



**LJ University**  
University with a Difference

## **CODE OF CONDUCT FOR STUDENTS**

**L. J. Institute of Engineering and Technology**

**L J UNIVERSITY**

**NEAR SARKHEJ-SANAND CIRCLE**

**OFF. S. G. ROAD,**

**AHMEDABAD-382210**





# L. J. INSTITUTE OF ENGINEERING AND TECHNOLOGY

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### Rules for Attendance

- Rule 1: Attendance of 75% should be made at the time of Test 3.
- Rule 2: Attendance of 70% should be made at the time of Test 4.
- Case 1: If both the above rules is fulfilled, then student is eligible to get Secured Attendance Bonus Marks (Out of 16/20).
- Case 2: If either of Rule 1 or Rule 2 is not fulfilled, then student is eligible to get Secured Attendance Bonus Marks (Out of 8/10). i.e. 50% attendance bonus marks is deducted.
- Case 3: If both the above rules is not fulfilled, then student is NOT eligible to get any Attendance Bonus Marks.
- Rule 3: If your attendance in any subject is less than 75% at the end of Semester, then
- Case 1 : No. of shortfall attendance days will be deducted from secured attendance bonus marks. Still if the attendance bonus is not enough, then marks will be deducted from total marks of any subject.
- Case 2 : If above case 1 is not satisfied then, student will not earn the credits for that subject in that particular semester i.e student will be declared failed for that particular subject.
- Additional 10% relaxation can be given on medical ground. (Medical certificate is required of continuous 14 working days during teaching phase, in which student should not be present in any of the lecture or else that attended lectures will be deducted from total count of attended lectures.)

Remark: Inform about your medical details to your mentor within 3 days of the start of illness. Then Submit medical certificate to your respective MENTOR soon after you recover (i.e on the day of your re-joining college after recovery). Later on, medical certificate is not acceptable in any condition. Strict verification of genuine medical certificate will be done by mentor or HOD.

### Rules for Bonus Marks

- **Attendance Bonus (Out of 16/20).**

Final Theory Test Marks shall be (Total of all 4 Tests) + Secured Attendance Bonus Marks Per subject (100 marks head Theory as well as Practical) student will get maximum 7 Bonus marks from secured attendance bonus marks.

- **HOD Bonus**

After adding attendance bonus marks in final theory marks and still if a student is failing in only 1 subject by maximum 2 marks, then extra grace of maximum 2 HOD bonus marks will be given on base of student behavior.

For this following step to be done:

- 1) Sign on undertaking in front of HOD and Parents personally
- 2) Students have to take letter of recommendation from each subject faculty individually.





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3) Students have to pay remedial exam fee per failed subject count

- **Extra Bonus**

After adding Attendance Bonus marks, if he/she has passed in Theory Total Marks (out of 100), then he/she will get 2 Extra Bonus marks per subject. If a student fails even in single subject after adding all bonus marks, then he/she will not get extra 2 bonus marks in any subject including the subject in which he/she has passed. If a student has got HOD bonus (1 or 2 Marks) then the student is not eligible for getting this Extra Bonus Marks

Remark: Attendance bonus marks will not be given to mischievous students.

### Rules for Classroom

- Student should prepare compulsorily class notes of all subjects neatly. If student is absent then he/she should complete his/her work before coming for next lecture.
- Students should be spread out in the classroom with no empty benches left. Also, students should not be allowed to sit in last bench when front rows are empty. At least middle front rows should be occupied by students.
- In lecture you should bring stationary materials like scale, calculator, note, pen, pencils, eraser, all drawing instruments, sketchbook, etc.
- Usage of mobile phone is strictly prohibited during the lecture hours as well as Tests, if any student is caught with mobile phone, then faculty/admin staff/peon will submit mobile phone in the department for one day and also student have to pay Rs 100 fine and student will get mobile phone back on next working day. Also, Students are not allowed to use mobile phone in corridor, when they change classroom between two lectures.
- Students are allowed only 5 minutes late in lecture as per provided time table. For example, if lecture starts at 8:45 am then student will be allowed to enter the class room up to 8:50 am. Reason like vehicle puncture, public transport problem, heavy rain, traffic problem, parking issues etc. for late coming students (after 5 minutes) will not be considered.
- If student is found doing proxy of his/her friend then strict action will be taken by Faculty or HOD.
- As per our teaching disciplinary rules "No student is allowed to go to washroom during 2 to 3 hours of a lecture or in between two different lectures of 1-1 hours each. This is important to have a sync a nice grip of particular topics. However if any students feels emergency and unavoidable situation then student can go for washroom by putting Absent of that particular lecture (1 hour Absent in case of continuous 2 hr lecture) Some students are filling strict by this rule So must note that Absent will be done as mentioned above. But at the end of semester we will give +2 lecture in total attendance to each and every students. So that if students fill the above rule strict, they can get maximum 2 lectures as a





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bonus to compensate their loss of attendance and other students who never use these benefits will get directly 2 bonus lecture which will help them to score good bonus marks

- As per this washroom rule, students are given 2 extra lectures at the end.
- If student's attendance after adding these 2 lectures becomes  $> 100\%$ , then give 1 extra bonus marks to students. i.e. If in a semester total attendance decided = 16, then for 100% attendance student will get 16/16. But after adding 2 extra lectures, % attendance will be  $> 100\%$ , then in this case, give +1 bonus in attendance
- If student have any medical problem, then he/she has to inform medical details to mentor and HOD and have to submit medical report to mentor. Strict verification of genuine medical report will be done by mentor or HOD. After verification that student is allowed to go for washroom during lectures.
- Students are not allowed to enter in the staffroom and HOD room in recess.
- Maintain discipline in the classroom.

#### Rules for Official WhatsApp Group

- The WhatsApp group is only for official communication, so use it wisely.
- All academic documents or images should be saved safely, documents once given will not be given again and do not ask for that from HOD.
- Any personal issue which is related to your ward, should be asked only on personal WhatsApp message to the HOD. Reply of your query will be given within 24 hrs.
- Please try to restrict asking any doubts after 4:00 pm. All queries asked after 4 pm will be answered by next working day only (queries might be answered early depending on nature and urgency).
- Do not do whatsapp video call to HOD or any Faculty.
- In case of extreme emergency, you may call to HOD directly.

#### Rules for Doubt Solving

- For teaching phase: If any student has doubt then he/she can meet the faculty during 10:45am to 11:00am and after lectures.
- For non-teaching phase: Doubt solving can be done from 8:30am to 3:00pm.
- Eligibility criteria for Doubt solving: Minimum 40% attendance in that respective subject.

#### Rules for Tests

- If a student remains absent in any Tests, then ZERO marks will be considered in that particular exam. No repeat exam will be taken.
- If any student comes more than 10 minutes late in any Test, then 2 marks will be deducted by supervisor.





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- If student is found doing unethical practice during any Test then ZERO marks will be given in that respective subject.
- On demand, Students can be given Xerox of Test Answer book with a charge of Rs 50/- per subject. For that, the amount to be paid in Admin office. Collect the receipt from admin office and submit to HOD.
- During Test paper showing, do not argue for incrementing ONE mark in subjective answers.

### General Rules

- The student shall not participate in any vandalism activity. The student will not damage any movable or immovable or tangible or non-tangible property/asset of any institution of L.J. University
- The students shall not participate in any activity to change/oppose existing classroom teaching learning process of LIET, LJU.
- The students shall follow the existing rules imposed for seating arrangement (like one student on one bench) in classroom/Exam room, rules for late entry in classroom/exam room and rules for moving out during the conduction of classroom/exam etc. Frequent requests to move out of the classroom during the conduction of lectures/exam shall not be granted apart from a request with a genuine medical reason/s.
- Students are not allowed to participate in any unfair means related to examinations.
- Students cannot oppose any future updates/modifications made by the management of LJMET, LJU regarding the education system, classroom conduction, or examination system.
- The Management of the University has the authority to choose the Education System at LJMET. Students can only suggest changes if they can justify that the existing rules are more harmful than beneficial.
- The Management of LJMET, LJ University has the right to modify or remove any provisions & regulations. Students are required to abide by any such updates.
- A student can only present their own issues and cannot bring up issues for other students unless explicitly allowed.
- For any infrastructure issues, feedback from the students is taken through feedback form.
- The institute reserves the right to change/extend teaching hours.
- The Head of Department Faculty has the authority to decide the seating arrangement in a class/laboratory.
- Students are not allowed to participate in any activity to oppose the examination pattern, such as the number of exams per semester, the type of questions asked, or the inclusion of practical, projects, and MOOC courses.
- Smoking and use of alcohol/drugs are strictly prohibited within the campus.
- Students should read the notice board every day.
- All students should enter their name in the register at entrance of library. Students should keep their bags in the baggage section and not in the reading room. Students should preserve their belongings or valuables. In case of loss, he/she would be solely responsible.
- All students must use their student library card in order to avail the library facilities. Issued books must be submitted on or before submission dates. Do not write / scribble on any furniture or wall of the library. Any student found doing so will be penalized.
- Reference books will be available only in reading room and issued on the student card. Students are not





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allowed to take a reference book outside. For renewal purpose: student will have to be present in person along with the book. Mishandling, tearing of books or underlining with pen or pencil will not be tolerated.

- **Communication with Staff**

- Students, parents, guardians, or any relative of the student cannot misbehave (talk loudly, use abusive language, or threaten) either in person or during phone conversations with any staff member of LJJET. The institute may record phone conversations with LJJET staff.

- **Mobile Phone Usage**

- If a mobile phone is confiscated during class time, there will be no arguments from the student or their parents. The phone, including the SIM card, will be confiscated for 48 hours, and a double penalty will be charged.
- If the student is found guilty of violating any of the rules mentioned in above points, they may face punitive actions from the respective authority of LJJET, LJU. There will be no arguments allowed in such cases, and the student cannot challenge the punishment. The authority will decide the punishment, and students cannot form any group to oppose or change the punishment.
- If a student has a freeship card (scholarship for full or partial fees from the government), they are required to submit the fees to the institute within seven days of receiving the scholarship amount.
- Students are advised to appear for the IELTS exam in the 3rd year (5th or 6th semester), to have proper validation of communication skills and good command on English which can help them in future as well.

- **Grievance Redressal:**

- Students are encouraged to report any grievances or concerns they may have. The institute has established a Grievance Redressal Committee to address student issues. You can find more information about the committee and the grievance filing process on the website.

- **Reporting Harassment:**

- The institute has a zero-tolerance policy for sexual harassment and ragging. Students who experience any form of sexual harassment or ragging are encouraged to report it immediately. You can contact the institute's Anti-Ragging Committee or Sexual Harassment Committee for guidance and to file a formal complaint. Contact information for these committees can be found on the website.
- All students are required to follow rules as and when formed/changed by Department/Institute/Management.

**Dr. Prexa Parikh**  
Director - LJJET

**Mr. Rohit Patel**  
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