

RULES AND REGULATIONS TO BE OBSERVED IN THE POLYTECHNIC COLLEGE

GENERAL

SRI DURGADEVI POLYTECHNIC COLLEGE is striving its best to impart the best Technical Education and also inculcate discipline among the students. This college will offer all opportunities to establish student's talent.

A. DISCIPLINE

Every student is expected to observe the highest level of discipline within and outside the campus. Indiscipline of any kind, use of obscene language and improper behavior with anybody especially with girl students will be dealt severely.

All students shall implicitly obey all orders issued by the Principal or any Staff Member from time to time. Students not complying with any of the rules are liable to be fined, suspended or dismissed from the polytechnic college. The decision of the Principal shall be final in all such matters.

B. DRESS

All the students should wear uniforms compulsorily on all working days and at all times when they are present in the campus. The identity card / badge should be pinned upto the chest at all times without fail. In addition all the students should wear shoes during all classes compulsorily. Further the students should wear overcoat during lab hours compulsorily. During the working hours student should not wear jeans and T-Shirts.

C. ATTENDANCE

The students are expected to be punctual in attending classes and should be present in their class rooms, laboratories and workshops at least 5 minutes before the commencement of classes. Action will be taken against habitual late comers.

No student shall be absent to classes without obtaining prior sanction of leave. In case of emergencies, when such prior sanction cannot be obtained, the leave letter should be produced on the first day he/she reports to the Polytechnic college after leave.

Attendance on the reopening day and on the last day of the semester/year is compulsory.

D. CLASS ROOM MANNERS

1. Students are expected to be regular and punctual to the classes.
2. Students should be seated in the lecture halls 5 minutes before the commencement of the class. It is desirable that not more than three sit in a bench.
3. Students should maintain perfect order and strict silence inside the lecture halls/drawing halls/labs/workshop.
4. Unnecessary movement from one bench/table to another bench / table / class room / lab / workshop should be avoided. Movement outside the class room in

between lectures should be a minimum and for valid reasons only.

5. Students are generally expected to be attentive, take down notes and solve problems in the class. They should bring all required materials every day. They should avoid borrowing materials from other students or trying to procure them after coming to the institute. Observation note books should be brought to the laboratory classes. Record of experiments done in a particular class should be submitted in the next laboratory class.
6. The student of one class should not go to another class for any reason whatsoever.
7. The student must bring the Hand Book on all working days.

E. ACADEMIC STANDARDS

Students should attend all tests and show academic progress. The penalty will be imposed on absentees to the regular tests.

Regularity in writing the tests and satisfactory performance of students in tests are essential to appear for the Board Examinations at the end of the semester / year.

Any student found indulging in malpractice in the tests / model exams will be debarred from the rest of examinations.

F. GENERAL BEHAVIOUR

As a gesture of courtesy all students should wish the Chairman, Members of the Management, Principal and all Staff Members whenever they meet. Failure to do so will be considered as bad conduct. Students are expected to use courteous and polite language towards members of staff and conduct themselves with decorum and decency in the campus as well as outside the campus.

Smoking, use of intoxicants, liquor, drugs, etc., are strictly prohibited. Any student found using the above is liable to be punished severely.

Students should not keep their legs on walls, scribble on walls and sit on parapet. They should not loiter on verandahs. Boys should not loiter near the girls' waiting room, toilet and work place. Girls' should guard themselves from unnecessary and indecent remarks which will spoil their character.

Every student should handle the institute property with utmost care. Causing willful damage will entail dismissal from the institution.

No function, meeting or parties shall be entertained within the campus without the written permission of the Principal.

Students shall bring books, note books, record books, Hand Book, drawing instruments etc., to the classes, as required. Students those who are coming to classes without the required materials shall not be permitted to attend the class.

All dues to the institute, such as tuition fees, lab fees, special fees, etc. are to be cleared by the stipulated date and any fine imposed on students shall be paid on

the next working day failings which the students will not be permitted to attend classes. Fees once paid will not be refunded. If any student discontinues the course in the middle, he/she has to pay the fee for the entire course.

Parents and visitors are permitted to meet their children / wards only after the working hours with the prior permission from the Principal.

Students are not permitted to use two wheelers / four wheelers as mode of conveyances.

Cell phones are strictly prohibited inside the campus.

NOTIFICATION ON RAGGING

Ragging means display of noisy, disorderly conduct doing any act which is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student. Ragging is inclusive of teasing, abusing of, playing practical jokes on, or causing hurt to such student or asking the student to do any act or perform something in which the student is reluctant.

Whoever directly or indirectly commits participates in or propagates 'ragging' inside or outside the campus shall be punished with imprisonment for a term which may extend to two years, and shall be liable to a fine which may extend to Rs. 10000.

Any student convicted of an offence shall also be dismissed from the institution and such student shall not be admitted in any other educational institution.

REGULATIONS FOR HOSTEL RESIDENTS

1. Admission to hostel is not automatic. Students desirous of seeking admission to the hostel should apply before the commencement of the academic year. Admission is restricted only to those who agree to abide by the rules and regulations of the hostel.
2. Students are permitted to leave the hostel on holidays five times in a semester. They may utilize this provision to go to their native places on any two occasions. Permission can be obtained in the prescribed form available with the warden.
3. The Mess Timings are :
Breakfast : 7.30 a.m. - 8.00 a.m.
Lunch : As mentioned in the College time table.
Tea : 4.15 p.m. - 4.30 p.m.
Dinner : 7.30 p.m. - 8.00 p.m.
4. The study hours in the hostel start from 9.00 a.m. to 12.00 noon (on holidays) and 8.30 p.m. to 10.30 p.m. daily. During the study hours, the students are expected to stay in their rooms and keep their rooms open. They should avoid group discussions.
5. Only parents / authorized visitors are allowed to meet their wards between 4.00 p.m. and 6.00 p.m. during the working days and between 9.00 a.m. and 6.00 p.m. on Sundays.
6. During the working days students should attend the college with out fail. No student should stay in the hostel during the working hours of the college. They should leave the

hostel in time to attend the classes for the day.

7. Girl students will be permitted to go out of the hostel only with the escort nominated by the Parent / Principal or only with prior permission obtained from the Principal by the Parent directly.
8. The students who wish to go out of the hostel either to the city should enter the date and time of leaving the hostel and the date and time of returning to the hostel.
9. The hostel fee will be collected at the beginning of the academic year. In case of any student leaving the hostel in the middle, no refund will be made on any account.
10. Parents, visitors and students are informed that T-SHIRTS, JEANS AND OTHER CASUALS ARE STRICTLY PROHIBITED IN THE CAMPUS BETWEEN 8.30 a.m. and 4.30 p.m. ON ALL WORKING DAYS.
11. Parents are advised not to send money to the students by money order. They may send D.D. for the amount made payable at I.O.B. Kavaraipeetai.
12. The furniture provided to the students should be neatly maintained. If any damage or defacing is done, repair charges and painting charges will be collected from the student.