



Sri Sri Sri Mookambika Educational Society's  
**VAAGDEVI INSTITUTE OF TECHNOLOGY & SCIENCE**

Peddasettipalli (V), Proddatur - 516300

(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuram)



**CODE OF CONDUCT AND DISCIPLINE**

**Instructions to Students:**

- ❖ The college operates from 8:30 AM to 3:40 PM for Junior (Fresher) students and from 9:50 AM to 4:40 PM for senior students on all functional days.
- ❖ It is mandatory for every student to attend classes regularly and maintain a minimum attendance of 75% in every semester to be eligible for External Examinations. Students with attendance below 65% will face detention at the end of the semester as per JNTUA norms. Additionally, students must wear their identity cards within the campus premises, during class hours, and examinations.
- ❖ Students are required to obtain written permission from the Head of the Department and Principal to leave the college premises during working hours for personal reasons.
- ❖ It is expected that students stay informed about events such as Seminars, Conferences, Symposiums, and Guest Lectures and actively participate in all activities to enhance their personal profile.
- ❖ Students are expected to familiarize themselves with the rules and regulations outlined by JNTUA, as printed in their respective syllabus books, and adhere to them diligently. Every student must comply with the college's rules and regulations. The college strictly prohibits ragging, and severe action will be taken against any student found involved, in accordance with the law and Anti-Ragging act.
- ❖ Students must adhere to a formal dress code while on campus and should conduct themselves in a polite manner throughout their tenure at the college.
- ❖ Students are encouraged to visit the college website [www.vitspdr.ac.in](http://www.vitspdr.ac.in) regularly for updates and information about day-to-day programs.
- ❖ Remedial classes will be organized for students identified as weak learners at the end of each semester, providing them with an opportunity to improve their academic performance.
- ❖ The college office will notify parents of any student absences from class via phone calls and SMS alerts. Additionally, students should check the college and departmental notice boards regularly for information regarding academics, examinations, and administrative circulars.
- ❖ Students must obtain prior permission from the concerned HOD before being absent from class. Those who miss class without permission should meet with the class teacher, HOD, or Principal before being allowed to attend subsequent classes.

*B. Srinivas*  
PRINCIPAL  
Vaagdevi Institute of Technology & Science  
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PRODDATUR, Kadapa (Dist)

- ❖ Regular attendance and punctuality are expected from students attending classes, laboratories, workshops, seminars, and training sessions.
- ❖ Students must be seated in their classrooms before the start of classes and are expected to adhere to proper classroom etiquette throughout the session.
- ❖ Upon joining the college and at the beginning of each academic session, students are required to provide a written undertaking confirming that they will not engage in ragging, eve-teasing, quarrelling, smoking, consumption of alcoholic beverages, drug use, or any other antisocial activities.
- ❖ The use of mobile phones, video gadgets, or any electronic devices is strictly prohibited on campus.
- ❖ All students must maintain a clean and formal appearance, with boys wearing trousers and shirts (tucked in) and girls wearing preferably chudidhars.
- ❖ Attendance is mandatory for all tests, mid-examinations, and students are expected to demonstrate satisfactory academic progress.
- ❖ Any student found engaging in malpractice during tests, mid-examinations, or university exams will be disqualified from further examinations.
- ❖ The library will remain open on all working days from 8:30 AM to 5:30 PM for student use.
- ❖ Students are prohibited from shouting, hooting, or whistling during events such as the Annual Day, Association meetings, Guest lectures, symposiums, and National/International conferences.
- ❖ Students who have been convicted of any offense in a court of law will not be permitted to continue their studies at the college.
- ❖ Students are responsible for maintaining the cleanliness and proper upkeep of the furniture provided to them. Any damage or defacement will incur repair charges and painting costs, which will be collected from the students.

*S. Siddheshwari*  
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