

COLLEGE RULES & REGULATIONS

The Code of Conduct aims to ensure consistency and unity among students. It also emphasizes fairness, accessibility, and inclusiveness in all academic activities integral to the learning journey. Therefore, adherence to these guidelines is anticipated from all students, promoting the institution's values encapsulated in the motto "Character is Life."

1) WORKING HOURS

The college's official workweek commences on Monday and concludes on Saturday, aligning with the Academic Calendar published before the commencement of each academic session.

ACTIVITY	WORKING HOURS
Official Sessions – Theory, Lab & Examinations	8:30 AM to 4:40 PM
Tea Break (Morning only)	10:30 AM to 10:45 AM
Lunch Break	12:45 PM to 1:40 PM / 12:00 to 1:00 PM
Mahatma Gandhi Central Library	9:00 AM to 11:00 PM
Kraft (Gym)	MORNING: 5:30 AM to 9:00 AM EVENING : 5:00 PM to 9:00 PM
Sports and Games	6:30 AM to 7:45 AM 5:00 PM to 8:00 PM
Hospital (Inside the Campus)	24/7

Students shall avail leave only after getting prior permission from the Mentor. Leave message over Telephone / E-mail will have to be approved by HoD.

2) DRESS CODE

- For all the official classes (Theory, Lab, Assessment and Evaluation, Remedial Classes), all the boys and girls are expected to wear formal attire / clothing
- Boys: Shoes, neatly pressed shirt tucked inside the pant.
- Girls: Shoes, Salwar Kameez / Chudidhaar with neatly pinned dupatta.
- Besides dress code, everyone is expected to follow hygiene practices to maintain healthy living.

3) ID CARD

Students shall wear ID Cards, issued by the College, inside the campus to access classrooms, laboratories, library and other official activities. A student needs to produce ID card as and when demanded by the faculty members and other designated staff. Students must always wear their ID Cards when inside the campus.

If a student misplaces / loses the ID Card or Changes the Boarding Status (Hostel to Day Student and vice versa) or damages the lanyard or tamper or damages the ID Card, he / she shall submit a request to the Office of Student Affairs for a new card, which will be issued on chargeable basis.

4) INDISCIPLINE / UNRULY ACTIVITIES

Ragging (verbal / physical) is strictly prohibited. Any student, who directly or indirectly involves or propagates "Ragging" within or outside the campus, shall be punished as per the University / UGC guidelines 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.

Smoking / possession or consumption of drugs / tobacco products / alcoholic substances will lead to separation from the institution.

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

Students shall maintain discipline inside and outside the campus while representing Kumaraguru in various events. A Disciplinary Committee appointed by the Principal will enquire into any incident / indiscipline activities and recommend suitable action to be taken (Annexure I).

Industrial visits are to be planned only through the Departmental Association under the guidance of Faculty/HOD and after the approval of Principal. Private visits will be seriously viewed, and disciplinary action will be initiated against all the students involved.

5) DECORUM INSIDE THE CLASSROOM AND LABORATORIES

Students are expected to be present in the lecture hall at least five minutes prior to commencement of the classes and laboratory sessions.

Students are expected to be polite, dignified and maintain professional attitude towards members of faculty, support staff and their peers.

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 member facilitating the class.

Students shall maintain the dress code and decorum while visiting labs, industries, camps (academic, co-curricular and extracurricular) and while undergoing internships in industries.

6) EXAMINATION RULES

Candidates should maintain discipline and decorum during the examinations.

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

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.

7) PERSONAL / INSTITUTIONAL ASSETS AND PROPERTIES

Day Students and Hostel Inmates are permitted to bring the vehicle inside only after the approval from the Institutional Authorities, with proper vehicle identification process.

Vehicles of the students (Hostel inmates / Day Students) should be parked in the designated / allotted parking places only at their own risk. Any properties kept inside or outside the vehicle needs to be taken care by the respective owner.

Students shall handle the Institutional assets and properties (inside the classroom, laboratories, Clubs & Forums) carefully and maintain them in-order. Students will be liable to pay the damages caused by them due to careless handling or intentional mishandling of assets and properties.

Students shall take care of their personal belongings/valuables, and the institution is not responsible of any loss happened due to carelessness or not keeping the valuables secured.

8) CYBER AND IT RELATED PROCESSES

IT Policy of Kumaraguru shall govern the usage of official (individual) email, IT network, hardware, software and their usage during the entire period of study. All students must be familiar with the guidelines therein, and abide by the institution's IT Policy. No system or account passwords should be shared with anyone under any circumstances.

Downloading the unauthorized software or bulk downloading of videos or non-academic contents, using Kumaraguru IT facilities shall be viewed seriously. Also, a student shall not use his / her personal laptops where unauthorized software are installed.

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. Any doubts / queries, students are encouraging to contact office.dts@kct.ac.in.

Do not trust the WhatsApp messages related to additional courses or certification unless it is communicated by the institution through proper channel.

9) ATTENDANCE REQUIREMENTS

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.

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).

ANNEXURE 1

NATURE OF INDISCIPLINE	ACTIONS	REMARKS
Involved in Gambling / Multi-level Marketing	Oral Warning for the first time. Suspension one week for subsequent incidents	In all these cases, parents will be informed in-person and if required, joint-undertaking needs to be given along with the wards.
Indulging in the quarrels inside or outside the campus individually or in teams	Suspension from the College (One Week to One Month)	
Misbehaving with opposite gender that leads to insulting / personally affecting / physically attacking	Dismissal from the Institution and Issuing of Transfer Certificate	
Willfully damaging the properties & assets of Institution	Double the cost of the assets and suspension from the Institute	
Indiscipline activities related to hostels	To be dealt as per Procedure of Hostels	
Indiscipline activities related to Assessments and Evaluation	To be dealt as per Procedure of CoE	
Bulk downloading from Internet	Denial of Access to Kumaraguru Network	
Downloading/operating the unauthorized software using Kumaraguru Network	Penalty equivalent to the cost of single user license of downloaded software and denial of access to Kumaraguru Network	
Consumption or possession of narcotic drugs	Should lead to separation from the Institution	

Hostel Facilities

MEN'S HOSTEL

6 Modern Hostel Blocks | 4 sharing | 1400 Seating capacity Mess – Vallalar Maiyam | 500+ Spacious rooms with modern amenities | 2,42,326 Sq. Ft Built-in area | 24-hour Caretakers On-Duty | Hot Water & Uninterrupted Electricity | 24-hour on-site security with CCTV | Wi-Fi Hotspot | Indoor / Outdoor Games Facility | Paid Laundry Service | Courtyard | K's Café | Yoga | Television Lounge | Wellness Space | GYM facilities

WOMEN'S HOSTEL

3 Modern Hostel Blocks | 4 sharing | 1000 Seating capacity Mess – Sarada Maiyam | 300+ Spacious rooms with modern amenities | 1,34,606 Sq. Ft Built-in area | 24-hour Caretakers On-Duty | Hot Water & Uninterrupted Electricity | 24-hour on-site security | Wi-Fi Hotspot | Paid Laundry Service | Exterior Courtyard | K's Café | Yoga | Television Lounge | Wellness Space | GYM facilities

The furnishing available in Rooms for each resident are a cot, table and chair, study lamp and shelf.

Common amenities include washing/drying areas, dining Halls, Study Halls, Hospital with Ambulance service and paid laundry service.

24/7 Doctor and nurse are available on campus.



Hostel Rules

IDENTITY & ENTRY/EXIT PROTOCOLS

1. All residents shall always wear their valid Identity Cards issued to them by the college and produce it whenever demanded by the authorities. Without the ID card, residents will not be permitted to enter the hostels.
2. The residents of the hostels must use the entry/exit system (bio-metric device) to register their entry and exit into/from the hostel. Baggage checks will be done at the entry/exit and the residents shall extend support on a proactive basis for the same.
3. All residents of hostels must be back in the hostel before the time limit of 7.00 pm girls and boys. However, prior permission from the HOD, concerning the student and approved by the Hostel admin may be considered for late entry for valid reasons (Academic-related, Sports, Placement, RiG, etc).
4. 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/mentor to counsel.
 - **Second time**, a message will be sent to class advisor/mentor to counsel the resident and to their parents as information.
 - **Third time**, respective HOD will enquire, counsel and speak to their parents for clarifications.
 - **Fourth time**, parent should meet the department HOD/Head-OSA and a constituted committee for final decision on the continuity of the resident in the hostel.
5. Residents proceeding on leave on any working day must apply for leave and get it approved by the mentor/class advisor and after getting the gate-pass from the caretaker/resident tutor before leaving the hostel.
6. First year 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.
7. The hostel residents shall go for outing on non-working days, particularly during weekends by submitting their request and getting it approved by their parents and hostel administration before leaving. The outing timings will be between 07:00 am and 07:00 pm. The first- year students are restricted to go for outing only on Sundays.
8. The students are not allowed to be in the hostel during class hours unless permitted by the Hostel admin after informing the Head of the Department of the student.

GENERAL CONDUCT & DISCIPLINE

1. All residents are required to maintain standards of attire, manners and behaviour.
2. Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.
3. Residents should not indulge in practices / activities, which may endanger their own personal safety as well as that of others.
4. Students should not arrange any function or meeting within the hostel or outside or within the campus without permission from the hostel administration.
5. Residents shall maintain silence from 10.00 pm to 6.00 am which shall enable students to prepare for their academic and ensuring quality sleep.
6. If hostel residents create law and order problems outside the campus, they are answerable to the police on their own capacity. 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.
7. 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.

ROOM ALLOCATION & MAINTENANCE

1. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Walls shall not be defaced.
2. 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.
3. 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.
4. 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.
5. The resident shall not move any furniture from its proper allotted place and not damage them in anyway.
6. Students must cooperate with the hostel administration in changing their rooms at any time if required.
7. 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 clean and tidy.

PROHIBITED ITEMS & ACTIVITIES

1. The use of electrical appliances such as immersion heaters, electric stove / heaters, Iron Box, Pedestal fans, Kettle etc are not allowed in the rooms. Such appliances, if found will be confiscated and a fine will also be imposed.
2. The use of audio systems which may cause inconvenience to other occupants is not allowed. Such appliances, if found will be confiscated.
3. Residents shall not play outdoor games inside their rooms or in areas around the hostels. They should use the designated playgrounds only.
4. Any case of theft should be reported promptly to the caretaker, and they will assist through Security Team. They should not try to deal the matter themselves. Whoever tries to deal it themselves and thereby creating trouble will also face disciplinary action.
5. Hostel residents are instructed not to feed or pet stray dogs and cats. This may encourage the canines to stay back on the campus and will become a nuisance. The residents are instructed not to have any pets including aquarium, caged birds etc in their allotted rooms.
6. The hostel residents should not cook inside the hostel premises. All the residents of the room will be held responsible for the act and will be referred to the disciplinary committee.
7. Any student found to having used any or in possession of narcotic substance including Tobacco products, Alcohol, Drugs and the like, will be expelled from the hostel, college and shall also be proceeded against legally under the NDPS act.

ACADEMIC AND INSTITUTIONAL INTEGRATION

1. 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.
2. Freshers/Hostel residents should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be deemed to be part of this practice, and will also be punished accordingly.
3. Room services are strictly prohibited. However, for students who are sick, food may be served in room after taking permission from the Caretaker/ Resident Tutor and after making relevant entries into the Register maintained in the Mess.
4. 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 all the concerned stakeholders including parents.
5. On campus Doctor and nurse are available 24x7. The residents are encouraged to report to the on-campus hospital for any illness or discomfort.

6. Wholesome and healthy food will be provided in the hostel mess; however, the students may order food online from outside vendors occasionally. The ordered food should be delivered at the designated locations before 09:00 pm. The ordered food shall be had in the designated dining spaces only. Outside food will not be allowed inside the hostel premises.

SECURITY AND PERSONAL RESPONSIBILITY

1. When the students go out of their rooms, they should switch off all the electrical / electronic appliances, and keep their room locked.
2. Hostel residents are not expected to have vehicles. For genuine academic reasons Principal may grant permission to have their vehicles based on request from parents. Such students are to submit a Vehicle Registration Form to the Security Department. Such permitted vehicles are to be parked only in the reserved parking space for hostel as ear-marked by the Security Department.
3. 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. They are advised not to have money with them instead make use of the digital mode of payment for their transactions and if required draw cash from ATM machines in and around the campus whenever required and to the appropriate denominations only.
4. The furnishing available in Rooms for each resident are a cot, table and chair, Study Lamp and Cupboard / Shelf.
5. Common amenities include washing/drying areas, Dining Halls, Study Halls, Hospital with Ambulance service and paid laundry service.



Hive an associated smart stay of Kumaraguru is situated at a distance of 2 kilometers from the campus. This exclusive men's stay provides home for an affluent living with 68 rooms.

**Scan to confirm you have
read the Hostel Rules**



Mess Timings

	Monday to Saturday	Sunday
Breakfast	07:00 AM - 08:30 AM	07:30 AM - 09:00 AM
Lunch	12:00 PM - 02:00 PM	12:30 PM - 02:30 PM
Snacks	04:30 PM - 06:00 PM	04:30 PM - 06:30 PM
Dinner	07:30 PM - 09:00 PM	07:00 PM - 09:00 PM

Frequently Asked Questions (FAQs)

LAUNCH OF SEMESTER

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

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

2. 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 during and after the completion of a course?

Yes. Regular assessments are conducted across a semester via series of take home assignments and two scheduled and graded tests (CAT's).

3.How is malpractice dealt by the institution?

Students are expected to maintain highest ethical standards 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. 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. Who can be contacted for any technical/technology related issues/queries?

For issues related to MS outlook and MS teams, students are requested to send a mail to raju.s.support@kct.ac.in by marking a CC to studentsupport@kct.ac.in & vimal.ea.cse@kct.ac.in

For clarifications and issues related to ERP portal, mail communications to be sent to helpdesk-erp@kct.ac.in

CERTIFICATE RELATED QUERIES

1. Where can I get my Bonafide Certificate?

First years can get their bonafide certificate from the Associate Dean office, SFS. Others can get it from their respective department office.

2. Where can I get my fees structure?

Academic related fees structure can be received from the respective department office, first year students can get it from the Associate Dean office, SFS.

Hostel related fees structure can be received from the respective hostel office.

3. Where can I approach for scholarship related queries?

You can meet **Mr. Vignesh / Ms. Sangeetha** at Office of Student Affairs or send an email to vignesh.sr.admin@kct.ac.in / sangeetha.k.admin@kct.ac.in with a CC to osa@kct.ac.in

NAME	EMAIL & TEAMS	CONTACT
Dr. Ezhilarasi Principal, KCT	principal@kct.ac.in	94860 38824
Dr. S. Sivakumar Associate Head (SFS)	sivakumar.s.auto@kct.ac.in	94442 83430
Dr. Vijilesh V Associate Dean Office of Student Affairs	vijilesh@kct.ac.in	94877 00834
Dr. Vimal E A Head, DTS	vimal.ea.it@kct.ac.in	98947 76544
Mr. Nivethan A M AVP, Program Management Office & CLED	nivethan@kct.ac.in	99943 55580
Mr. Boobal A Manager, Hostel Operations	hostel@kct.ac.in	98943 00485
Mr. Mohan Kumar T Asst Manager, OSA	mohankumar.osa@kct.ac.in	98940 57339
Mr. Sundarrajan N Asst Manager, Student Support Services, OSA	sundarrajan.n.admin@kct.ac.in	95007 89497
Hostel Helpline - Girls	info.hostel@kct.ac.in	98417 04170
Hostel Helpline - Boys		98418 04180
Mess Manager	messmanager@kct.ac.in	86677 20006
Transport Officer	transportofficer@kct.ac.in	94877 00832
Ms. Meera Assistant Manager - Security	meera.v.admin@kct.ac.in	94877 00997
AMBULANCE		94877 00820
Security Officer	securityofficer@kct.ac.in	94877 00812
Support - DTS	helpdesk-erp@kct.ac.in	94877 00826
Ms. Manju Menon Kunnanath Manager KCT Admissions	admissions@kct.ac.in	94877 03918
COLLEGE RECEPTION DESK		0422-2661100