

# Baba Banda Singh Bahadur Engineering College Fatehgarh Sahib



**25<sup>th</sup> Years of Excellence**

**CODE OF CONDUCT  
FOR STUDENTS**

## IMPORTANT PHONE NUMBERS (COLLEGE)

Name/Designation	Telephone No.
Principal's Office	+91 1763-503056
Dean Academics	+91 88720-07780
Dean R & D	+91 98558-28558
Dean Student Affairs	+91 98550-43335
Dean Examination	+91 88720-35211
HoD Agriculture Engg.	+91 88720-07780
HoD Applied Sciences	+91 88720-35201
HoD CSE & IT	+91 94634-46505
HoD Civil	+91 88720-16610
HoD ECE	+91 98556-51466
HoD EE	+91 88720-35214
HoD ME	+91 88720-35205
HoD MBA	+91 98720-68888
Chief Security Officer	+91 88720-16450
Chief Hostel Warden	+91 88720-35214
Head T & P Cell	+91 88720-35213
Admission Cell	+91 88720-16608

### Women Grievances Redressal Committee

- Dr. Niraj Bala, Head RIC
- Prof. Mohinderpal Kaur Rekhi, AS
- Prof. Sarabjit Kaur, AS
- Prof. Gurleen Sidhu, CSE
- Prof. Sumit Kaur, AS
- Prof. Divya Gupta, EE

### SC/ST/OBC Grievances Redressal Committee

- Prof. Narinder Pal Singh, ME
- Dr. Amarinder Singh, AS
- Prof. Gurleen Kaur Dhaliwal, CSE
- Prof. Mandeep Kaur, ECE
- Prof. Navneet Kaur Panag, EE
- Prof. Balraj Singh, ME

# CODE OF CONDUCT

## **1. ATTENDANCE.**

- (1) Students are expected to have 100% attendance.
- (2) Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoD is mandatory.
- (3) A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the End Semester Examination.
- (4) Under extreme special circumstances, Principal may condone attendance upto 70% on the recommendation of HoD and Dean Academics.
- (5) If a student is continuously absent for a period of 15 days without permission, a notice will be sent to the parents / guardian with intimation to Dean Academics by HoD.
- (6) If a student remains absent continuously for 30 days without permission, his name will be struck off. Such a student may apply for re-admission. The student granted readmission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations.

## **2. MAKING UP OF DEFICIENCY IN ATTENDANCE**

- (1) The students who are detained due to shortage of attendance in any course of a semester, shall register with their Department for Guided Self Study Course within 30 days from the date of registration in the semester / year. They will be required to pay a fee of **Rs 1000/- per course** as prescribed by the College.
- (2) Each Department will prescribe "Guided Self Study Course" for the course units in which the students failed or are detained due to shortage of attendance in a semester and arrange counseling sessions for the students on weekends and holidays in the same odd or even semesters.
- (3) Such students will have to attend contact classes as and when scheduled by the Department on weekends / holidays in the relevant semester to complete the package of study for the course designed by the Department.
- (4) The Departments may prescribe term papers / home assignments which the students will submit to their teachers subject-wise within the due dates.
- (5) The regularity in attending the classes and prompt submission of assignments by due date will determine whether a debarred or detained student is permitted to take the re-examination or not. The schedule for regular collection and submission of term paper/home assignments will be announced by the Department.
- (6) Only those who register for Guided Self Study Course and complete all the requirements as prescribed by the Department will be permitted to take the examination in the respective subject when the examinations of such Course Units are conducted on normal schedule along with the next batch of students.
- (7) The Head of Department will give a certificate to the Controller of Examinations in the manner prescribed in Guidelines stating that the student has complied with all the requirements prescribed for making up the deficiency in attendance at least ten days before the commencement of examinations.

## **3. OFFICIAL DUTY (OD) GUIDELINES**

- (1) If a student is sent by the Institution for an OD, the student may be given advantage of it in attendance. The OD can be given equal weightage from the attendance point of view. The procedure for granting OD is available with Principal office/ Dean Acad.
- (2) **OD will be part of already permissible 25% absence.** No OD would be given for the following-
  - (i) for practice session or as audience for sports matches, cultural programs etc.
  - (ii) for academic project, whatsoever may be the nature.
  - (iii) after the event is over or the class already held whichever is earlier.
  - (iv) for consulting books in library for preparation of any competitions / assignments.
  - (v) appearing in any competitive examination / back papers.
- (3) OD should not exceeded more than 10% of the total classes planned for a course.
- (4) For getting OD, the student has to fill-up the prescribed form for recommendation by the faculty deputing for the activity for final approval by Principal duly recommended by HoD.
- (5) **There will be No cases of either recommendation or ex post facto sanction of ODs.**

## DISCIPLINARY CONTROL OF STUDENTS

- (1) Every student enrolled in the College shall be under disciplinary control of the College and its Departments/Institutions.
- (2) At the time of admission, every student shall be required to sign a declaration that on admission, he/she submits himself/herself to the disciplinary jurisdiction of the Principal and several authorities of the College, its Departments/ Institutions who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances, the Regulations and Guidelines that have been framed therein by the College.
- (3) Without prejudice to the generality of the power to maintain and enforce discipline under these Regulations, the following shall amount to act of indiscipline or misconduct on the part of a student.
  - (a) Physical assault or threat to use physical force against any member of the teaching and non-teaching staff of any Department/ Institution and against any student within the College
  - (b) Without written remaining absent from the class, test/examination or any other curricular or co- curricular activity which he is expected to participate in
  - (c) Carrying of, use of or threat to use of any kind of weapons
  - (d) Misbehavior or cruelty towards any other student, teacher or any other employee of the College.
  - (e) Use of drugs or other intoxicants except those prescribed by a qualified doctor
  - (f) Any violation of the provisions of the Civil Rights Protection Act, 1976
  - (g) Indulging in or encouraging violence or any conduct which involves moral turpitude
  - (h) Any form of gambling
  - (i) Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them
  - (j) Practicing casteism and untouchability in any form or inciting any other person to do so
  - (k) Any act, whether verbal or otherwise, derogatory to women
  - (l) Smoking, use of narcotics, possession and consumption of alcoholic beverages
  - (m) Any attempt at bribing or corruption of any manner or description
  - (n) Willful destruction of the property of the College or its Departments /Institutions.
  - (o) Behaving in rowdy, intemperate or disorderly manner in the premises of the College, or encouraging or inciting any other person to do so.
  - (p) Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so
  - (q) Causing disruption of any manner of the academic functioning of the College
  - (r) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the college
  - (s) Unpunctuality
  - (t) Ragging in any form
  - (u) Violation of the status, dignity and honour of students, in particular female students and those belonging to a scheduled caste or a scheduled tribe or other backward class
  - (v) Any practice whether verbal or otherwise, derogatory to women
  - (w) Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behavior of students
  - (x) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be
- (4) The Principal may amend or add to the list of Act of Indiscipline, Misconduct and misbehavior under Clause (3) above.

### 2. PENALTIES FOR BREACH OF DISCIPLINE

- (1) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate by him the Principal, HoD as the case may be, may in the exercise of their powers aforesaid, order or direct that any student
  - (a) be expelled from the college or institution, as the case may be, in which case he shall not be re-admitted to the University, college or institution from where he is expelled but it shall not preclude his admission to any other institution with the prior approval of the Principle; or
  - (b) be, for a stated period, rusticated in which case he shall not be admitted to the college, till expiry of the period of rustication; or
  - (c) be not, for a stated period, admitted to a course or courses of study of the College; or
  - (d) be imposed with the fine of a specified amount of money; or
  - (e) be debarred from taking a University examination or examinations for one or more years.

(2) The Principal, in exercise of his powers aforesaid or on the recommendations of the Head of Department/Institution, may also order or direct that the result of the student concerned of the examination or examinations at which he has appeared, be cancelled.

### 3. RAGGING

(1) Ragging, in any form being illegal as per the decision of Hon'ble Supreme Court of India, is strictly prohibited within the premises of the University, its Hostels, Departments/Institutions and any part of the College campus as well as on public transport system. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under these Regulations.

(2) The acts or practices of ragging

- (a) Physical assault or threat and/or use of physical force
- (b) Violate the status, dignity and honour of female students
- (c) Expose students to ridicule and contempt and affect their self esteem
- (d) Entail verbal abuse and aggressions, indecent gestures and obscene behavior
- (e) Compelling new comers to indulge in activities amounting to dangerous stunts
- (f) Forcing junior/newly joined students to parade and stage entertainment
- (g) Imposing financial burden by way of forced celebrations and hosting
- (h) Creating rowdy scenes through forcible acts and thus compelling the juniors to participate
- (i) Forcing the new comers to create noisy and disorderly scene.
- (j) Tease, crack rough jokes and engage in rough play against companions and specially the freshers.
- (k) Be noisy and riotous and thus disturbing the peace and tranquility of the Campus.

(3) Abetment to ragging whether by way of any act, practice, or incitement of ragging will also amount to ragging.

### 4. PENALTIES FOR RAGGING

(1) On receipt of a report or a determination by the relevant authority under these Regulations disclosing the occurrence of ragging incidents described in these regulations by the Principal or by any authority under these Regulations, the student(s) involved in ragging, shall be expelled for a specified term, designated in the order. Non -students involved in reports of ragging will be proceeded with under the criminal law of India. Ex-Students involved in ragging and against whom necessary action is taken under these provisions, will also be rendered ineligible for a period of five years from seeking enrolment. They will, however, be given post decisional hearing, with strict adherence to the law of natural justice.

(2) In case any student who has obtained degree or diploma of the University is found guilty; under these Regulations, appropriate action will be taken under the provisions of the Statutes and Regulations relating to Conduct of Examinations.

## CONDUCT DURING ACADEMIC ACTIVITIES

- (1) Mobile devices of any nature will be switched off during any academic activity.
- (2) Students will stick to the seating scheme of the activity.
- (3) Students will not disrupt in any manner and will actively participate in the activity.
- (4) Students will neither damage or deface any facility / fixtures in the premise nor will allow any other person to do so.
- (5) Students will give proper regards to the faculty/ lab technicians/ lab attendants and other staff members.
- (6) Punctuality will be ensured by all.

**Dress Code.** It is pertinent that appropriate dress as per the activity be worn by all students and staff members. Dress should be decent and appropriate for the professional college at all occasions on all days. The students and staff have to represent the college in the best possible light at all times. The following dress code would be followed by all students of the college:

- (1) **Formal Dress.** will be worn on notified day and on special events whenever notified. Formal dress comprises-
  - a. **Male Students.**
    - i. Summer - White Shirt, Navy Blue/Black Trouser, Navy Blue Turban for Sikh Students. The College Tie to be worn on college formal events.
    - ii. Winter - Summer Dress with College Blazer and College Tie.
  - b. **Female Students.**
    - i. Summer - White Shirt, Black/Navy Blue Trouser or Grey Salwar/Pajami Suit with Orange/Kesri Dupatta for existing students.

For Batch 2018: White Shirt, Black/Navy Blue Trouser or White Shirt with Orange Border/White Salwar/Pajami and Orange Dupatta.

ii. Winter - Summer Dress with College Blazer and College Tie or Grey Salwar/Pajami Suit with Navy Blue Dupatta and College Blazer for existing students.

For Batch 2018: Summer dress with College Blazer and College Tie or White Shirt, Black/Navy Blue Trouser or White Shirt with Orange Border/White Salwar/Pajami and Orange Dupatta.

- (2) **Informal Dress.** Graceful informal dress will be worn on other days.
- Male staff and students are expected to wear pants/Jeans with half/full sleeve collared shirts/Collared plane T-shirts neatly tucked in. Sikh students will wear turban. No parnas/ patkas/ T-shirts with slogans or comments, pajamas, Slippers are allowed in the academic areas.
  - Female staff and students are expected to wear traditional churidar/salwar-kameez/long kurtis/ Loose jeans with collared plane T-shirts. Wearing of dupatta/shawl is must. Short Salwar/kameez/T-shirts with slogans or comments, pajamas, Slippers are strictly forbidden.
  - Dress for the Lab and Workshop classes would be as per concerned departmental orders on the subject.
- (3) Displaying of college ID card is mandatory in the college campus. During examinations, admit cards will be carried in addition.
- (4) The above dress code is applicable for all students irrespective of year or branch. All students must be in possession of the dress. The dress will be purchased from the College Tailor shop directly by the students within 20 days of start of the session i.e. 18 Jul 18.
- (5) After 08 Aug 18 students improperly dressed on formal dress days will be fined Rs 100/- for every occasion. The HoDs will institute method of checking the dress during the forenoon classes and list of defaulters in writing would be sent to the Principal before closing time of each formal dress day duly authenticated by the HoD. The fine will be cleared by the students before they are permitted to appear in the following MST/semester exam.
- (6) The students must check the Notice Boards from time to time. Everyone will follow the directions, displayed by the college/staff/department on the Notice Boards. Ignorance is not acceptable.
- (13) **Use of internet** for the purpose other than academic related activities is banned in the college campus.

### HOSTEL CONDUCT RULES

- No student with past record of indiscipline/misconduct will be allotted hostel.
- Ragging is strictly prohibited in any form; if someone found guilty, severe action will be taken.
- Students are not allowed to consume alcoholic, narcotic drugs or any intoxicating substance in the college campus.
- A visitor's pass will be obtained from the college main gate for all visitors to the hostel including the parents/guardian. They will make necessary entries in the visitors' book available at the hostel entrance with the security guard. They must be entertained only in the guest room during visiting hours only.
- No person, either guest or otherwise shall be permitted to stay overnight in any part of the hostel. In case, guest want to stay overnight in the hostel, he/she should take permission from warden and will pay guest entry charges @ Rs. 50/- per night. If any unauthorized guest found in hostel, the host shall be fined Rs. 500/-.
- Students are not allowed to take common room's newspapers to their room at any time.
- The students are advised to check all the fitting in the room while taking possession of the room. If there is any discrepancy, they must report to the caretaker immediately.
- Students should handle hostel equipments, furniture, mess property carefully and not abuse or tamper with it. Any damage to hostel property will be made good by the residents who are responsible for such damage. This includes driving in of nails, defacing of walls, damage to fixtures and furniture. If so then applicable fine will be charged by the hostel authorities.
- For any maintenance arising due to regular wear & tear of the fitting in the room, the residents of the hostel must make entry in repair/maintenance register kept with security guard of the hostel. Same will be corrected within 24-48 hrs of reporting.
- Students have to use water and electricity judiciously. If fan, tube, etc., found ON in the absence of the students in their rooms, fine will be charged by hostel authorities.
- Use of electrical gadgets like heaters, kettle, electric rod, electric iron, radio, deck, tape-recorder, woofer etc in the hostel is not allowed.
- Garbage and wastage only be put at garbage box available nearby hostel premises
- Students are allowed to go home on only one weekend in a month. They are allowed to go home/out second time only in case of emergency with valid reason and with the permission of hostel warden. They must take permission two days in advance. They must make the necessary entry in the movement register available in the respective hostels with hostel servant/security guard.

14. Mess charges are Rs. 2100/- per month for five months in each semester (January to May and mid July to mid December. Rs. 10,000/- if paid lump sum for full semester. For remaining period mess contractor will charge Rs 100/- per day on the basis of number of days.
15. The students residing in the hostel are required to buy the semester/ monthly mess card in advance.
16. Mess contractor shall be informed at least 24 hours in advance in case a hosteller does not want to take meals.
17. Students are required to come to the hostel mess and common room in proper dress (sleeveless and half pants, capri, bermuda etc are not allowed). Students are required to cover their head during their meals.
18. The students can keep PC/Laptop in hostel rooms with due permission from the Hostel Warden.
19. Carrying and keeping lethal weapons like guns, revolver etc. in the college and hostels are not allowed.
20. Students will not enter rooms of other students without permission of the inmates.
21. Every case of illness and accident must be reported immediately to the hostel authorities.
22. Tea and eatables are not allowed in the common room.
23. Students suffering from contagious disease will not be allowed to stay at hostel. Decision of the Warden in this regard will be final and binding.
24. After the semester examinations (even semester) are over, the students are required to vacate their rooms within two days. If required, the rooms can also be got vacated during the winter vacation.
25. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel authorities.
26. Hostel accommodation (room) can be changed by the hostel warden if they found it necessary at any point of time.
27. Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel/ Institute.
28. Playing music/record player etc. loud enough to cause disturbance to his/her neighbor(s) is prohibited. Defaulters will be punished. Repeated acts will render cancellation of allotment of Hostel room.
29. When a student leaves the college without completing his course, he/she will have to vacate the hostel as well. The locks of such students can be broke-opened any time by the warden to get the rooms vacated.
30. If the girls residing in the hostel are not found present during the evening roll call (biometric and manual), they will be treated as absent. Proxy or dummy room-mates are forbidden. Strict action will be taken.
31. Cooking is not allowed in the hostel rooms.
32. The students themselves will take care of the cleanliness of their rooms, balconies and surrounding areas.
33. The warden/college authorities can any time check the rooms of the hostellers in their presence or otherwise.
34. After college hours, students should be in proper dress code if they want to go outside the hostel limits (night suits are not allowed).
35. No meeting, seminar, function, celebration or gathering is permitted in the hostel without prior permission of the warden.
36. Moving of hostel property (Bed, Chairs etc.) from the room is not allowed.
37. Hostel option is allowed once in an academic year in the month of August and no change of option will be allowed in between the same academic year.
38. Insurance of Laptops/ Valuables: It is the responsibility of the Hostel residents to get their laptops and valuables, if any, insured themselves.
39. Security of ATM/Debit cards: All residents must take care of their ATM/ Debit cards. They must not disclose their PIN to anybody- even to their best friends.
40. Students who wish to go to any place such as Railway station etc. for the night trains must take prior permission at least one day in advance from the Warden/ Chief Warden.
41. Any student found loitering in the campus after 10.00 pm is liable to be questioned by Security staff. They are liable to surrender their I- card to security staff on duty.
42. The Parents of residents coming very late or who are habitual offenders will be informed. In acute cases the resident may have to vacate the Hostel.
43. In case of boy's hostel, no student is allowed to enter or leave the hostel after 10:00 P.M.
44. In case of girl's hostel, entry timing schedule will be displayed in the hostel.

Month	Time	Month	Time
January	5:30 pm	July	7:00 pm
February	6:00 pm	August	6:30 pm
March	6:00 pm	September	6:00 pm
April	6:30 pm	October	5:30 pm
May	7:00 pm	November	5:30 pm
June	7:00 pm	December	5:30 pm

**Note: Student are not allowed to enter or leave the hostel after hostel entry time.**

## ANTI-RAGGING COMMITTEE:

Name and Designation	Contact Nos.
Dr. Amritbir Siingh, HoD (AS)	88720-35201
Dr. Baljit Singh, HoD, CSE	94634-46505
Mrs. Sukhwinder Kaur, Librarian	94639-77453
Prof. Sarabjit Kaur, AS	98146-41211
Prof. Sumeet Kaur, AS	99142-12273
Prof. Navneet Kaur, EE	98556-20033
Prof. Harpreet Singh Aujla, ME	98140-64145

### Vision

To evolve as an eminent Centre of Learning with total commitment to provide career-focused technical training aimed at excellence in inter-disciplinary education, research and innovation in order to produce socially responsible and synergetic leaders with a global profile.

### Mission

The Baba Banda Singh Bahadur Engineering College seeks to enrich the academic experience of students to help them meet the evolving needs of society. We aspire to realise our Vision as follows:

- (a) Conduct UG programs that integrate **global awareness, communication skills** and **team building** across the curriculum.
- (b) Run Graduate education programs to prepare students for **inter-disciplinary engineering research** and advanced problem solving with focus on career advancement.
- (c) **Provide an atmosphere** to facilitate personal commitment to the educational success of students in an environment that **values diversity and community**
- (d) Inculcate a high regard for ethical principles and an understanding of human and environmental realities.
- (e) Provide state-of-the-art facilities and effective delivery of high quality content by qualified faculty members to build the notion of lifelong learning.
- (f) Conduct scholarly activities that create and transfer cutting-edge knowledge in the area of engineering and technology
- (g) Create a highly **successful alumni** base that contributes to the global society.



## STUDENT DECLARATION FORM

(TO BE SIGNED AND SUBMITTED IN THE DEPARTMENT ON DAY OF JOINING)

I certify that I have understood the Code of Conduct and Academic Regulations and I undertake to abide by those full heartedly. I shall be responsible and will be liable for appropriate action against me if I fail to do so. The BSBEC will not be held responsible for not informing me about the same.

Date

(Signature of the Student)

Roll No. \_\_\_\_\_

Enrolment No. \_\_\_\_\_

Course and Stream \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_ Mobile \_\_\_\_\_

Parents/Guardian's Contact : Mobile .....

Email .....

(Parents Signature)