

# CODE OF CONDUCTS FOR STUDENTS



**INSTITUTE OF ENGINEERING & MANAGEMENT**

Salt Lake ,Kolkata

## RULES OF CONDUCT AND DISCIPLINE

1. English is the only mode of communication in the college premises.
2. Students must carry their identity card and the college diary every day.
3. Students are not allowed to leave the college premises during college hours without significant reason and approval.
4. Care must be taken of the college property. The students must not write, scratch or spoil the furniture, or in any way damage what is provided for their use.
5. **The campus is strictly NO SMOKING, NO ALCOHOL and DRUG FREE CAMPUS.**
6. **Ragging is strictly prohibited.**

## UNIFORM

Every student must wear a clean and proper college uniform every day. Uniform is compulsory for all college activities both curricular and co-curricular. On PT/ karate/yoga classes, sports uniform is compulsory.

## REGULARITY RECORD (Absence and Leave)

1. Students should not be absent without obtaining pre-approved leave, unless any emergency.
2. In order to resume classes after continuous absence of two or more days, a student needs to report Dean/HOD/Proctor/ Class teacher/ mentor.
3. Students **MUST HAVE** minimum 75% attendance criteria in compliance with University policy.

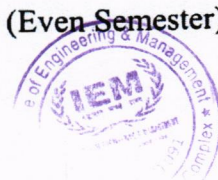
## LIBRARY RULES

**Library Hours: 24 X 7 X 365 with Digital Computer Lab Facility**

- Silence and cleanliness should be strictly maintained in the Library.
- The students are required to carry Identity Card.
- Student must make entries in the Usage Register before using the library.
- Bags, other belongings and cell phones are not allowed inside the library.
- WATCH the Notice Board of the Library every time you visit.
- If any student is found to tear off any page/mutilating pages/stealing, he/she may invite severe action from the Institute. Misbehavior in the library will lead to cancellation of membership for that semester.
- NPTEL Video lectures & other lectures can be accessed from the library computers.
- If a book is lost or damaged, the borrower has to replace the same edition or the latest edition of the lost book.
- Books should be returned or renewed within the stipulated date otherwise no new books will be issued for that semester

## FEES POLICY

1. Students of B.Tech, M.Tech, BBA, BCA, M.Sc, MBA and PGDM should pay their respective Semester fees and all other charges along with previous dues by Online Mode / Cash / Demand Draft only.
2. Online Payment has to be done through HDFC Bank from [www.iemcrp.com](http://www.iemcrp.com). In case of Online Payment, the Receipt has to be downloaded from the portal.
3. Deadline of Fee Submissions : 10<sup>th</sup> July (Odd Semester) & 10<sup>th</sup> January (Even Semester).



## ANTI-RAGGING RULES

### **Ragging is strictly prohibited at IEM & UEM**

As per The Supreme Court directive, students must fill up the form in the given link <http://www.antiragging.in> every year.

**Anti-ragging Committee:** Both IEM and UEM has very strong and active anti-ragging committee as per norm is headed by the Head of the Institution consisting of representatives from civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

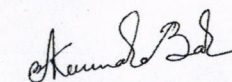
**Anti-Ragging Squad:** In addition to the Anti-ragging committee IEM & UEM has the Anti-Ragging Squad which is nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.

**Internal Complaints Committee:** In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of Office Order No. 449 dated 05.08.2016, Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place.

In compliance with the above UGC rule, such a committee is highly functional and dynamic at IEM & UEM.

**Counsellors :** IEM & UEM has Counselling psychologists to help individuals, families and groups in areas related to personal well-being, interpersonal relationships, work, recreation and health. They are trained to assist people who are experiencing both acute and chronic life crises.

Prof. Samapika Das Biswas , Registered with RCI as Rehabilitation Psychologist.  
Prof. Nayantara Mitra, Certified Counsellor.  
Dr. Suparna Das, Psychologist



Prof. Dr. Arun Kumar Bar  
Principal

