

# **COLLEGE RULE BOOK**

## **PREFACE**

**CASET College of Computer Science is affiliated to the University of Kashmir, Srinagar, India. It is presently running the Bachelor of Computer Applications (BCA) programme.**

**These rules and procedures are promulgated to facilitate smooth conduct of the above programme, bringing transparency in the system and uniformity in their implementation.**

**It is strongly recommended that all students and parents must read this Rule book carefully.**

## **RULE BOOK**

**Being an educational institute CASET College of Computer Science firmly upholds some ethical values and norms which each and every student has to follow. These rules and guidelines are established to maintain the dignity and decorum of the institute.**

### **DISCIPLINARY RULES**

**Every student admitted to the institute shall abide by the following rules;**

- 1. Discipline: Every student, must at all times exhibit good behavior, show diligence in studies, maintain decorum and dignity, any student who is found guilty of breaching of discipline or guilty of any misconduct shall be punished in accordance with the gravity of the offence.**
- 2. Vandalism: Students are asked to be mindful about the college property. They are asked not to involve themselves in any act of vandalism. Any student who is found vandalizing/damaging/defacing the college property, the whole class will be held responsible and shall be fined for the repair or reconstruction.**
- 3. Library: Students shall be responsible for upkeep of books or materials issued to them via Library. Books should be returned within due date. Overdue fine will be charged if the books are not returned on time.**
- 4. Ragging: Ragging is strictly prohibited in the college campus. Indulgence or encouraging physical assault or threat to use physical force, towards students,**

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**teaching and non-teaching staff is highly condemned and the perpetrator must be dealt with accordingly.**

- 5. Criteria for leave: A prior application for leave must be submitted to the HOD in case of the absence for a period not exceeding one week in a semester, due to sickness or any other unavoidable reasons. In case of medical leave, the Medical Certificate should be enclosed along with the leave application, which should be signed by the parent/guardian.**
  
- 6. Missing Externals Examination: Students, in all cases, are advised not to miss-in their external examination. Any student who fails to take examination on the scheduled dates set by the college, will be considered absent after the intimation of 2<sup>nd</sup> notice.**
  
- 7. Payment of Fee: Students are advised to clear their college fee on time. If the students do not deposit fee by the due date they have to pay late payment charges to the Institute as prescribed by the University.**
  
- 8. Lab Rules: Entry and exit of students into the respective computer labs shall be controlled in accordance with the Time-Table issued by the HOD for each class. Students are to use their respective labs in the stipulated timings. If a student wishes to use the computing resources in a Lab beyond stipulated timings, he / she is to take specific permission from the concerned Lab Incharge.**  
  
**Students are strictly advised not to tamper with the hardware, software or any equipment and supplies in the lab. If any student is found tampering with the lab supplies, they shall be fined accordingly.**
  
- 9. Students are not allowed to bring any outsider with them in the college but in special case parents or any outsider may be allowed with valid reason and only after seeking permission of Principal/HOD.**