



# MM COLLEGE OF TECHNOLOGY

N.H.-06 (G.E. Road), Near International Cricket Stadium, Raipur – 493 441 (C.G.)

## GENERAL DISCIPLINE

1. Student should wear the Uniform prescribed for them.
2. Students should get seated in the class-room at least 5 minutes before the commencement of the class.
3. Latecomers normally will not be allowed to attend the class.
4. They should not deface the classroom furniture in anyway.
5. They should not damage or break the electrical fittings of the classroom and laboratories
6. They should not write anything on the blackboard.
7. They should keep their classrooms neat and clean.
8. They should maintain perfect discipline in the class during teaching hours.
9. They should not leave the classroom after each period.
10. While changing / moving from theory classes to practical classes, they should not make noise in the corridors, so as not to disturb other classes.
11. They should read the notices displayed on the notice boards carefully everyday during the recess.
12. Students should submit leave applications if he / she remains absent countersigned by their parents / guardians.
13. In case of sickness, the leave application should be accompanied by a medical certificate.
14. Leave application will not be accounted towards attendance.
15. As per University ordinance 85 % attendance is necessary for appearing in the University examination.
16. However, the Director can condone 15% attendance in special cases like sickness, sports etc.
17. In no case, student having less then 70% attendance will be allowed to appear for University examination.
18. They should not write anything on the walls of the college building.
19. Cell phones are generally not allowed inside the college building.
20. No complaint will be entertained for theft of cell phones possessed unathorizedly.
21. Every student must carry his/her I-card and Bus pass all the time during college timings.



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## ACADEMIC INSTRUCTIONS

1. Every student should have at least one text-book for each theory subject.
2. They should have the practical notebook as specified by the teacher concerned.
3. They should note down the lectures properly giving the headings along with the date.
4. If a student remains absent for a day or two, 2-3 blank pages should be left in the notebook for noting the lecture.
5. In every fortnight randomly selected at least five class notebooks will be checked by the Head of the Department and the Director.
6. Every Student should have a separate note book for Assignments of each theory subject.
7. Home Assignment should be submitted strictly on due date without copying from other students.
8. There will be a minimum of two class-tests in each subject.
9. They should prepare well for the class test because 20 marks in the University scheme has been allotted for the same.
10. The best of two class tests will be sent to university which will get entered in the score-card as it is.
11. If any student remains absent in both two class tests, he will be awarded zero marks.
12. Every student must have separate note-book for each subject and should have a rough note-book.
13. They should go through the instructions given by the teacher concerned before starting the experiment.
14. They should record the reading / observation in the practical notebook / observation notebook and get it signed by the teacher before leaving the laboratory.
15. If time is left after completion of the experiment they should complete the writing work in their practical record book.
16. When they come to the laboratory next time, they should submit their practical record book on the table of the teacher concerned.
17. The experiment number and the date of performing the experiment should be entered properly for each and every experiment.
18. They should write only those experiments in practical notebooks, which they have performed actually.
19. If time permits, they will be allocated extra slot for performing the experiments during the period when they were absent.
20. They should be prepared for answering the viva-voce question.
21. Surprise viva-voce test can also be held in the practical class.
22. Every student should bring his own calculator every day.



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## LIBRARY RULES

1. Maximum two books will be issued to each student at a time.
2. Books will be issued for a duration of fourteen days in their allotted library periods only.
3. If the books are not returned before the due date, a fine of Rs. 05 /- per day will be imposed for each book.
4. In case of damage tear or loss of book, either they have to replace the book or they have to pay the cost of the book in the library itself.
5. For issuing duplicate library card, Rs. 20 /- will be charged from the student.
6. Personal books will not be allowed in the reading room of the library.
7. Student should show their identity cards for getting reference books.
8. Students should maintain perfect discipline inside the library.
9. Talking amongst themselves will not be allowed in library.
10. University Question papers and syllabus are available for reference in the library.
11. The facility of photocopy is available in the library on payment basis.
12. Before entering the main library students should deposit their bags etc. on the rack.



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## INSTRUCTION DURING COMMUTING IN COLLEGE BUS

1. Students should reach their specified bus stops, 5 minutes before the departure of the bus from that stop.
2. They should maintain perfect discipline inside the bus.
3. They should carry their bus passes/ identity cards with them everyday.
4. They should show their bus passes/ identity cards to the bus incharges whenever demanded.
5. They should not damage the seats of buses.
6. No noise, whistling or chorus singing will be allowed inside the bus.
7. They should obey the instructions given by the bus incharges from time to time.