

RCET Code of Conduct

At RCET monitoring committee for code of conduct is Anti Ragging and discipline action committee. This committee consists of principal as chairman, all Head of the departments ,one lab technician ,one campus supervisor as members and member from local administration. The committee is entrusted to maintain the discipline in the campus according to the code of conduct of RCET. For that the committee is preparing a schedule for monitoring the student discipline in a daily basis including the staff members from all departments. Duty of this team is to follow the students during break time to monitor students from different location of the campus to see that the students are not engaged in other activities. The department HoDs and staff members are responsible for maintaining the discipline during class hours.

ADMISSION

Engineering studies is about acquiring technical skills and knowledge to solve problems of people and society. At RCET, we are committed in providing you top quality education and acquaint you with most modern and future technologies. The College is continuously expanding both its academic and physical infrastructure with the aim of creating the best learning environment to the students. We have arranged every opportunity for a student to widen and enhance his/her knowledge, skills and potential.

Eligibility for Admission - B. Tech.

Admission to the B.Tech. programme, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala and the Government of India and other statutory bodies such as AICTE & APJ Abdul Kalam Technological University.

Eligibility Criteria for Admission in Management Quota

1. **Nationality** : Candidates must be citizens of India.
2. **Age** : Applicants should have completed 17 years of age on 31st December 2018.
3. **Academic Requirements** : The applicant should have completed Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or an examination recognized equivalent thereto with at least 45% marks in Mathematics, Physics and Chemistry/ equivalent subjects put together or equivalent grade. Rounding off the percentage of marks to the nearest whole number is not permitted.
4. **Entrance Examination** : Candidates should qualify (a minimum of 10 marks each in Paper I and Paper II) in the Engineering Entrance Examination conducted by the Commissioner of Entrance Exams, Govt. of Kerala(KEAM) and should be listed in KEAM Rank List. Candidates qualified in JEE are also eligible for admission in management quota.

Admission Procedure for NRI Students

The Management is entitled to fill up 15% seats in the NRI category (NRI) by admitting qualified students who are dependents of Non Resident Indians. These students are exempted

from qualifying in any Entrance Test and can be admitted based on their academic eligibility as stipulated by AICTE, Govt. of Kerala and APJ Abdul Kalam Technological University (KTU).

Academic Requirements for NRI Quota : The applicant should have completed Higher Secondary Examination of the Board of Higher Secondary Education of Kerala or an examination recognized equivalent thereto with at least 45% marks in Mathematics, Physics & Chemistry / equivalent subjects put together or equivalent grade. Rounding off the percentage of marks to the nearest whole number is not permitted.

Admission under tuition fee waiver scheme

As per the directions of the AICTE and the Govt. of Kerala, 5% of students in every sanctioned course will be provided tuition fee waiver based on merit. Every year, Royal Education Society and Research Centre conducts a Scholarship Examination named **CALIDAD ENGINEERS SCHOLARSHIP EXAM** to find young engineers who are eligible to study B. Tech. in a fee waiver scheme. Attractive scholarship schemes are offered for students based on the result of this examination.

Rank Benefits

- 1 to 10 100% Tuition FeeWaiver
- 11 to 20 75% Tuition FeeWaiver
- 21 to 40 50% Tuition FeeWaiver
- 41 to 94 25% Tuition FeeWaiver

Royal Education Society and Research Centre also provides scholarships to highly talented students who have shown good academic performance in the higher secondary examinations as well as in engineering entrance examinations. The detailed description of the scholarship is shown below.

Eligibility for Admission -M. Tech

The M.Tech. Degree courses affiliated to A.P.J Abdul Kalam Technological university under the semester scheme of studies comprises of two years (four semesters). Admission to the M.Tech. programme, admission policy and procedure shall be decided from time to time based on the guidelines issued by the Government of Kerala and the Government of India and other statutory bodies such as AICTE, KTU etc.

Criteria for Admission

1. Candidates must be citizens of India.
2. Candidates should have a minimum of 60% aggregate marks in the Engineering Degree examination. For SC/ST candidates a pass in the Engineering Degree course is sufficient. For SEBC students, a minimum of 54% aggregate marks in the Engineering Degree examination is mandatory.
3. Candidates who have appeared for the final semester examination can also apply, provided he/she has passed all the subjects up to and including the 6th semester exam

WORKING HOURS

College working time : 9:00 am- 4:00 pm Monday – Friday, all Saturdays except Second & Fourth Saturdays.

College Office / Accounts Department Working Time : 9:00 am- 4:00 pm Monday – Friday, all Saturdays except Second & Fourth Saturdays.

Central Library working time : 9.00 am- 6.00 pm Monday – Friday, all Saturdays except Second & Fourth Saturdays.

RULES AND REGULATIONS OF THE COLLEGE

1. The college gives utmost priority for discipline. Every one, student or staff, is bound to follow the rules and regulations of the college and maintain discipline.
2. The students are required to wear college Identity Card on all college working days. Failure to wear the college identity card will be treated as misconduct and such students will be barred from entering the campus and class room.
3. Under disciplinary action, the principal is empowered to fine, suspend or even expel a student from the college in the interests of the institution.
4. Students are not permitted to use Mobile Phones inside the college campus.
5. Every Student shall conduct himself / herself in such a way to cause no disturbance to the working of the classes or to fellow students.
6. Ragging, consumption of alcohol, usage of narcotic drugs and smoking are strictly prohibited in the hostel and college campus.
7. No function shall be arranged by the students in the hostel or college campus without prior permission from the principal.
8. Writing on walls, pillars, bath rooms, and furniture or black boards is strictly prohibited.
9. Eating snacks / taking lunch inside the class rooms or along corridors are not permitted.
10. The cost of any damage, if caused to college property will be charged to the accounts of the students responsible for the damage in addition to disciplinary action.
11. Students are advised to switch off fans and lights when they leave the class rooms.
12. Furniture in the class rooms should not be moved or displaced.
13. Students are not allowed to attend classes or any college function wearing shorts, dhotis, jeans or T-Shirts.
14. No one will be allowed to whistle, hoot, shout or sing aloud while travelling in the bus. They are also not allowed to throw papers or other articles while travelling.
15. No students shall remain in the hostel during class – hours unless he / she is sick and is permitted to be on leave.
16. Students have to take without fail all the necessary items such as Hall ticket, Admit card, Pen, Pencil, Calculator, Scale, Rubber, etc., to the test / exam hall.
17. Students will have to sit through the entire period scheduled for the internal tests.
18. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him / her to write the university examinations.
19. Browsing is not allowed during lab hours. Staff and students are not allowed to misuse the internet facilities.
20. No one will be allowed to listen to Music from any device inside the college campus.
21. Internal assessment is part of the evaluation. Students are required to check the marks displayed on the notice board and bring any discrepancy to the notice of the HOD immediately. Change is not possible later.
22. Attendance will be counted for the participation in co-curricular or extra-curricular activities inside or outside the campus, only if a copy of the participation certificate or a

- note from the concerned teacher is produced within two days to the group tutor.
23. Misbehavior outside the College, affects the reputation of the College, has an impact on the students community. The College reserves the right to take actions and rules that are necessary in the interest of the general student community.
 24. Students are solely responsible for their belongings.
 25. The students are requested to observe all the safety regulations while conducting practicals in the laboratories and the management is not responsible for any physical damage or mishap that might occur on student's negligence.
 26. Student are not permitted to take part in agitations directed against the authority of the Government. Students are not allowed to collect donation or any money collection without prior permission from principal through concerned department Heads.
 27. College fees are to be paid before the registration of semester classes. A late fee is payable after that. If fees are not paid within four weeks after reopening, the name of the student will be removed from the students roll list. Tuition and other fees once paid cannot be refunded. However, refund of caution deposit may be claimed.
 28. The students who wish to leave the College due to any reason will be given TC only after payment of all fees payable for and by clearing any other dues. Such students have to return any scholarship, stipend or financial assistance given by the college authorities.
 29. Students are not permitted to participate in any political activities or communal politics inside the campus.
 30. Change of permanent address of any student must be notified to the College office. Students should live either with their parents or in the Hostel. In extraordinary cases, students who do not live with their parents or in the College Hostel are required to inform the Principal about the details of their place of residence and details of local guardian.

Code of conduct in the library:

1. Members should not bring their personnel belongings in to the library. Adequate storage facility is provided at the entrance.
2. All the users are required to maintain silence in the library and instructed to follow the Library rules and regulations.
3. ID card is compulsory to borrow books from the library.
4. Usage of cell phones are not permitted inside the library.
5. Stealing or damaging the property of library or misbehavior with library staff shall be considered as an act of indiscipline.
6. The librarian reserves the right to recall any book issued from the borrower even prior to the due date of return if necessary.
7. On the due date students can renew the book by producing the same to the librarian. If renewed, he/she can keep the book for another 20 days.
8. After due date if a student fail to return or renew the books, existing late fee decided by the library advisory committee will be charged. Absence from college will not be treated as an excuse.
9. If the book issued to a member is lost, the member should replace a fresh copy of the same book. If not he/she must pay the present price of the book and an additional fine. In case of out of print/rare books the worth of the book and the fine will be decided by the library advisory committee

10. For any sort of damaged done to the book issued, librarian can decide the fine which the lendees have to pay.
11. While returning a book if there is any sort of tampering with the barcode sticker or spinal liable pasted on the book he/she is liable to pay the existing fine.
12. Reference books, Journals, Newspapers and Magazines should not be taken out.
13. The number of books that can be borrowed for students and loan period is as follows:

Category	No of Books	Loan Period
B. Tech	1st year	3 20 Days
B. Tech	2nd & 3rd Year	4 20 Days
B. Tech	4th Year	5 20 Days
M. Tech		6 20 Days

College Buses

Ample transportation facilities are available to cater the needs of the Students and Staff. Bus pass is necessary for travelling to special routes. Students are expected to behave decently in the bus. Shouting, howling, singing songs etc should be avoided. They are expected not to tamper with seats, fittings and accessories of the bus. If any item is damaged or spoiled, the cost of replacement of items will be levied from the students as fine.

RULES AND REGULATIONS

1. Only those students having bus pass will be permitted to avail college bus facilities.
2. Money collection among students in the college bus is not permitted.
3. Buses are not permitted to stop except at the scheduled stops.
4. Students are not permitted to get down/get in at places except at their scheduled stop.
5. Movement/Walking/Shouting etc are not permitted in the college bus while in running

College Canteen

- Students are expected to take food only from college canteen.
- Taking unhygienic food from outside outlets or shops are not permitted. Care may be taken not to spill food particles on table and floor.
- The canteen should not be used as a place for gossip and other leisure activities.
- Students are expected to leave the canteen as soon as they finish their meals or snacks.

Vehicle parking facility for students

- As per Kerala Government directive students are not permitted to bring motor vehicles inside the
- campus.
- A parking area is provided for students outside the college gate, near the mosque.
- Students are requested to park their vehicles in that area.

GENERAL INFORMATION

Registration

- At the beginning of the semester students are supposed to register for their respective courses.

- They shall clear all the dues payable to the college and hostel before the registration.
- A candidate who does not register will not be permitted to attend the class.

Uniform

College uniform can be purchased from the Students Amenities Center during college working hours. Students are advised to wear their college identity card whenever they are inside the campus. The students should be neatly dressed in accordance to the college dress code and with the approved uniform during the practical classes. For practical classes the students should wear Lab Coats.

Dress Code for Boys:

1. Formal shirt and pants provided by the college.
2. Formal Black belt.
3. Formal well polished black leather shoe with dark shade socks.
4. Jeans and uniform made of denim materials are not permitted.
5. Shirt must be tucked in all the times.
6. Torn, rugged or soiled clothes of any kind should not be worn.
7. The pants should not be frayed at the bottom.
8. The buckles of the belt can be either conventional box frame or plate frame style. End of the belt should not hang down from the belt-loops.
9. Body piercing or tattoos are not acceptable. Wearing of earrings, caps, metal chains, wrist bands and similar accessories are not permitted.
10. Hairstyles are expected to be neat, tidy and sensible. The long hair grown below the collar is not acceptable. Beards and mustaches must be neatly trimmed and well groomed at all times or else clean shaven.

Dress Code for Girls:

1. Formal salwar suit with overcoat issued by the college.
2. Black Shawl/Mafta (optional).
3. Formal Black cut shoe with dark shade socks.
4. Jeans and uniform from denim materials are not permitted.
5. Body piercing or tattoos are not acceptable(ear piercing exempted).
6. Multiple and dangling earrings are not permitted.
7. Hair styles are expected to be neat and tidy and well groomed. All jewelries worn should be simple and modest.

BEHAVIOUR AND DISCIPLINE

1. Students shall not convene any meeting of any nature within the premises without the written permission from the principal.
2. Students shall not stick or distribute any posters, notice etc. which will adversely affect the discipline and smooth functioning of the college.
3. As per the Court order usage of mobile phones inside the campus is strictly prohibited.
4. As per Govt. orders, two wheelers are not permitted inside the campus. Special zone is marked for parking two wheelers.
5. Students shall not remove the furniture or equipments belonging to the college without the permission from the authorities.
6. Students are not expected to loiter in the campus after the commencement of the classes.

7. Students have to be in their classes on time. Late attendance is not permitted.
8. All students are expected to uphold the sanctity and dignity of our institution.
9. Smoking inside the campus is totally prohibited.
10. Ragging is a serious criminal offence. Whoever contravenes the rules against ragging shall be rigorously punished.

RCET HOSTELS - RULES AND REGULATIONS

- College has their own hostels within the campus where 150 boys and 300 girls can be given accommodation.
- Hostels are under the control of Warden. Matrons and Resident tutors are appointed to
- look after the discipline.
- Following are the standing rules of Royal College of Engineering and Technology Hostels. Violation of the rules will be treated as gross indiscipline and action will be taken against offenders.

General Rules

1. The hostel committee shall be in charge of the overall administration and control of the hostel.
2. The Warden assisted by the resident Tutor/Matron, is in charge of maintenance of discipline and all matters connected with the regular working of the hostel.
3. The hostel committee reserves the right to refuse admission to any applicant.
4. Any student after admission shall on no account leave the hostel without the permission of the warden / Resident Tutor.
5. Hostel rooms will be allotted to the inmates at the discretion of the warden. Rooms once allotted will not be interchanged in between the academic year.
6. Inmates of the hostel will be responsible for the safety of the articles supplied to the rooms. They shall not tamper with the electrical installations, sanitary fittings, furniture and other hostel properties. If any damage is done, compensation will be levied from the persons responsible for it.
7. Inmates are expected to switch off fan and light after use and lock the rooms when they are going out. Extra connection, if any, may be done only with the permission of the resident tutor.
8. All inmates must be in their rooms before 6.00PM(ladies) and 7.30PM(gents) before closure of the hostel gates. Permission should be taken from the resident tutor to move in or out, in case of an emergency.
9. The Matrons / Supervisor shall take the room attendance of inmates after 7.30 PM in girls and boys hostel.
10. If any of the inmates leave the hostel without prior permission, the matter will be reported to the Resident Tutor (RT) by Supervisor/ Matrons immediately. The RTs will report to warden for further necessary disciplinary action.
11. Shouting, reading aloud, singing, playing stereo and such other acts causing disturbance to other inmates inside the hostel must be avoided. Members are not permitted to convene meetings of any sort anywhere in the hostel or its premises. No circular or subscription list shall be taken around.
12. Smoking and consuming alcoholic drinks in the hostel premises are strictly prohibited. Inmates are not to indulge in fighting and using abusive languages in the premises. Use

- of crackers and fireworks in the hostel buildings are prohibited.
13. Visiting hours in the hostel is decided by the warden.
 14. Students staying in the hostel are supposed to pay the Hostel fee on or before 10th of every month.
 15. Students should occupy their own rooms during the study hours (8.30PM to 10.30 PM).
 16. Anything which interferes with student's studies must be avoided at all times. Silence hours will be observed from 10.30 PM to 7.00 AM on all days. No noise of any sort will be permitted during the silence hours. Serious action will be taken on the breach of this rule.
 17. All complaints regarding repairs/maintenance in the Hostels must be entered personally by the students in "Complaint Registers" maintained in the security room.

Girls Hostel Rules

1. Those students who reach home before 6 pm are permitted to leave hostel after working hours.
2. Parents should inform as soon as they reach home.
3. Students are not permitted to extend their leave without permission.
4. At least three days before students should submit their out pass request to resident tutor.
5. Those applying for out pass must state the date and time of her intended departure and return as well as the destination, reaching time, parent's/local guardian phone number, student's phone number, and enter all these details in the in-out register maintained in the security room.
6. Students should return their out pass to the matron as soon as they reach hostel.
7. If there is any inconvenience to reach back the hostel as mentioned in their request, it should be informed to the matron.
8. Students can use their mobile phones [Without Camera] from 4:30 - 7:30 pm in the evenings which is to be handed over back to the Resident tutors after use and take them whenever they go home.

ATTENDANCE AND LEAVE REGULATIONS

Attendance

1. Students should not be absent for the classes without seeking prior permission from the HoD through group tutor.
2. Late comers will be allowed to enter the class room only after getting permission from the Head of the Department.
3. Staff members should take attendance at the beginning of each period. A student who is not in the class room, when the attendance is taken, shall be marked absent for that particular period.
4. Monthly consolidated attendance will be published.
5. The attendance of each student shall be totalled at the end of every month and displayed on the Notice Board.
6. Attendance for series tests / Model exams is compulsory. The students should prepare well and write the tests with involvement.
7. Students must neither leave the station before the holidays nor return late after the re-opening. Infringement of this rule will be seriously viewed and suitable action will be taken

Leave Rules

1. Without prior permissions, students are not permitted to take leave.
2. Application stating the reasons for the leave and proper recommendation by the Group Tutor should be submitted to the Head of the Department in the prescribed form available from the SAC.
3. Applications for leave must be submitted in prior. In case of any valid inconvenience in doing so, the application should be submitted within 5 working days from the end of leave period.
4. Leave may be granted only if the sanctioning authority is convinced with the genuinity of reason.
5. When leave is sought for a period exceeding three days on reasons of ill health, the application should be supported by proper Medical Certificate.

Duty Leave Rules

1. The duty leave for the activities organized at the Department / College level can be availed only with the prior permission of Head of the Department / The Principal.
2. The maximum number of duty leaves a student can avail during a semester is limited to 10% of the total working hours inclusive of all the activities conducted.
3. Special sanction for participating in Sports, Games, Zonal Art Fest, Inter Collegiate Technical Fests, Seminars etc. can be obtained from the Principal on selective basis which will normally be restricted to the meritorious