scholar students) in their room/dining hall without written permission of Dean Hostels/Chief Warden. Strict disciplinary action will be taken against hostel student for violation of the rule. Students staying in the hostel are expected to immediately inform the Warden about presence of any outsider in the hostel.
 6. Visitors of students are permitted to visit the hostel after making entry in the visitors' register kept with the guard. Entry of visitors is permitted only up to the visitors' room and during visiting hours notified on the Notice Board of each hostel. Only parents and local guardians (included in the local guardian form) will be permitted to visit the students beyond visiting hours, after permission from the Warden.
 7. No guests of students are permitted to stay in the hostel or dine in the mess.
 8. Rooms once allotted will not be changed without the written consent of Dean Hostels.
 9. Students are not permitted to stay in the hostel during college hours without valid reason such as illness.
 10. Students are required to sleep only in the rooms allotted to them. They may visit rooms of their colleagues for purpose of studies, discussions etc. However, this should not cause disturbance to other occupants of the room.
 11. The students shall keep their rooms in a neat and tidy condition and shall be responsible individually and jointly for the furniture/fittings and items issued to them. No furniture item will be shifted from one room to another or from its specific position.
 12. The rooms can be opened for inspection by the Warden and other authorities of the college at any time.
 13. The hostel students are to make use of the facilities of the hostels without causing damage or defacing or disfiguring the same. Fine and other penalty will be imposed on the defaulters.
-
14. Students are themselves responsible for the safety of their belongings, valuables and money. The hostel or College authorities will not be responsible for loss of any money or belongings. Students are advised not to keep expensive items and surplus cash in the hostel. They are required to keep their almirahs locked as well as lock the rooms when not present.
 15. No rewiring / additional wiring in the room is to be done. Putting of LAN wiring between rooms for the purpose of sharing of data /gaming is prohibited.


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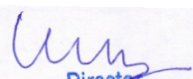
16. There should be no wastage of electricity and water, and under no circumstances will the rooms be left with lights and fans ON. Use of heaters and any other electrical appliances is not permitted. Coolers are permitted after paying the requisite fees. Defaulters will be imposed penalty.
17. Complaints – electrical, civil, plumbing, washing machines etc. must be registered in the appropriate complaint register maintained in the hostel.
18. It is the responsibility of the roommate(s) and/or any other student, who notices, to immediately report to the Warden any cases of sickness, abnormal behavior and violation of hostel regulations. Non-reporting of such events/activities will also constitute indiscipline.
19. Students are advised to keep with them the phone numbers of the Wardens for use in case of emergency. Further, they should respond to the phone in case the Warden calls up. Also any change in the phone number of the student, parent(s) or local guardian(s) should be immediately updated in the hostel records.
20. Smoking and consumption of drugs/alcohol is completely prohibited. Any use, if noticed by a student, should be brought to the notice of the Warden immediately.
21. Keeping, carrying, using or supplying of any fire arms lethal weapons, knife with blade of more than four inches length, is strictly prohibited.
22. Use of loud music systems is not permitted in the hostel rooms and common areas. However, use of music devices with earphones is permitted.
23. Any student gatherings for society meetings and organizing functions, parties etc. may be organized only after due permission from the Warden.
24. Students are advised not to participate in any demonstration/protest within or outside the hostel/college.
25. No late night parties are permitted in the hostel. Celebration of birthdays in a violent form such as kicking, fisting, abusing etc. is not permitted. Such activities will call for strict disciplinary action.
26. Students residing in the hostels are expected to participate in all academic and co-curricular activities on regular basis. In case of failure to meet the attendance norms in regular classes and/or co-curricular activities (CCP, PDP etc.) run by the College, the student may be asked to vacate the hostel.
27. All deliveries from online shopping marts must be collected in the presence of the guard at the hostel security post. The guard has the authority to check the contents in case of doubt.
28. Delivery of cooked food items by outside vendors is not permitted in the hostels.
29. Any pamphlet/poster that needs to be put on display in the hostel must be given to the Warden. Nothing should be pasted on the walls.
30. Students are advised to dress decently while visiting the mess or outside the hostel premises.

Additional for Girl Students:

1. Girl students are required to get gate pass issued from the Warden for outing on holidays. Only those students whose parents have given consent for outing in the local guardian form will be permitted outings.
2. Girl students are required to seek permission from the College for joining coaching classes outside the College. Prescribed form for the permission is available with the Warden.

Important:

1. Hostel rules and regulations are subject to change and/or new rules may be added.
2. Non adherence to hostel rules and regulations will attract severe disciplinary action including imposition of fine and expulsion from hostel/college.


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 Ghaziabad

AJAY KUMAR GARG ENGINEERING COLLEGE

27th Km. Stone, Delhi-Hapur By Pass Road, Adhyatmik Nagar, Post Box No. 116, Ghaziabad - 201009
Ph.: 0120-2762841-51, Fax : 0120-2761844 / 45

AKGEC/D.O./Notices/28/17-18/027
13th June 2018

DRESS CODE OF FACULTY AND STAFF

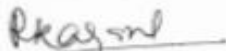
The dress code and turn-out of faculty and staff members is of utmost importance for disciplined working environment of the college. It is important that faculty / staff members are dressed in formal professional attire best suited for work place to evoke respect and positively influence students of the college

Despite previous directives, some faculty and staff members have been noticed not following the basic norms of formal dress code. With immediate effect following guidelines are to be paid attention to and followed without any deviation :

- a) Any form of casual wear, like chapples, jeans and T-shirts are not to be worn by faculty and staff members inside the college premises.
- b) For male faculty and staff, formal shirt-trousers, suits, coats, blazers and shoes are to be worn depending upon the weather conditions.
- c) Male faculty and staff members are to be either properly shaved or have a neat beard.
- d) For female faculty and staff, any decent traditional Indian wear / formal westerns dresses except skirts may be worn.

All HoDs, Deans and Section Incharges are to constantly monitor and counsel faculty / staff members towards proper professional dress code.

All are to observe strict compliance.



Dr R. K. Agarwal
Director

Copy to : All HoDs, Deans & Section Incharges
Faculty / Staff Notice Board



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