



COLLEGE OF ENGINEERING ROORKEE (COER) COER SCHOOL OF MANAGEMENT (COER-SM)



			
RESPONSIBILITY	LEARNING	INNOVATION	ETHICS

CODE OF CONDUCT

GOALS	INTEGRITY	COMMUNITY	RESPECT
			

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. S. P. Gupta)

Director General

Email: dgcoer@coer.ac.in,
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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

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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)

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

During 1998, with the aim to cope with the increasing demand of trained professionals, Seth Roshan Lal Jain Trust, Haridwar, decided to establish an engineering college named "College of Engineering Roorkee (COER)", with the august blessings of his holiness Upadhyaya Shree 108 Guptisagar Ji Maharaj. The trustees, backed with wide industrial experience, were clear that the engineering education should be directed at emerging engineering technologies necessary for the growth and development of the country. COER is the first institute of Engineering Education established in Roorkee after IIT Roorkee. The first batch of Bachelor's degree 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 Information Technology, Civil Engineering, Applied Electronics and Instrumentation, Plastic and Polymer Engineering, BCA, BBA, B. Com, and B.Sc.Ag. were introduced in under graduate courses. Post graduate courses MCA, MBA, and M.Tech. in Computer Science and Mechanical Engg. were introduced. Maintaining standards of strict discipline with a well defined quality policy and objectives, COER is an ISO Certified institution (ISO 9001:2008) 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, Computer centre and the Library. COER has well qualified, trained and experienced faculty. A recent addition is the newly created Centre of Excellence and Robotics Club which cater to the technical development of COERians. To provide the best of the environment, COER has well planned separate hostels for boys namely Akank Bhawan, Kund-Kund Bhawan, Gupti Sagar Bhawan, Ashok Bhawan, BCJ Bhawan and Arihant Bhawan and for girls Tarawati Bhawan, Ahilya Bhawan and Saraswati Bhawan with separate dining facilities. Keeping in mind the overall requirements of students and their academic schedule, a Student Centre with sports complex, health centre, cafeteria, book/stationery shop, ATM facility and a barber shop are provided. A 1500 capacity Auditorium and three 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)

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/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.

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 attendance are compulsory for any student to appear at the semester examination.** Students must appear for all periodic tests and 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. It shall be ensured by all students that they draw four books at a time and 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 MTech 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.
- 4.8 Students ID card is non-transferrable due to security reason and misuse.

5.0 COMPUTER CENTRE AND INTERNET LAB

COER has an ultra modern computer centre with internet facilities. The COER Campus is Wi-Fi enabled. More than 540 computers are installed in the main Computer Centre, 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 Centre and other computer lab..
- 5.5 Socially barred & banned sites will not be visited.
- 5.6 Net discipline will be maintained.

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*

- (a) Not wishing executive/faculty/staff of COER as per the time of the day.



- (b) Shouting, whistling, using un-parliamentary language in rooms, corridors, common room, hostel precincts.
- (c) Not having proper haircut once a month (for boys only not applicable to Sikh students)
- (d) Not shaving beard regularly (for boys only not applicable to Sikh Students) keeping moustaches is optional.
- (e) Improper wearing of college uniform i.e. tie not properly worn, shoes/belle not polished wearing shoes/belle other than black, uniform not properly cleaned and ironed.
- (f) Causing damage to fittings in rooms/corridors/toilets/common room/ class room/ laboratories.
- (g) Showing disregard rules, regulations, notices, displayed/promulgated from time to time.
- (h) Talking to executives/ COER faculty with hands in the pocket/hands crossed over chest.
- (I) Not using proper performa for college outpass.
- (j) Speaking in high tone in dining hall.
- (k) Not keeping newspapers/magazines properly after reading.
- (l) Walking with friends on COER campus by putting hand on his/her shoulder.
- (m) Not adhering to mess timings.
- (n) Not attending classes as per laid down weekly program.
- (o) Not paying Hostel fees/any other college fees/charges by specified time.
- (p) Boys and Girls sitting or roaming in the corridors of academic block after 6 pm.
- (q) Using mobile phone in classroom, lecture halls, computer centre, Library.
- (r) Not attending classes despite being medically fit.
- (s) Smoking, drinking, chewing pan/pan masala or bringing any of these items inside the college complex. COER is strictly a vegetarian institute.
- (t) Not keeping room neat, clean, tidy at all times.
- (u) Pasting news paper/any other paper on glass windows or walls of room or at any other place.
- (v) Throwing waste paper/rubbish/carry bags out of window or in corridors. Use of polythene bags is not permitted.
- (w) Making or pasting sketch/drawing of any kind in rooms, corridors, common rooms, desks/tables, drawing boards, black boards, doors, and walls in any building.
- (x) Making or disfiguring any photo/picture in newspapers, magazines/or books in library.
- (y) Tearing off any page from newspapers, magazines or books in library.
- (z) Not attending in time or being absent from the meeting/special lecture/program organized by COER as specified through notice or through verbal instructions.
- (aa) Moving out of the hostel gate in bathroom slippers, shorts, Bermudas, Kurta Pajama etc. reflecting casualness towards dress sense.
- (ab) Carrying water glasses, spoons out of the mess dining hall with tea and keeping used glasses and spoons elsewhere reflecting poor sense of responsibility.
- (ac) Loitering outside or near the gate of Girls Hostel and mess stairs.
- (ad) Playing or sitting in COER lawns/throwing bits and papers on COER lawns.
- (ae) Calling and addressing or meeting students in large group anywhere in campus without proper authorization and approval of the competent authority.

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.

7.2 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, namely, GOOD MORNING SIR/MADAM, GOOD AFTERNOON SIR/MADAM or GOOD EVENING SIR / MADAM.



It shall be ensured by all COERians that they wish appropriately any VIP dignitaries on the following occasions.

- (a) When the COERians meet the above dignitaries, wishing shall be ensured before meeting and after meeting/ leaving the office/ place of meeting.
- (b) When the COERians are passing from nearby the above appointments and within their hearing distance.
- (c) When the above dignitaries are passing from nearby the COERians and within their hearing distance.
- (d) 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.

Collective wishing shall not be resorted to, however, the COERians nearest to the above appointments shall wish on behalf of the group (i.e. more than two COERians group). Similarly collective wishing in the classroom shall be avoided. 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.
- (e) Do not resort to shouting, speaking in loud voice in academic/ administrative block. However during games shouting, cheering the players, clapping can be resorted in the sports ground.
- (f) Smoking, consumption of non-vegetarian food, drugs/narcotics and alcoholic beverages are strictly prohibited in the college campus. Severe disciplinary action shall be taken against the offenders as decided by the COER ANTI-DRUG Committee. No COERian shall be in possession of these items. Entry with consumption of the above would be treated as indiscipline and strict action will be taken as may be deemed fit by the COER ANTI-DRUG Committee.
- (g) There shall be no ragging of junior COERians by senior COERians. This is punishable and calls for penal action under law.
- (h) COERian found jumping over the boundary wall of the college shall be dealt with severely to the extent of even terminating their term.

7.4 PREVENTION OF RAGGING

"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 banned in COER campus. 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. Ragging is a criminal offence. 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, Health Club, Photography, Music and TRAIC-The Robotics and Innovation Club.

9.0 HEALTH CLUB

COER has a very well equipped health club separately for Boys (in student centre) and 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 laptops and similar gadgets would be the sole responsibility of the individual including its software and hardware safety. The owner of the laptop, I-Pad, Mobile, Tablets, Notebook, PC and pen drives would be responsible for safety and quality of contents. Ensure safety of your laptop, do not leave it unattended. Management will not be responsible for 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 visits COER 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

COERians riding/driving two wheelers/four wheelers shall be in possession of a valid driving license issued by RTO. COERians riding a two wheeler shall wear a crash helmet. Those found not wearing the crash helmet while riding a two wheeler shall be fined Rs. 500/- on the first offence, Rs. 1000/- on second offence and on the third offence shall be debarred from bringing the two wheeler in the COER campus. Possession of a crash helmet and a driving license is in the personal interest of the COERians to safe guard themselves against serious injuries in case of any accident.

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

In case a COERian falls sick while attending classes he/she may be permitted to go home or to the hostel. If the COERian is unable to move independently, the parents/ guardians of the day scholar shall be informed by COER administration for the needful. If the COERian is staying in the hostel the COERian shall be under care and management of the Dean-SW through hostel warden in case of routine sickness/health issues only. Parents/Guardian shall be informed on serious issues.

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 save the COERians and COER administration from any undue inconvenience.

In addition, COERians are required to pay enrolment fees and examination fees, former as a one time measure and the latter on semester basis. All COERians are therefore advised to ensure timely payments to prevent deletion of their names from appearing in the examination. **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, debarred from writing examination.

20.0 MOBILE PHONES

COERians should avoid carrying mobile phone in class room or Laboratory. 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 award on some frequent acts 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.	Availing 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 15days 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 REGULATIONS
FOR STUDENTS RESIDING IN BOYS AND GIRLS HOSTEL**

1.0 ACCOMMODATION

- 1.1 All COERians shall ensure that their rooms are kept neat and clean at all times.
- 1.2 No Valuables are permitted in the hostel rooms.
- 1.3 All COERians should ensure that no damage is done to the masonry work or woodwork or to any fittings in the room.

2.0 FURNITURE

All COERians shall ensure that the furniture items issued to them for their use in hostel rooms are used with care. If any furniture is damaged, the concerned COERian shall be charged accordingly.

3.0 ELECTRICITY

- 3.1 All COERians shall ensure that all lights are switched off when not in use.
- 3.2 Any COERian found in possession of Kettle, immersion rod or heater or any other unauthorized electrical appliance shall be penalized.
- 3.3 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 all hostels. Use of hot plate or stove is strictly prohibited (Refer-Misconduct-Point 15 page 11).

5.0 MOBILE PHONES/COMPUTERS/LAPTOPS

All students residing in Hostel will register their mobile phones/computer/laptops. Using mobile phones from inside class room, laboratory, office, seminar halls etc is prohibited during working hours. The safety of mobile phones/computer/laptops will be responsibility of the owner. COER authorities shall not take any action 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 shall be thrown in the dustbins provided for central disposal only. All COERians shall ensure that their toilets remain clean at all times. No non biodegradable items/ polythene bags/polythene items/ plastics and sanitary towels etc. 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 WATCHING MOVIE

COERians desirous of playing music in their rooms shall do so but ensure that the fellow room partner is not disturbed/ put to undue inconvenience. Music shall be played softly. No decks are permitted to be played in rooms. If such music systems are found the same shall be confiscated & student concerned fined with Rs. 200/-.

8.0 DINING HALL/MESS

(A) BOYS

- (a) No bathroom chappals/ sandals shall be worn. All shall wear proper shoes.
- (b) No Bermuda/Short, Kurta-pajama shall be worn. All shall wear trousers.
- (c) Shirt/T-shirt shall be tucked in the trouser properly & shall not be worn outside trouser.
- (d) Those desirous of wearing bush shirt/safari shall ensure correct pattern which may be worn over trouser.



(B) GIRLS

- (a) No bathroom chappals/ sandals shall be worn. All shall wear proper sandals/belle.
- (b) Hair should be properly tied, shall not be left loose, where required hair pin/hair band shall be used.
- (c) Should be in proper dress.
- 8.1** All COERians shall be courteous to the mess staff.
- 8.2** All COERians shall ensure that they adhere to the dining hall timings as prescribed by DEAN-SW from time to time.
- 8.3** All COERians shall ensure that there is minimum noise in the dining hall. Speaking/Conversation resorted to only with the COERians on the left and right side and not across the table. Conversation shall be in low tone.
- 8.4** Proper dining table manner shall be followed. It shall be ensured that forks and spoons do not make noise on the plate while using the same.
- 8.5** Any item in the menu shall be politely demanded from the dining hall staff. In case of exigencies necessary announcements for short duration changes shall be made on **Notice Board**.
- 8.6** The COERian should ensure that they take the required amount of food to avoid wastage.
- 8.7** Not following rules mentioned above (Para 8) concern student will be fined Rs. 100/- on the spot.

9.0 BANNED ITEMS IN HOSTEL

COERians are not permitted to smoke, consume alcoholic drinks, or consume non-vegetarian food items in the hostel room nor shall they be in the hostel room nor shall they be in possession of any narcotics/drugs. Those COERians found indulging in the same or in possession of these items shall face severe disciplinary action COER *is strictly a vegetarian institution*. Fire arms, knives or such other weapons are strictly prohibited.

10.0 SURPRISE CHECKS

The Dean-SW or any authorized staff deputed by the Dean-SW as Chief Warden/ Warden shall carry out surprise checks of the rooms. A lady representative shall be deputed to check 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 their problems/ inconvenience in 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 4.00pm to 5.00pm in his office to resolve their problems and everyday from 4.00pm to 5.00pm 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 04.00pm onwards. Positive suggestions if any shall be submitted to the Dean-SW in advance through respective Hostels Wardens 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

COER provides only free FIRST AID service through the Medical Centre A well qualified and experienced Physician visits twice a week for free medical consultation. As and when any student who is not feeling well/falls sick during day/ night shall inform the same immediately through his/her room partner/neighbor to Hostel Supervisor, Hostel Warden and Dean-SW so that timely action can be taken for medical attention/ treatment. Ambulance facility provided in case of medical emergency.

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 upto 9.00pm.
- 17.2** In case of emergency request may be submitted with an application to Warden/Chief Warden/ Dean-SW/ Director General.
- 17.3** Outpass will be permitted only after regular classes except in case of serious 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 5:30pm
	Saturday	between 2:00 to 3:00pm
	Sunday	between 10:00 to 11:00am between 4:00 to 5:00pm
Girl's Hostel	Monday to Saturday	between 1:00 to 2:30pm
	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 8.00pm for boys and for girls at summer .00pm and winter 5.00pm.
- 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 & 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 three 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 10.00pm. The gates of Girls Hostel shall be closed by 07.15pm. 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 girl student will visit other girl's hostels after 10.00pm.

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 celebrates their Birthday party in the QuickBite. 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

On working hours i.e. 9.00am to 4.00pm watching TV is strictly prohibited to the COERians residing in hostels Common room shall be closed at 10.00pm.



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 year.....Branch.....

To,

The Chief Warden
College of Engineering Roorkee

Sir,

- I the undersigned want to proceed on leave from.....hours on.....
tohours onfor the
Purpose
- It is requested that my leave may please be sanctioned.
My address during the leave will be as below.....
.....
.....Tel No.
- I have availed a total ofday/leave/medical leave during the semester.
- I shall ensure that return to the college in time.
- 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)

- 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 yearYear
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-

Table with 3 columns: Address, Relationship, Telephone. Each column has three rows of dotted lines for text entry.

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)



College of Engineering Roorkee
COER School of Management

**Post Box No. 27, Vardhman Puram, 7th KM Roorkee Hardwar Road, Roorkee,
Uttarakhand 247 667**

Mobile - 9027916020, 8755319302

Email - coeradmin@coer.ac.in, academic@coer.ac.in, coersmroorkee@coer.ac.in