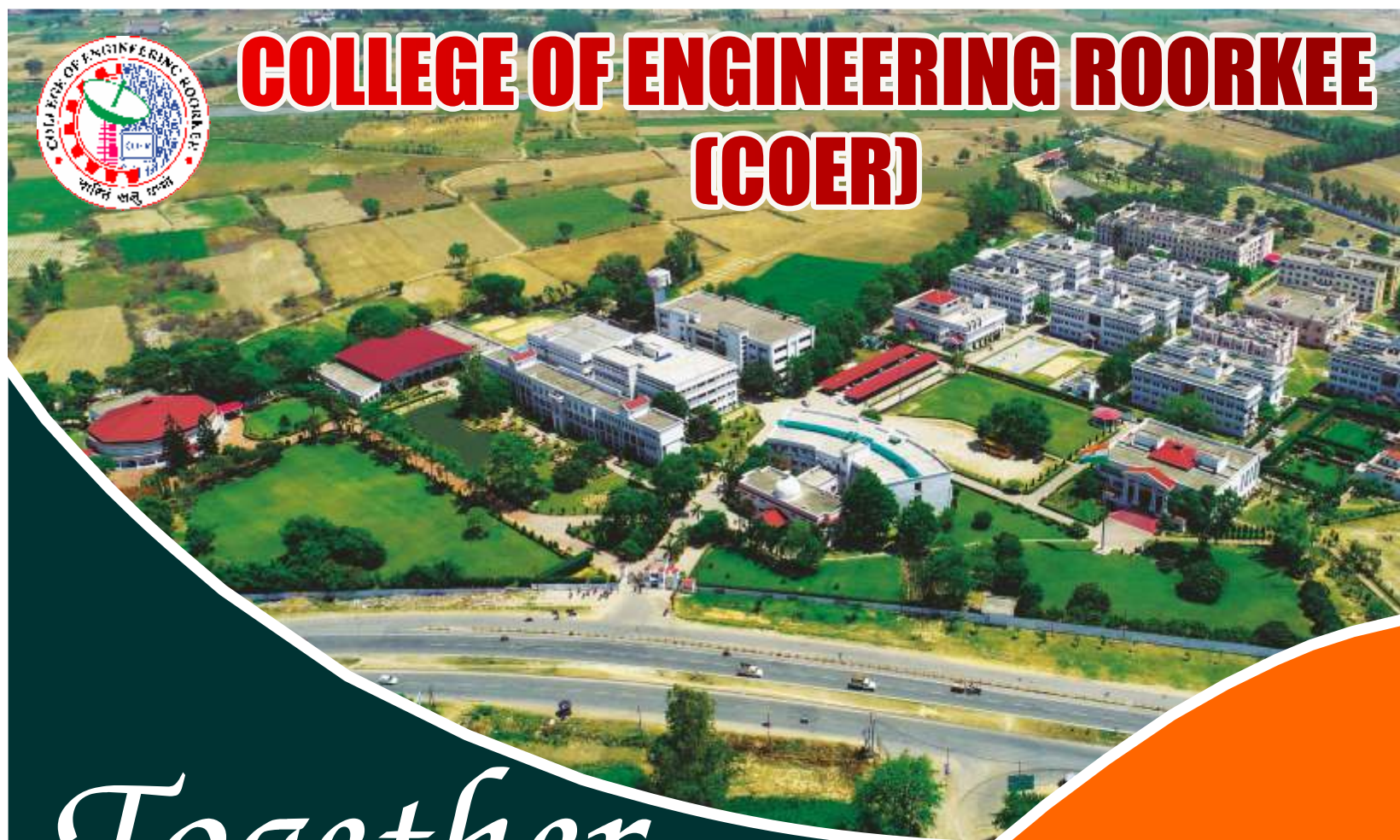




COLLEGE OF ENGINEERING ROORKEE (COER)



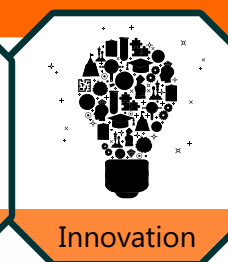
*Together we
grow*



Responsibility



Learning

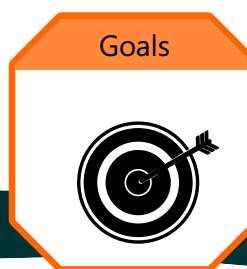


Innovation



Ethics

CODE OF CONDUCT FOR STUDENTS



visit us at: www.coer.ac.in

Message to the COER Entrants

Dear Students,

I congratulate and welcome you to the COER family and wish you the best. Life is a process that ever moves onwards and is conducive to change. Every age and generation must be free to act by itself yet freedom needs to be tamed by the reins of discipline.

The "Code of Conduct" (booklet) provides you the guide lines to maintain the discipline at COER.

Discipline in regularly attending your classes is a key to achieving distinction in your chosen field of study and in making a distinguishing career for yourself.

I advise the young COERians to be disciplined and make their skills to be competitive in the ever evolving world with new technological challenges.

(Prof. Dr. B. M. Singh)

Director

Email: directorcoer@coer.ac.in

★ ★ ★ ★ ★

FROM THE DESK OF THE DEAN-SW

Dear Students,

It gives me immense pleasure in welcoming you as a part of COER student family. We, at COER, are happy to act as your professional mentors helping you face the challenge of tomorrow in the highly competitive professional world.

The "Code of Conduct" booklet is in your hands and it would be in your interest to read the instructions and guidelines mentioned therein. Your attention is drawn to various acts which would amount to indiscipline.

Discipline is an integral requirement of a professional education system. We expect that in the mindset of a "Disciple at COER" you be a beacon of **discipline** for others to emulate.

Wishing you excellence in your academic and extracurricular ventures.



(Prof. V.K. Singh)

DEAN-SW

Email: deansw@coer.ac.in

★ ★ ★ ★ ★

The only value of knowledge is in the strengthening, and the disciplining of the mind.

Swami Vivekananda

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COLLEGE OF ENGINEERING ROORKEE (COER) COER School of Management (COER-SM)

In India, Roorkee is a synonym for Engineering Education. Roorkee became globally known with the establishment of Thomson College of Engineering Roorkee in 1847 (now IIT Roorkee).

During 1998, with the aim to cope with the increasing demand of trained professionals, Seth Roshan Lal Jain Trust, Haridwar, established "College of Engineering Roorkee (COER)", with the august blessings of Upadhyaya Shree 108 Guptisagar Ji Maharaj. COER is the first institute of Engineering Education established in Roorkee after IIT Roorkee. The first batch of B. Tech. programme in four specialization namely Computer Science Engineering; Electronics and Telecommunication Engineering; Electrical and Electronics Engineering and Mechanical Engineering was admitted during the session 1999-2000. Later on under graduate courses namely Information Technology, Civil Engineering, Plastic and Polymer Engineering, BCA, BBA, B. Com, and B.Sc.Ag. were introduced. Post graduate courses MCA, MBA, and M.Tech. in Computer Science and Mechanical Engg. were introduced. Diploma course in three branches Electrical Engg, Mechanical Engineering and Civil Engineering were started by session 2020-2021. Maintaining standards of strict discipline with a well defined quality policy and objectives, COER is an ISO Certified institution (ISO 9001:2015) aspiring for a coveted Green Campus Certification. (ISO 14001 and ISO 18001)

Three B.Tech. programmes- namely Electronics and Telecommunication Engineering, Electrical and Electronics Engineering and Mechanical Engineering, were accredited by the National Board of Accreditation (NBA) in 2006.

The COER campus is well planned with fully equipped laboratories, Computing Block and the Library. COER has well qualified, trained and experienced faculty. A recent addition is the newly created Centre of Excellence, Robotics Club and DIY Work Station which cater to the technical development of COERians. To provide the best of the environment, COER has well furnished separate hostels for boys namely Aklank Bhawan, Kund-Kund Bhawan, Gupti Sagar Bhawan, Ashok Bhawan, BCJ Bhawan and Arihant Bhawan and for girls Tarawati Bhawan and Ahilya Bhawan with separate dining facilities. Keeping in mind the overall requirements of students and their academic schedule, a Student Centre with sports complex, cafeteria, book/stationery shop, ATM facility and a barber shop are provided. A 1500 capacity Vardhaman Auditorium and two air-conditioned Seminar Hall with 200 capacity provide opportunity for curricular and extra-curricular activities, seminar, lectures and workshop.

The spirit and vision of COER is to boost up the talents of students, develop their personality and help them gain confidence while presenting themselves in the competitive world. Emphasis is laid on proper dress and on overall well disciplined professional who is academically sound. All students of COER are required to follow the Rules and Regulations to maintain distinction as COERian. Any violation of these rules and regulations shall invite disciplinary action.

The Rules and Regulations are defined in the following articles. **Part A** refers to Rules and Regulations for all students on the campus where as **Part B** refers to additional Rules and Regulations for hostellers.

PART-A: RULES AND REGULATIONS FOR STUDENTS



1.0 UNIFORM : The uniform is a mandatory part of COER dress code for students.

1.1 UNIFORM FOR BOYS

- (a) During winter (15th November to 15th March)
 - (i) COER blazer woolen (Navy Blue Colour) with COER logo.
 - (ii) COER blazer shall be worn over summer uniform during winters.
 - (iii) Sweater/Jersey pullover without sleeves grey colour.
- (b) During summer (16th March to 14th November)
 - (i) White Shirt full sleeves with left chest pocket.
 - (ii) Steel grey colored trousers with right hip pocket. (Raymond Trovine 302939, Shade No.396)
 - (iii) COER Necktie
 - (iv) Black leather Shoes (Sports Shoes, Chappals & Casuals are not permitted).
 - (v) Navy Blue color Socks
 - (vi) Black Belt

1.2 Uniform for Girls

- (a) During winter (15th November to 15th March)
 - (i) COER blazer woolen (Navy Blue Colour) with COER logo on the left Pocket.
 - (ii) COER blazer shall be worn over summer uniform during winters.
 - (iii) Sweater/Jersey pullover without sleeves grey colour.
- (b) During summer (16th March to 14th November)
 - (i) White Salwar.
 - (ii) Grey Check Kameez Fabric (Small size grey "S.Kumar's Check").
 - (iii) White Dupatta
 - (iv) Navy Blue color Socks
 - (v) Black Belle Shoes (Sandals are not permitted)
- (c) Girls can also opt to wear White Shirt, Grey Trouser and COER Neck Tie.

1.3. Uniform for workshops and Laboratories

- (a) For workshop Grey apron
 - (b) For Chemistry laboratory -White laboratory coat.
- Workshop apron and laboratory coat will be worn over summer dress.

1.4 DRESS FOR GIRLS & BOYS ON CAMPUS AND HOSTEL/CASUAL WEAR

For girls, short and tight fitting dresses like tight kurtas, sleeveless tops, mini and short skirts, short jeans, capri etc. and for boys Bermuda/shorts Kurta-pajama are not allowed while on campus movements. Wearing such dresses would attract warning and monetary fine.

2.0 IDENTITY CARD

All COERians shall be issued a smart identity card which can also be used in library for issue of books. The identity card shall be carried by all COERians at all times within the campus or when going out of the COER campus. Students will not be allowed to attend class / examination without Identity Card. Loss of Identity card shall be reported immediately to the Dean -SW and FIR should be lodged with nearest Police Station within a day. A new identity card on payment of Rs. 400/- will be issued by the COER administration. Students ID card is non-transferable due to security reason and misuse.

3.0 COLLEGE SCHEDULE

The working timing of the college is from 9.00 am to 5.00 pm from Monday to Friday and



9.00 am to 1.00 pm on Saturday with a lunch break as per the time table. Each lecture/tutorial shall be of 55 minutes duration. There shall be a break of 5 minutes between each class. Time Table for each class shall be displayed on weekly basis. **Seventy Five percent attendances are compulsory for any student to appear at the semester examination.** Students must appear for all periodic tests and quiz. Student must complete all assignments and projects given to them for the internals assessment.

4.0 LIBRARY

- 4.1 A student is welcome to use library within specified time as promulgated. Students can draw four books at a time and are required to return the books within fifteen days from the date of issue.
- 4.2 Students shall not carry any bag, briefcase etc. inside the Library. The same shall be handed over to property counter. (Except precious item)
- 4.3 A fine of Rs. 1.00 per day per book for first ten days and thereafter Rs. 5.00 per day shall be imposed if the book is not returned within the specified time.
- 4.4 Only 4 books at a time shall be issued to a student, 6 books to top 10 students, 8 books to university rank holders, 12 books to University Gold Medalist. Only M Tech student can get 6 books issued for a period of 31 days.
- 4.5 In case student has lost/misplaced a book, he/she shall pay two times cost of the book or replace it by a new copy.
- 4.6 Students should maintain silence in the library.
- 4.7 Students are not allowed to carry any Mobile phone in the library.

MINI LIBRARY is created in all hostels where books can get issued for a day.

5.0 COMPUTING BLOCK

COER has an ultra modern computer centre and campus is Wi-Fi enabled. More than 700 computers are installed in Computing Block, COER-SM laboratory/ CAD/ CAM Laboratory and other departmental project laboratories so that each and every student has independent and adequate time for making full use of such facility.

- 5.1 COERians are restricted to play games on computers installed in laboratories,
- 5.2 COERians should not disturb the setting of the system.
- 5.3 COERians should shut down the computer before leaving.
- 5.4 COERians shall not carry any Mobile Phone in computer lab.
- 5.5 Socially barred & banned sites will not be visited.

6.0 GAMES/ RECREATION

COERians are encouraged to play outdoor games like cricket, basketball, badminton, volleyball, football as recreational activity in the morning and evening only. Indoor games facility is provided in the hostels. Playing table tennis after 10.00 pm in the Hostels and basketball after 8.00 pm is prohibited.

7.0. DISCIPLINE

7.1 Misconduct

All students (Boys and Girls) residents of COER hostels as well as day scholars are directed to ensure that they maintain discipline at all times.

The following are considered as *violation of discipline/misconduct*

All students are directed to ensure that they maintain discipline at all times. The following are considered as VIOLATION OF DISCIPLINE/MISCONDUCT

1. Not paying Tuition Fees/Hostel Fees/any other charges by specified time
2. Ragging of junior COERians by senior COERians in any form



3. Non-vegetarian food, egg, smoking, drinking, chewing tobacco, pan masala and other tobacco product or bringing any of these items inside college campus. COER is strictly a **Vegetarian Campus**.
4. Calling and addressing meeting of students, shouting slogans anywhere in campus
5. Forming group for destructive activity, political activity in any form, calling local peoples
6. Fighting, assaulting, abusing, harassing, teasing or harming in any form to COERian
7. Keeping any kind of fire arm, knife, sword, baton, rod or other similar item
8. Not attending classes and value added programs as per schedule.
9. Not attending classes and staying in hostel despite being medically fit.
10. Not attending in time or being absent from the meeting/special lecture/ program organized by COER as specified through notice or through verbal instructions.
11. Improper wearing of college uniform i.e. tie not properly worn, shoes/ belle not polished, wearing shoes/ belle other than black, uniform not properly pressed.
12. Not wearing proper uniform with Identity Card during college hours, class test and examination, special lecture, seminar, workshop and any other function organized in campus.
13. Not having proper haircut.
14. For hostel resident Boys- bathroom slippers, Bermuda, shorts, Kurta-Pajama and for Girls- bathroom slippers, short and tight fitting dresses like tight kurtas/sleeveless tops/mini/short skirts, short jeans, Capri etc. while on campus movements. Wearing such dresses reflects casualness towards dress sense. The decision, as to what constitutes a decent dress remains vested with the Hostel authority.
15. Shaving beard regularly (for boys only & not applicable to Sikh students)
16. Not wishing executive/faculty/staff of COER as per the time of the day.
17. Talking to executives/ faculty with hands in the pocket/hands crossed over chest.
18. Using mobile phone in classroom, computer centre, Library
19. Shouting, whistling, using un-parliamentary language in campus
20. Riding a two wheeler without helmet.
21. Driving bike or car without proper driving license
22. Parking vehicle in places other than specified Parking Area
23. Entry of vehicle in residential area
24. Throwing waste paper/rubbish/carry bags/bottles in lawns, corridors, out of window.
25. Use of polythene bags in campus
26. Any pets in the premises including fish, cats, dogs, and pampering stray dog.
27. Making or pasting sketch/drawing of any kind in rooms, corridors, common rooms, desks/tables, drawing boards, black boards, doors, walls in any building anywhere in campus.
28. Walking with colleagues in campus by putting hand on his/her shoulder showing intimacy.
29. Girls sitting or roaming in Lawns after closing time of Girls Hostel Gate.
30. Using electric iron, kettle, stove/hot plate in hostel
31. Playing music at high volume in hostel
32. Not keeping room neat, clean, tidy at all times.
33. Organizing Private Party in hostel
34. Jumping over the boundary wall of the college
35. Loitering outside or near the gate of Girls Hostel.
36. Entry of any male visitor in Girls Hostel or female visitor in Boys Hostel
37. Causing damage to fitments in rooms/corridors/ toilets/common room/ class room/ laboratories.
38. Showing disregard rules, regulations, notices, displayed/promulgated from time to time.

The above spelt out acts would be treated as **violation of discipline/misconduct** and shall render the defaulter for disciplinary action as deemed fit by COER Management Committee.

It may be noted that indiscipline is likely to affect the proficiency marks in academics or even rustication from hostel/college.

7.1.1 Procedure for reporting, recording and disposal of cases of indiscipline

- (a) Any breach of discipline should be reported immediately on occurrence to Dean-SW or any person who is immediately available viz. HODs, faculty, Warden, lab staff, Bhawan Supervisor.



- (b) Dean-SW will constitute a Discipline Committee for enquiry of the incident.
- (c) After complete investigation by the Discipline Committee, action will be taken against students based on their gravity of offence to curb the situation.
- (d) Any incident of serious nature will be reported to the Police by the Registrar for immediate action with due consent of the Director.
- (e) If any student is referred for medical treatment, the physician/ surgeon will report the nature of injuries. Registrar and Dean-SW will examine the case and recommend action as deemed fit on consultation with Director.
- (f) Proceedings of enquiry and action taken will be kept as a record and may be used for future references even after completion of the course.

7.2 COURTESY

COERians shall be courteous to the executive, COER faculty and staff. It shall be ensured by all students that they extend their courtesy by wishing them based on time of the day. It shall be ensured that wishing shall not be done by shouting rather wishing must reflect respect, dignity, decorum and foster a feeling of comradeship and Esprit-de-COER i.e. unity and pride in belonging to COER. The junior batch shall wish the senior batch appropriately.

7.3 PERSONAL CONDUCT IN THE CAMPUS

It shall be ensured that the COERians adhere to the following strictly in the campus.

- (a) Be smartly dressed and be proud of wearing the COER uniform.
- (b) Ensure proper haircut/shaving as applicable to a boy COERian.
- (c) Ensure shoes are polished every day.
- (d) Walk smartly in COER campus/outside campus matching with dignity of a COERian.

7.4 PREVENTION OF RAGGING

- (a) "Ragging is prohibited as per the decision of the supreme court of India in Writ Petition No. (c) 656/1998". Accordingly, ragging in any form is a cognizable offence and is banned in COER campus.
- (b) Strict disciplinary action will be taken against student found guilty of any act like- abusing, assaulting, threatening, teasing, playing practical jokes causing embarrassment to new students, asking to do any act which such student will not in the ordinary course willingly do, making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student.
- (c) Accepting/undergoing ragging and not reporting to this is also an offence. Report any such incident immediately to any member of the Anti-Ragging Committee/ faculty member/ warden/ chief warden/ Registrar/Dean-SW/Director directly at any time of the day/night.
- (d) Any one indulging in ragging is likely to be punished appropriately which may include expulsion from Hostel, suspension from institution or classes for certain period of time, with holding scholarship or other benefit, debarring from participation in various events of co-curricular/extra-curricular activity, withhold result, entry of misconduct in character certificate. He/she will also be liable for prosecution under the Prohibition of Ragging Act which will result in a minimum punishment with imprisonment for a term which may extend to two years and shall also be liable to a fine of Rs.10,000/-.
- (e) An under taking in this regard shall be submitted at the time of admission by student and his/her parents guardians in the prescribed Performa.

8.0 FACILITIES IN STUDENT CENTRE

All COERians should make full use of all existing facilities available in the student centre like Quick Bite, Stationery shop, Photocopy, ATM of Punjab National Bank, Barber shop, Sport Complex etc.



9.0 HEALTH CLUB

COER has well equipped health clubs separately for Boys (in Ashok Bhawan) and for Girls (in Ahilya Bhawan) with all modern facilities. COERians are advised to make fruitful use of health club for keeping fit.

10.0 VALUABLES

No COERians shall be in possession of any valuables or heavy cash amount while in COER campus including residential premises. Any COERian possessing such valuables would do so at his/her own risks and costs. Safety of mobile phones, laptops and similar gadgets, quality of contents therein; would be the sole responsibility of the individual including its hardware safety. Do not leave these costly items unattended. COER Management will not be responsible for any loss of such items.

11.0 VISITORS

Generally no visitors/parents/relatives of COERians should visit COER to meet the student when the classes are in progress. However if any visitor comes during day time, the meeting can be held for a duration not exceeding 20 minutes to avoid missing the class by the concerned COERian. The visitor can be entertained by the COERian in "Quick Bite" in Student Centre. A waiting room for Girls meeting with parents is available at main gate of Girls Hostels.

12.0 DRIVING LICENCE

Day Scholars riding/driving two wheelers/four wheelers shall be checked for a valid driving license. COERians riding a two wheeler shall wear a crash helmet. In case of violation, he/she will be fined Rs. 500/- on the first offence and on second offence shall be debarred from bringing vehicle campus. Students residing in Bhawan are prohibited to keep any such vehicle.

13.0 PARKING

COERians shall ensure that they park their two wheelers/four wheelers in a proper systematic and orderly manner. Parking shall be done only at specified Parking Area as indicated. Parking and safe keep of the vehicle is at owner's risk.

14.0 POWER SUPPLY

Power supply to all offices, class rooms, laboratories, workshop etc. shall be available round the clock in regular mode through UPCL supply. When UPCL supply is off, the electricity will be supplied through generator of COER. When no activity is going on in a class/office/any place of work the power should be switched off.

15.0 HYGIENE AND SANITATION

COERians should ensure that they do not throw any waste paper in the classrooms. All waste paper used/torn by the COERians shall be thrown in waste bin. COERians should not throw the wrapper of eatables, cups, and glass anywhere in campus except in waste bin.

16.0 SICKNESS DURING CLASSES AND HEALTH CARE

- (a) In case a COERian falls sick while attending classes he/she may be permitted to go home or to the hostel.
- (b) If day scholar is unable to move independently and parents could not come, then ambulance will be provided to go Roorkee or Haridwar.
- (c) Bhawan resident shall be under care and management of the Chief Warden/ Dean-SW through warden in case of routine sickness/ health issues only. Parents/Guardian shall be informed on serious issues.
- (d) Well qualified Physicians and Ambulance is available in COER Hospital. COER Hospital is equipped with facility of Operation Theatre, ICU, Oxygen Line, X-Ray, Pathology Lab, ECG, and complete Panch Karma.



17.0 PAYMENT OF COLLEGE DUES

All COERians shall pay the college dues like tuition fees and hostel fees as applicable to day scholars and hostellers at the time of reporting. Payment of all dues by students will save them from any undue inconvenience. In addition, COERians are required to pay enrolment fees and examination fees of the University. **Fees of any kind once paid will not be refunded.**

18.0 LEAVING BHAWAN

If any COERian wants to leave Bhawan he/she should submit application with written consent of parents to Warden/Chief Warden/Dean-SW. On the day of leaving, the items of Bhawan be handed over as received at the time of joining. The items should be properly handed over to Bhawan Warden and get NO DUES signed.

19.0 ATTENDANCE

All COERians must have class attendance of 75%, failure to which may call for expulsion from the hostel and debarred from writing examination.

20.0 MOBILE PHONES

Use of mobile phone during lecture/ tutorial/ practical/ seminar/ meeting is considered as an act of indiscipline. Mobile phone can be confiscated for one week or more. During examination, keeping or using mobile phone or similar electronic device amounts the case of unfair means (UFM) and student can be rusticated from writing examination.

21.0 PRIDE AND SENSE OF BELONGING

All COERians shall look themselves with pride and sense of belonging to COER family with good conduct and discipline and shall maintain the decorum of COER, thus making themselves a good member of the team, society and valuable citizens the country.

22.0 MISCONDUCT/PUNISHMENT AWARDS

The punishment awards on some frequent act of indiscipline are given in the following table:



MISCONDUCT / PUNISHMENT AWARDS

Misconduct/Offence		Punishment	
1.	Going out without an outpass or leave or jumping over boundary wall.	1.	i) Cancellation of outpass facility for 10 days, reporting parents and Monetary Fine of Rs. 200/-. ii) On repetition of offence fine will be doubled and Fine of 30 points from G.P. quota. iii) Rustication from Hostel.
2.	A vailing outpass and not returning in time	2.	As above for case 1.
3.	Giving address other than place proceeding on leave/outpass	3.	i) Cancellation of leave/outpass for 15 days and reporting to parents. Monetary Fine of Rs. 300/- ii) On repetition of offence fine of Rs. 500/- and expulsion from hostel.
4.	Amendment in leave/outpass without permission	4.	i) Cancellation of leave for 15 days and monetary Fine of Rs. 100/-. ii) On repetition of offence monetary fine will be doubled.
5.	Smoking, Chewing Gutka and Tobacco or keeping Cigarette, Gutka and Tobacco	5.	i) Fine of 30 points from proficiency quota and reporting parents. Monetary Fine of Rs 300/-. ii) On repetition of offence fine of Rs. 500/- and expulsion from hostel.
6.	Consuming Alcohol in COER, premises or found under the influence of Alcohol and keeping or inhaling toluene (white fluid or correction fluid)	6.	i) Fine of 30 points from proficiency quota and reporting to parents. Monetary Fine of Rs. 500/-. ii) Suspension from Bhawan and library with immediate effect.
7.	Assault and Fighting	7.	i) Fine of 40 points from proficiency quota and notice displayed. ii) Suspension from Bhawan for 15 days or more. iii) Suspension from Bhawan and regular classes for two weeks. Detention from one paper or two of class test. Monetary Fine of Rs. 200/-. iv) FIR may be lodged.
8.	Causing damage to COER property	8.	i) Cash fine of three times the cost of the item damaged. ii) Deduction of 30 marks from proficiency quota.
9.	Using abusive words and passing dirty remarks to faculty/ staff/student	9.	i) Fine of 30 points from proficiency quota and monetary fine of Rs. 200/-. ii) Rustication from class and hostel. iii) Rustication from COER.
10.	Theft of Books from the Library	10.	i) Recovery of three times cost of the book stolen and suspension from the library for one month. ii) Deduction of 30 points of the proficiency quota. iii) Suspension from the classes.



MISCONDUCT / PUNISHMENT AWARDS

Misconduct/Offence		Punishment	
11.	Midnight birthday celebration	11.	Written warning, with deduction of 20 points from proficiency group, Monetary fine of Rs. 500/- or Expulsion from hostel or both.
12.	Keeping other person in Hostel rooms	12.	Fine of 30 points from proficiency group issue of warning letter and monetary fine of Rs. 500/-.
13.	Misbehavior with college Staff/ Bhawan Staff	13.	i) Fine of 40 points from the proficiency group. ii) Rustication from hostel.
14.	Shouting and Screaming in Bhawans	14.	i) Warning Notice. Monetary fine of Rs. 100/-. ii) Suspension from the Bhawan.
15.	Using unauthorized electrical appliance	15.	i) Charge of Rs. 500/- as fine and item be confiscated for upto end of the semester. ii) Second time rustication from the Bhawan and monetary fine doubled.
16.	Playing Cricket/Basketball/Volleyball in Hostel corridor	16.	i) Fine of Rs. 100/- and issue of written warning. ii) Suspension from sports activities of COER Health Club.
17.	Theft of Mouse/Ram from Computer Centre	17.	i) Fine of three times the cost of the item stolen. ii) Written warning. iii) Suspension from the computer center for 15 days.
18.	Not attending classes/functions	18.	i) Warning. ii) Detention from class test / semester exam. iii) Fine of Rs. 100/-.
19.	Presence of COERian in other Bhawan after 10.00 PM without permission	19.	Suspension of outpass for 10 days and fine of Rs. 100/-.
20.	Watching movies during practical in computer Centre.	20.	Deduction of 30 points from the proficiency quota and monetary fine of Rs. 100/-.
21.	Using of Mobile phone in the class rooms/ laboratory/ library.	21.	i) Confiscation of Phone and fine of Rs. 100/- ii) Expulsion from classes/Hostel. iii) Deduction of 30 Marks from proficiency quota.
22.	Misusing the facility of leave for visiting parents by not going home	22.	i) Cancellation of privileged leave for two months. ii) Fine of Rs. 200/-. iii) Rustication from the Bhawan.
23.	Three warnings from warden	23.	Expulsion from Hostel.
24.	Not following COER dress code during college hours	24.	Monetary fine of Rs. 500/- and Warning.
25.	Tamper with COER infrastructure and green	25.	Monetary fine of Rs. 100/- on the spot.



PART-B: RULES AND REGUALTIONS FOR STUDENTS RESIDING IN BOYS AND GIRLS HOSTEL

VISION OF COER BHAWAN

- To maintain congenial atmosphere where students should feel comfortable and homely.
- To provide a well furnished accommodation, completely safe and secure ambiance.
- To inculcate self-discipline and to make students more systematic and strategic.
- To provide a diverse cultural learning environment and sports facility.
- To develop overall personality of the student to become good citizen of the country.

1.0 ALLOTMENT OF ACCOMMODATION

- (a) The allotment of rooms will be made on first come first served basis for one complete session. Change of room in mid-semester is not allowed. In case students who vacate in-between the semester, permission from parents is mandatory. All Bhawan Residents will completely vacate their rooms before proceeding on summer vacation.
- (b) The student with chronic and serious medical problems will be asked to vacate the room immediately as personal medical care by parent / guardian will be necessary.
- (c) If a student is expelled from Bhawan for any reason, he/she should immediately vacate the room. In such cases the deposit shall be forfeited and fees will NOT be refunded.
- (d) Students can apply for allotment of room in Bhawan by depositing charges two months before the last working day of previous semester.
- (e) Students residing in Bhawan will be staying at their own risk, liability and consequences. Admission and continued stay in the Bhawan depend upon the academic performance, good behavior and conduct of the student and it is subject to the discretion of the COER administration.
- (f) Any loss due to disaster, fire, robbery, damage by rodent or insect will not be responsibility of COER.
- (g) All COERians shall ensure that their rooms are kept neat and clean.

2.0 FURNITURE

All COERians shall ensure that the furniture items issued in room are used with care. If any furniture /fitment are damaged, the concerned COERian shall be charged accordingly.

3.0 ELECTRICITY

- 3.1** All COERians shall ensure that light and fan are switched off when not in use.
- 3.2** Any damage to the electrical fittings shall be dealt with by imposing recovery as decided by the COER management.

4.0 USING ELECTRIC IRON/ KETTLE/ ROOM HEATER/ COOLER/ STOVE/ HOT PLATE

No COERian staying in hostel is permitted to use electric iron, kettle, stove/hot plate for preparation of tea etc. as such facilities are provided in Quick Bite and hostel canteen. Use of hot plate or stove is strictly prohibited.

5.0 MOBILE PHONES/COMPUTERS/LAPTOPS

All students residing in Hostel will register their mobile phones and laptops. The safety of mobile phones and laptops will be responsibility of the owner. COER authorities shall not be responsible in case of loss of these items. Any violation of above shall invite disciplinary action.

6.0 HYGIENE AND SANITATION

All the COERians shall ensure that the rooms are kept neat and clean at all times. Paper waste, non biodegradable items, polythene bags and sanitary towels etc. shall be thrown in the dustbins provided for central disposal only. No such items should be thrown in the flush otherwise the sewerage lines will get clogged and may pose a health hazard.

7.0 PLAYING MUSIC/ STEREO AND



the hostel rooms in the Girls Hostel to check all above aspects.

11.0 OUT OF BOUNDS

The residential accommodations of the Dean-SW, Chief Warden, and Wardens in the hostel are out of bound for all COERians. In case of any unforeseen circumstance/ unusual occurrence, the COERians however may approach the Warden or the Dean-SW directly.

12.0 QUARRELING/INFIGHTING

It shall be ensured by all COERians that they do not get involved in fighting among themselves or peer or juniors. In case such instances are brought to the notice of the management, appropriate disciplinary action will be initiated against defaulters.

13.0 VISITORS

Under no circumstance shall the COERians take their visitors/Guests to their hostel rooms. No person/ guests is allowed in rooms hostel without the permission of Warden/Chief Warden/Dean-SW. Visitors, namely parents/ blood relatives may visit the students in the Quick Bite only. Entry of female visitor in Boys' Hostel area and male visitors in Girls' Hostel area is strictly restricted.

14.0 ASSISTANCE/MEETING

All COERians residing in the hostel are permitted to meet the Dean-SW for resolving their personal problems so far as it relates to either academic performance or in any administrative matter that is seriously affecting their moral, health and conduct in the hostel with the colleagues. The COERians can meet the Dean-SW every Friday from 4.00 pm to 5.00 pm in his office to resolve their problems and everyday from 4.00 pm to 5.00 pm to the Chief Warden at his office for the same.

15.0 MONTHLY COERians MEETING

A monthly meeting of COERians residing in the hostel shall be held in the conference hall in the third week of every month (on Friday) from 04.00 pm onwards. Positive suggestions if any shall be submitted to the Dean-SW in advance through respective Warden in third week of every month on Monday for consideration. The meeting shall be chaired by the Dean-SW, the Chief Warden and wardens in attendance from Boys and Girls Hostels. The agenda of all such meetings shall be administrative and discipline matters.

16.0 SICKNESS IN HOSTEL

- (a) COER Hospital is located in campus where well qualified and experienced Physicians are available for medical consultation.
- (b) COER Hospital is equipped with facility of Operation Theatre, ICU, Oxygen Line, X-Ray, ECG, Pathology Lab and complete Panch Karma.
- (c) Ambulance facility provided in case of medical emergency.
- (d) If any student is not feeling well/falls sick, then he/she should inform the same immediately through his/her room partner/ neighbor to Hostel Supervisor, Warden and Dean-SW so that timely action can be taken for medical attention/ treatment. Complete cost of consultation, hospitalization, medicines and pathology/radiology tests will be paid by student.
- (e) In case of sick diet, student takes permission from warden to get suitable provisions for a very limited period in Mess.

17.0 OUTPASS/LEAVE

- 17.1** All students desirous of proceeding on outpass or leave should submit outpass/leave application in the office of Warden at least TWELVE hours in advance up to 9.00pm.
- 17.2** In case of emergency, request may be submitted with an application to Warden/ Chief Warden/ Dean-SW/ Director.
- 17.3** Outpass will be permitted only after regular classes except in case of illness or any other emergency/ essential work.
- 17.4** Leave is permitted only for weekend or holidays/ Leave for Sunday should be submitted by Friday.



- 17.5** On week days when college remains open, leave will not be permitted except on specific reason.
17.6 Outpass or leave duly approved should be collected by the respective COERian from Warden's office.

Timings-

Boy's Hostel	Monday to Friday	between 4:30 to 5:30 pm
	Saturday	between 2:00 to 3:00 pm
	Sunday	between 10:00 to 11:00 am between 4:00 to 5:00 pm
Girl's Hostel	Monday to Saturday	between 1:00 to 2:30 pm
	Sunday	between 10:00 to 11:00am between 1:30 to 2:00 pm

If any COERian does not collect the leave application at the specified time it will be treated as cancelled.

- 17.7** For outpass/ leave returning time of COERians is latest 8.00 pm for boys and for girls at summer 6:00 pm and winter 5.00 pm.
17.8 Night stay on outpass without permission shall be treated as violation of Bhawan Rule. Due leave should be taken by student for such stay.
17.9 Leave once granted and taken by student shall be availed compulsorily. Coming back before the days of leave granted and stay in Bhawan without notice to Bhawan office during the period of leave shall be treated as violation of Bhawan Rules and disciplinary action will be taken.
17.10 Not more than four out passes shall be granted per week except in case of emergency.

18.0 EXIT FROM HOSTEL GATE

The Hostel gates shall be closed by 10.00 pm. The main gate of Girls Hostel shall be closed as per notice for summer and winter timings. No COERians shall go out of the hostel gate after the specified time. Any COERian found involved in jumping over the COER boundary wall shall face severe disciplinary action. No student will visit other hostels after 10.00 pm and is expected to do study in his/her room.

19.0 SUGGESTION BOX

A suggestion box has been placed in hostels academic building, lab block and computer centre lobby. Students are advised to give positive and constructive suggestions, for consideration by the management.

20.0 COMPLAINT BOOK

- 20.1** For convenience in handling various complaints in hostel, the following registers are kept with Hostel Supervisor in Warden Office.
(a) Complaint Register (Wi-Fi)
(b) Complaint Register (Electricity Repair)
(c) Complaint Register (Water Supply and Leakage Repair)
(d) Complaint Register (Furniture Repair)
20.2 All COERians are advised to put in their complaints in appropriate registers, If any repair is not carried out within 24 hours, the matter can be reported by the COERians to Hostel Warden/Chief Warden/ Dean- SW for immediate action.
20.3 Maintenance office located in GSBhawan can be directly approached by Boys for such issues of repair work.

21.0 PRIVATE PARTIES

No Private Party shall be organised by any COERian in the COER hostel. However, with prior permission of Dean-SW COERians may celebrate their Birthday party in the Quick Bite. Strict duration of 45 minutes of the party shall be maintained. Request for organizing a private party shall be made on proper form with Dean-SW.

22.0 COMMON ROOM /STUDY ROOM



On working hours i.e. 9.00 am to 4.00 pm watching TV is strictly prohibited to the COERians residing in hostels. Common room shall be closed at 10.00 pm. For study and project related group discussion, common room is used as study room.

23.0 DISCIPLINARY POWERS

The COER management reserves the right to impose appropriate fine, strict action, deduction of GP Quota Marks on the COERians for breach of discipline in the COER campus as illustrated under these articles.

24.0 EXPULSION FROM HOSTEL

Any student punished thrice will be automatically expelled from the Hostel.

25.0 REVISION OF RULES

These rules are subject to revision and shall be amended as and when deemed necessary.



**COLLEGE OF ENGINEERING ROORKEE
COER SCHOOL OF MANAGEMENT
STUDENT LEAVE APPLICATION BHAWAN**

From

Name

Room No.Course and yearBranch.....

To,

The Chief Warden

College of Engineering Roorkee

Sir,

1. I the undersigned want to proceed on leave from.....hours on.....
tohours onfor the
Purpose
.....
2. It is requested that my leave may please be sanctioned.
My address during the leave will be as below.....
.....
.....Tel No.
3. I have availed a total ofday/leave/medical leave during the semester.
4. I shall ensure that return to the college in time.
5. I hereby assure that this period of leave will not affect may overall attendance requirements according to the university rules for semester examination.

Signature of Student



**COLLEGE OF ENGINEERING ROORKEE (COER)
COER SCHOOL OF MANAGEMENT
LEAVE BHAWAN**

(TO BE RETAINED BY THE STUDENT AND HANDED OVER AT THE MAIN GATE ON RETURN)

1. Mr/Miss..... Room No.....
request for leave from hours on.....
tohours on
2. In case of any emergency, I shall inform college on 8755319302, 9027916020.
3. Recommended/Not Recommended Sanctioned/ Not Sanctioned

(Hostel Warden) Chief Warden

Date

**COLLEGE OF ENGINEERING ROORKEE (COER)
COER SCHOOL OF MANAGEMENT
STUDENT OUTPASS BHAWAN**

1. I, Mr./MissRoom
No..... Course and year Year
Branch.....request permission to go on outpass from
..... hours to hours on
.....for the purpose of

2. My address and telephone number during the out pass duration is as under-

Address	Relationship	Telephone
.....
.....
.....

3. The number of outpass availed by me during the month are
.....

*Valid upto one hour after above time Signature of Student

Signature of Student



**COLLEGE OF ENGINEERING ROORKEE
COER SCHOOL OF MANAGEMENT
OUTPASS BHAWAN**

(TO BE RETAINED BY THE STUDENT AND HANDED OVER AT THE MAIN GATE ON RETURN)

1. I, Mr/Miss..... Room No.....request for outpass
fromhours on.....
hours on

2. In case of any emergency, I shall inform college on 8755319302, 9027916020.

Date

Sanctioned/Not Sanctioned

(Hostel Warden)



VEER MADHO SINGH BHANDARI UTTARAKHAND TECHNICAL UNIVERSITY

वीर माधो सिंह भंडारी उत्तराखंड प्रौद्योगिकी विश्वविद्यालय

कुलगीत

जय-जय हे कुल भूमि महान !
देव भूमि का गौरव हो तुम,
सरस्वती का हो वरदान् !!

जय जय हे.....

अभियंत्रण का शुभ प्रसार हो,
नीति-समर्पित सद्विचार हो,
भातृ-भाव सब में अपार हो,
सब धर्मों का हो सम्मान !

जय जय हे.....

दिव्य प्रदीप ज्ञान के जलते
विश्व-शान्ति के सपने पलते,
सृजन-राह पर नित हम चलते,
बोटे यत्र-कला का ज्ञान !

जय जय हे.....

नित्य प्रगति का देखें सपना,
सारा विश्व कुटुंब हो अपना,
दूजो के हित सीखें तपना,
राष्ट्र-धर्म हो सबका मान !

जय जय हे.....

हिम-शिखसरो से हो मंडित तुम,
दिव्य ऋचाओ से गुंजित तुम,
गंगा-यमुना-जल-सिंचित तुम,
देव भूमि का गरिमा-गान !

जय जय हे.....

सब की प्रगति ध्येय हमारा,
ज्ञान-प्राप्ति हैं लक्ष्य हमारा,
मानव-सेवा प्रेय हमारा, नित
पाएँ सर्वोत्तम ज्ञान !

जय जय हे.....





COLLEGE OF ENGINEERING ROORKEE (COER)

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