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The KCT Playbook

College Rules and Regulations

1. College works from Monday to Saturday.

2. Campus Working hours: 8:30am to 4:40pm (Tea Break: 10:30 am to 10:45am | Lunch Break: 12:45pm to 1:40pm)

3. Dress Code: **Face-to-Face Classes:** Boys – Formal shirts, pants with shirts tucked in. Girls – Salwar Kameez / Chudidhar with neatly pinned dupatta. Lab uniform and shoes are mandatory during regular lab classes. Boys and girls should wear shoes. Boys should tuck in their shirts.

   Virtual Classes: Well-groomed and presentable attire.

4. Students should follow the rules and regulations prescribed by Anna University, Chennai and KCT.

5. The hostel students should follow the hostel rules and regulations.

6. Students are expected to conduct themselves in an exemplary manner and have true pride and dignity in themselves and earn a good name for the college.

7. Students should maintain discipline. A disciplinary committee appointed by the principal will enquire into any incident of the report of students' indiscipline and recommend suitable action to be taken.

8. Students must avail leave only after getting prior permission from their faculty mentor. Leave message over Telephone / E-mail will have to be approved by HoD.

9. RAGGING is strictly prohibited. Any student, who directly or indirectly commits, participates in, abets or propagates "RAGGING" within or outside the campus shall be punished with imprisonment which may extend up to 3 years and shall also be liable to a fine which may extend up to Rs.25,000/-. He / She shall also be dismissed from the educational institution and such students shall not be admitted in any other educational institution.

On Campus

1. The vehicles of the students should be parked in the allotted parking place only.

2. Students should use the facilities in the campus without causing any damage. If any damage is caused, action will be taken to correct and recover the cost, in addition to disciplinary proceedings, if applicable.

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3. Students must always wear their ID Cards when inside the campus.

4. Smoking / Possession and consumption of drugs / tobacco products / possession and consumption of alcohol inside the campus will lead to separation from the institution.

5. Celebrations of any kind without prior written permission from the Management are prohibited in the campus. Violation of the above will be viewed seriously.

Classroom/Laboratory Manners

1. Students are expected to be polite, dignified and professional.

2. Students should not use mobile phones for purposes other than academics when the class is being conducted. However, students are encouraged to browse / read for academic purpose as suggested by the faculty facilitating the class.

3. Students are expected to be seated in the lecture hall five minutes prior to the commencement of the class.

Attendance Requirements

1. Ideally every student is expected to attend all the classes and secure 100% attendance. However, in order to give provisions for participation in sports and other extra and co-curricular activities, Medical / personal reasons, a student is expected to attend at least 75% of the classes, in every course (subject), to become eligible for appearing in the End Semester Examinations.

2. If a student has lack of attendance in 4 or more courses (3 or 4 credit) offered in a particular semester, he/she will be detained in that semester and hence cannot proceed to the next semester. He/she shall seek re-admission as per the norms of the affiliating University/DOTE (Directorate of Technical Education).

Examination Rules

1. Candidates found guilty of malpractice shall face enquiry by the appropriate committee constituted by the Principal.

2. Candidates should maintain discipline and decorum during the examinations.

3. In addition punishment as per the rules of the Controller of Examinations office / Anna University will be decided by a committee appointed to enquire into the nature of the malpractice and to book the student for the violation.

Discipline System

1. Students found involved in any disciplinary issue(s) will be suspended pending enquiry. Hostel student maybe asked to vacate the hostel.

2. The Principal instructs the disciplinary committee to enquire if needed. The disciplinary committee, on investigation submits a report to the Principal for action.

3. The student may be subjected to one or more of the following, based on the recommendations in the report.

   - Expelled from the college

   - Expelled from the hostel

   - Suspended for a period of time

4. The following are strictly prohibited (Zero-tolerance policy shall be adopted)

   - Smoking, Consumption of alcoholic drinks / drugs, Gambling, Intimidation or violence, Willful damage of property, Shouting and using abusive language, MultiLevel Marketing or any type of business or fund raising.

Identity Card

1. It is always mandatory to wear the ID card while in campus, institution sponsored events or when representing the college for events outside campus and common places - seminar halls, library, and auditorium.

2. Any faculty/staff of the institution has authority to ask the student to show their ID card at any time while in campus.

3. If a student loses the ID, she/he must write an email stating the reason to the class advisor. The class advisor will forward the same recommending to the Head - OSA. The cost for ID card will be deducted from the stores deposit of the student.

4. The ID card shall be used to purchase materials from the student stores/kiosks. The cost will be deducted from the stores deposit of the student.

Information Technology (IT) – Policy

The IT Policy document provides a brief synopsis of the key obligations of students using the Institution's IT facilities. All students must be familiar with the guidelines therein, and abide by the institution's IT Policy.

1. Use Institution-owned IT systems, User-owned systems and infrastructure only for the purposes relating to your study, research, or academic activities.

2. Ensure all official software installed in your device are up to date.

3. Be informed that all your activities over the system and network are monitored, continuously.

4. Users should not engage in any illegal, unlawful, or unethical activities over the systems and other resources owned by the institution.

5. Ensure no pirated or unauthorized software is installed / used on the resources owned by the institution. Installation of / access to any third-party software essential for work must be preceded by written consent by the DTS team and approvals as mandated

6. Users to make sure that ONLY the institution email id provided to them by the institution is used in all the official communications. Usage of personal email id for official purposes and / or wrong purposes will constitute willful disobedience and be liable for action.

7. Be vigilant to phishing emails, do not respond to them and report to the concerned authorities.

8. No system or account passwords should be shared with anyone under any circumstances.

9. Users are expected to use Email, Microsoft Teams as the only channels of official communication.

10. Users must not use or disclose to any confidential information, intellectual property or Data belonging to the Institution, without prior written approvals from the Head of the Department / Institution or as mandated

11. Users have a responsibility to promptly report the illegal, unethical, or unauthorized disclosure of Institution's confidential Information, intellectual property, or Data to Technology Services.

12. User is responsible for the physical security of the system inside the campus.

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13. The Institution reserves the right to audit all information / supporting assets/review logs in the event of suspicious activity or as a part of maintenance work.

14. The Institution will have the right to amend, review and modify, the Policy at its discretion.

15. If you have any doubts / queries, please contact office.dts@kct.ac.in.

Hostel Rules

1. All residents are required to maintain standards of attire, manners and behavior.

2. All residents shall always carry their valid Identity Cards issued to them by the college and produce it whenever demanded by the authorities. Without ID card, residents will not be permitted to enter into the hostels.

3. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Walls shall not be defaced.

4. Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of the room, hostel and its environment. Any damage to property will be required to be replaced / repaired and the cost will be recovered from them.

5. Students shall bring to the notice of the Caretakers/Resident Tutors of any pending maintenance work (Civil, Carpentry, Electrical, and Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.

6. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose. On such occasions, the management will provide alternate arrangement.

7. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway.

8. Ragging of students admitted to the college is totally banned. Any violation of this by the students will be dealt with very severely as per the college norms and guidelines issued from time to time by the competent authorities.

9. Freshers should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.

10. Room services are strictly prohibited. However, for students who are sick, food may be served in room after taking permission from Hostel Officer and making relevant entries into the Register to be maintained in the Mess.

11. Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.

12. The use of electrical appliances such as immersion heaters, electric stove / heaters, Iron Box are not allowed in the rooms. Such appliances, if found will be confiscated and a fine will also be imposed.

13. The use of audio systems which may cause inconvenience to other occupants are not allowed.

14. When the students go out of their room, they should switch off all the electrical / electronic appliances, and keep their room locked.

15. The residents of the hostels must use the bio-metric device to register their entry and exit into/from the hostel.

16. All residents of hostels must be back in the hostel before the time limit of 7.00 PM for girls and 9.00 PM for boys. However, prior written permission from the concerned HOD of the student and approved by the Deputy Head, Hostel may be considered for late entry for valid reasons (Academic-related, Sports, Placement, etc).

17. Late-comers into the hostel, will be dealt with as follows:

    • If the resident is late to the hostel, for the

    • First time, a message will be sent to their respective class advisor/ward counselor to counsel and to their parents as information only.

    • Second time, a message will be sent to student counselor to counsel the resident and to their parents as information.

    • Third time, respective HOD will enquire, counsel and ring up their parents for clarifications.

    • Fourth time, parent should meet the Principal/HOD and a constituted committee for final decision on the continuity of the resident in the hostel.

18. The students are not allowed to be in the hostel during class hours unless permitted by the Hostel Officer after informing the Head of the Department of the student.

19. Birthday celebrations are not permitted inside the hostel. However, it may be allowed in specified location after getting permission from the Hostel Officer and giving an undertaking that they will celebrate peacefully and without littering the premises.

20. Residents shall not play outdoor games inside their rooms or in areas around the hostels which is not designated as playground.

21. Residents proceeding on leave on any working day must submit an application form duly approved by the Head of the

Department of the student with signature and office seal to the Hostel Officer.

22. First year girl students will be allowed to go home during holidays, only if they are accompanied by their parents or local guardian. However, this can be relaxed if the parent gives an undertaking accordingly.

23. Hostel residents are not expected to have vehicles inside the campus. For genuine reasons Principal may grant permission to have their vehicles based on request from parents. Such students are to fill a Vehicle Registration Form and submit it to Assistant Manager – Security.

24. Residents should not indulge in practices / activities, which may endanger their own personal safety as well as that of others.

25. Residents will be personally responsible for the safety of their belongings. They are advised to keep under lock all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.

26. Any case of theft should be reported promptly to the Assistant Manager - Security through Hostel Officer. They should not try to deal the matter themselves. Whoever tries to deal it themselves and thereby creating trouble will also face disciplinary action.

27. Students should not arrange any function or meeting within the hostel or outside or within the campus without specific permission of the Deputy Head, Hostel.

28. Residents are required to be in their respective rooms during the roll call (attendance) from 09.00 pm onwards every day. Absenteeism will result in informing their parents accordingly.

29. Residents shall maintain silence after 10.00 pm to 6.00 am enable students to prepare for their academic and ensuring good sleep.

30. If students create law and order problems outside the campus, they are answerable to the police on their own and should not involve the college name. In such cases, they will also be answerable to Hostel/College administration as per the college norms and appropriate action will be initiated against them.

31. Residents should comply with routine announced room checks and surprise checks that may be required to be conducted from time to time. Students will be rewarded for maintaining their rooms neatly.

32. Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, playing inside the hostel premises, non-compliance of any of the rules, or violation of any other rule defined in the hostel manual will be reported to the disciplinary committee.

33. Any student found to having used any or in possession of narcotic substance including Tobacco products, Alcohol, Drugs

and the like, will be proceeded against legally under the Narcotic Drugs and Psychotropic Substances Act (NDPS Act) and will also be expelled from the hostel and college.

34. Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Enquiry Committee. The Hostel Administration will implement the recommendation of the Enquiry Committee. Depending on the seriousness of the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

MESS

Timings

		Weekdays	Sundays
Breakfast		07.00 - 08.20	07.30-09.00
Lunch	1st year	12.00 - 12.50	13.00 - 14.00
	Others	13.00 - 13.50	
Snacks		16.30 - 17.15	16.30 - 17.15
Dinner		19.00 - 20.30	19.00 - 20.30

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Frequently Asked Questions (FAQs)

Launch of Semester

1. How will the courses be offered through online mode?

We are planning to offer two to three courses through online at any point of time and the entire semester will be completed in two cycles. Each cycle is designed for 5 weeks, comprising the delivery of courses through video content, face-to-face teaching, self-learning using the learning materials provided to the students, continuous assessments on daily basis, final evaluation, peer-learning / group study among the students, networking activities through clubs and societies of Institution and many more features.

2. Is it mandatory to attend the online classes?

Yes. Continuous academic engagement is mandatory for students. By attending the classes regularly, learners can keep his / her cognitive skills abreast.

3. Is there any Dress Code for Virtual Classes / Face-to-face classes?

Yes, the students are expected to be in formal dress code while attending virtual / face-to-face classes.

4. Virtual Classes: Well-groomed and presentable attire for both boys and girls.

Face-to-Face Classes: Boys – Formal shirts, pants with shirts tucked in.   Girls – Salwar Kameez / Chudidhar with neatly pinned dupatta. Lab uniform and shoes are mandatory for both boys and girls during regular lab classes.

5. What is the procedure for availing Leave / Permission?

The student can get prior permission through email from their Class Advisor / Mentor.

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6. For which issues the mentors can be contacted?

Queries related to your ward's performance in academics, to understand the various courses offered and specific needs of your ward, you can contact the Mentors.

Assessment and Examinations

1. How will the parents be informed of the evaluation results?

After completing the evaluation process and grades, details will be sent to the parents through KITE.

2. Are assessments conducted both during and after the completion of a course in a particular cycle?

Yes. Regular assessments based on synchronous and asynchronous sessions will be conducted. Further Online assessment (Inter Cycle Test) will be conducted as part of Formative Assessment and the same will be considered in place of Continuous Assessment Marks (CAM)

3.How is malpractice dealt by the institution?

 Students are expected to maintain highest ethical standards while taking online exams and refrain from copying or sharing any material with others. Students are expected to honor the trust the institution places on them, while taking both proctored and unproctored online exams. Malpractice will be dealt with severely as per existing rules.

Admission and Documentation

1. When will I get back my original certificates?

All the original certificates will be returned to the candidates once DOTE verification process is completed, and the admission of the candidate is approved by Anna University. It may take around 3 to 4 months from the date of reopening.

2. How do I get Bonafide Certificate & Fee Structure for availing loan or scholarship?

Students can send email to studentsupport@kct.ac.in requesting for Bonafide Certificate and Fee Structure mentioning the specific reason and the certificate will be sent as e-copy to the student within 3 working days.

3. Whom should I contact if I have any admission related queries?

The student can contact College Admission Office via phone - 94894 60174 for assistance.

Technology related queries

1. Regarding the internet facility, how to make a choice of the data plan for the usage of online class?

2 GB plan with 3G or 4G connectivity with uninterrupted services will be sufficient to attend the online classes offered by the college.

2. Will a new laptop be provided by the college?

The Department of Technology Services (DTS) will shortly be providing an EMI Option for Laptops. You will receive the link shortly and interested students can buy laptops.

3. Who can be contacted for any technical/technology related issues/queries?

The Faculty Tech Champions can be contacted first whose details will be shared during the Ignite - Student Induction Program. The Tech Champions will in turn escalate the concern raised by the student to the technical team if required or resolve the issue themselves. Teams name: office.dts@kct.ac.in

Important Contacts

S.No	Name	Designation	Email Id	Phone Number
1	Dr. J Srinivasan	Principal	principal@kct.ac.in	9487700830
2	Dr Ezhilarasi M	Associate Dean & HoD, SFS (first year)	ezhilarasi.m@kct.ac.in	9486038824
3	Dr. V Vijilesh	Head, Office of Students Affairs	vijilesh@kct.ac.in	94877 00834
4	Dr. Vimal E A	Deputy Head, DTS	vimal.ea.it@kct.ac.in	9894776544
5	Mr. R Janarthanan	Deputy Head, Hostel Administration	janarthanan.r.osa@kct.ac.in	94873 02898
6	Hostel Helpline - Girls		info.hostel@kct.ac.in	9841704170
7	Hostel Helpline - Boys		info.hostel@kct.ac.in	9841804180
8	Transport Officer		transportofficer@kct.ac.in	94877 00832
9	Ms Meera	Assistant Manager - Security	meera.v.admin@kct.ac.in	9487700997
10	Ambulance		-	94877 00820
11	Security Officer		securityofficer@kct.ac.in	94877 00812
12	Support - DTS		helpdesk-erp@kct.ac.in	9487700826
13	Ms. Manju Menon Kunnanath	Manager, KCT Admissions	admission@kct.ac.in	94877 03918
14	College Reception Desk			0422-2661100

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Please scan the QR code for

complete list of college rules, examination rules,

hostel rules and IT policy

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