

Guidelines for Day Scholars

Rules and regulations of any institution are to create a positive and conducive learning environment. These rules define the expected standards of clothing, timekeeping, social behavior and work ethic.

KIET Group of Institutions believes day scholars are equally important as compared with hostellers and believes in providing facilities available in the campus to them as well. The following guidelines must be followed by the day scholars during their stay in the campus.

Institute Timings: 9:00 AM to 5:00 PM

- Institute timings for day scholars are displayed on Institute notice boards, main gate, cafeteria, near auditorium and all prominent locations of the institute. The day scholars are expected to strictly adhere to these timings.
- The students are expected to reach the Institute by **9:00 AM** to avoid loss of attendance of the first lecture.
- In between the academic hours, lunch break will be there from **12:30PM to 01:30PM**. Students may visit canteen, cafeterias, grounds etc. in the premises during this duration.
- The classes will end by **4:50PM** and all day scholar students are suggested/advised to leave the institute **latest by 5:15PM**. Buses will depart at **5:05PM**.
- Student may visit Institute knowledge resource center (library), canteen, cafeterias, etc. during academic hours if they do not have lectures or labs.
- Students can visit administrative offices (accounts department, registrar office etc.) according to the timing protocols of the institute only.

Stay-Back Facilities:

- The Institute offers stay-back facilities for the day scholars, **except-Saturday(Non-working), Sunday & Institute Holidays** from 5:00PM to 7:00PM. This facility can be availed for extracurricular clubs, sports clubs, Institute knowledge resource center (library), center of excellence, etc.
- The students may use stay-back facilities from **5:00PM to 7:00PM** with **prior permission from the office of Dean SW**. All permission forms are available on the Dean SW tab of KIET Group of Institutions website. Students may download and submit the duly filled/Approved forms from respective authority (HoD/ Club coordinators) to the office of Dean SW in hard copy. If permission is granted the form has to be given to Manager Administration & a copy at the main gate (security office) for further action. **It is mandatory to keep one copy (Hard/Soft) of the same by the student during his extended stay in campus.**
- Any stay-back for curricular/extracurricular/sports clubs can be availed only by the **registered members** of the respective clubs only. For any type of pre preparation in the institute beyond college hours, registration in the concerned event is mandatory by the registered members of the clubs.
- During stay beyond the college hours, students are strictly advised to be present only at the locations (clubs/grounds/library etc.) for which they have been permitted to stay in the prior permission forms. Any day scholar student found inside the campus after 5:00 PM without permission/approval will be **penalized** as per the KIET student discipline policy.

Id card:

- ID card is provided to each student with his/her Name, Photo, Address, Blood group and barcode printed on it. **Wearing ID Cards is mandatory** while students are in the campus or in the bus.

Dress code

- All the students in the campus should be neatly dressed according to the Institute's guideline - on all days including during all Examinations.
- Full Trousers, Jeans, Shirt / T-Shirt, Kurta with legging / formal pants, Salwar Kameej and all formals are allowed for all.
- Footwear: Both shoes and sandals / formal belly are allowed but bathroom slippers will not be permitted in classrooms, workshops, and labs.
- Shorts/Bermudas, night dress etc. is strictly not allowed during working day of the Institute for any reason.

Transportation facilities for day scholars:

- Transportation facilities are available for day scholars. Students can avail the facilities by paying bus fees with the institute's annual fees. All the rules and regulation must be followed by bus boarders; any misconduct may cancel their bus membership.

Attendance and leaves:

- As per AKTU guidelines, a student has to attend at least 75% of the classes for appearing in end semester examination. However the college insists on a maintaining **100% attendance** for both theory and Practical classes. All the students should make note of the leave regulations and instructed to strictly abide by the rules while availing leave.

Electronic Gadgets

- Students can carry mobile phones, tablets, laptops etc. but their use during classes should be according the guidelines of the respective department. Electronic gadgets are strictly **not** permitted inside the examination halls.

General Rules

- NO day scholar student is permitted to visit/ stay in the KIET hostel/Mess.
- Any visitor accompanying the student is not permitted to visit the campus without prior permission from the respective authorities of the institute.
- Students are expected to be alert on their email/WhatsApp/KIET website/notice board for any notice/circular. Ignorance of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
- **Spitting, smoking and throwing bits of paper inside the institute campus are harmful and must be avoided.** Students must keep the campus clean by properly using dustbins and should avoid spitting or throwing items in the open spaces in the campus.
- Students are strictly advised to refrain themselves from possessing, consuming, or distributing alcohol, harmful drugs, narcotics, gutka, cigarette or any other substance causing serious or substantial impact on health. Any violation of these orders will lead to disciplinary action.

- Students must not possess firecrackers/explosive/flammable materials or spread colored powder and splash color water in the pretext of festivals and functions on or during any other occasion in the college campus.
- Students are advised not to harm the reputation of the institute or individual (fellow students and institute staff) through social and electronic media.

Wish you all a very happy and pleasant stay in KIET.

Happy Learning!!