



AWH POLYTECHNIC COLLEGE

KUTTIKATTOOR, CALICUT , KERALA 673008

CODE OF CONDUCT FOR STUDENTS

All students are advised to follow the code of conduct as given below strictly in their own interest.

ATTENDANCE

- 1) The Class in the college starts at 9.15 am and ends at 4.15 p.m. Students are advised to be in their classrooms at least five minutes before the start of class.
- 2) Students shall not leave the campus during class hours without the permission of the Tutor in charge.
- 3) Absence in one or more periods in a session (Forenoon or Afternoon) will be marked as absent for the full day.
- 4) The minimum attendance required is 75%. Condonation of shortage of attendance is not a right of the student. It is upto the Authorities (College principal for the first time, Board of Technical Education for the second time and Kerala Government for the third time) to consider requests for condonation.
- 5) Condonation of shortage of attendance will be strictly as per rules of AICTE and Kerala Government.
- 6) The students will have to repeat the semester in the event of shortage of attendance.
- 7) Attendance will be allowed for co-curricular and extracurricular activities strictly on the recommendation of the staff concerned, given at least one day prior to such activity.
- 8) Unauthorized absence from classes will be viewed seriously. Leave letter from parents shall be produced for every leave accompanied by medical certificates, if on medical ground.

DECLARATION

We have carefully read the rules and regulations and agree to abide by the same. In the case of any violation on our part appropriate action including dismissal from college may be taken.

Name of student

Name of Parent with address

Signature of student

Signature of parent

UNIFORM

- 1) All students shall without fail wear uniforms as prescribed by the college.
- 2) Regular fit pants and shirts half sleeve (inserted) must be used by boys. Shirt should bear the emblem of the college.
- 3) Girls should use regular *churidar* with College Emblem on the shawl/*dupatta*.
- 4) All students shall wear identity cards issued by the college.
- 5) As far as possible shoes shall be worn.
- 6) Regular haircut (short) is advised.

DISCIPLINE

- 1) Students shall maintain order and discipline in all their activities.
- 2) Students shall not participate in any strike or other unlawful activities. They will be suspended and appropriate action taken if found guilty of indulging in such activities.
- 3) Dress code prescribed by college must be followed strictly. Strict disciplinary action will be taken against those who violate the dress code.
- 4) If any period happens to be free in any unavoidable situation, students should be seated in the classroom without making any noise and without disturbing other classes.
- 5) Silence should be maintained in library and computer labs. Library books should be handled with care and for loss or damage of books appropriate fine will be honored recovered.
- 6) Students shall not represent any club or association/union without permission of the principal.
- 7) Students will not be allowed to bring vehicles into the college campus. They may park it outside college at their risk. The students are advised not to bring two wheelers to college. They may use the college bus facility.
- 8) In case of any grievance only his/her parents will be allowed to meet the college authorities. Bringing outsiders for redressal of grievance takes to college will be considered as misconduct. Strict action will be taken against such students.
- 9) Principal's decision regarding discipline will be final.
- 10) Smoking, Use of Drugs/ Tobacco/Alcohol or other intoxicants is strictly prohibited.
- 11) Any student found carrying such articles with him will be rusticated without any inquiry and handed over to law enforcement agencies.
- 12) Eve teasing in any form will not be tolerated.

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USE OF MOBILE PHONES AND LAPTOPS & OTHER VALUABLES

- 1) Mobile phones especially those with camera and similar advanced gadgets are banned inside the college campus as per government orders. Strict disciplinary action including confiscation of the mobile phone and a fine of Rs. 1000/- will be imposed on students who violate the above rule each time.
- 2) Laptops should not be brought to the college without prior written permission of authorities.
- 3) Use of expensive ornaments will be at the risk of students. College authorities will not be responsible for any loss or damage.

RAGGING

- 1) Ragging in any form is strictly prohibited in the college as per the directions of the Hon'ble Supreme court of India.
- 2) If any complaint regarding ragging is received against any student he/she will be suspended immediately pending enquiry. If found guilty appropriate action will be taken. Students are advised to refrain from such situations where a ragging complaint can be framed against them.
- 3) Punishment for ragging will be as prescribed by AICTE.

FINE

- 1) Security cameras are installed in classrooms and building premises.
- 2) Students should take utmost care while using the resources provided by the institute.
- 3) Any damage to any resource will attract fine thrice the actual cost.
- 4) If any property of the institute is found missing from classroom/building/lab then fine will be imposed thrice the actual cost.
- 5) If the person(s) responsible for the damage is identified then fine will be collected from those persons only or else fine will be collected from students belonging to the whole class/floor/building as per the situation.
- 6) Students will not be allowed to appear for examinations without remitting full fees and other remittances, if any.

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- 7) Apart from the reasons mentioned earlier, fine will be collected for any sort of unwarranted behavior/activities in college as given below. The amount will be revised by college authorities as and when required.

Sl. No.	Reason	Amount
1	Without proper uniform	Rs. 50/-
2	Without ID card	Rs. 20/- each time
3	Late for class/lab/any other occasion	Rs. 10/- per session/day
4	Loitering around during class hours	Rs. 20/- each time
5	Unauthorized use/parking of vehicles inside campus	Rs. 50/- each time
6	Not switching off lights and fan when not in use	Rs. 100/- from whole class
7	Making unwanted noise in campus and classroom	Rs. 100/- from whole class
8	Indecent behavior unbecoming of a student	Rs. 50/- each time
9	Sitting on places not meant to seat	Rs. 20/- each time

- 8) Students must collect receipts for every payment from the staff concerned.

REFUND

- 1) Fees of students who have **reserved seat** in this institution on merit basis **will NOT be refunded** under any circumstances. This is to avoid unnecessary bookings and trials.
- 2) Fees will be refunded if any student admitted to this college, without reserving seat beforehand, joins any other polytechnic college through centralized allotment process at nodal polytechnic college in the district. In the case of students who join in management quota, Rs. 2000/- will be deducted as processing fees and they will be allowed to withdraw admission only upto second allotment by Government. **PTA fund once paid will not be refunded.**
- 3) Once the admission is closed no student will be allowed to withdraw admission unless complete course fee is remitted. This is as per Government norms.
- 4) Those who discontinue course midway, for any reason, will have to remit entire fees for the course. Original certificates, TC and other documents will not be returned till the entire amount is remitted.

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COURSE COMPLETION & CONDUCT CERTIFICATE

- 1) On successful completion of course the student will be given a 'COURSE COMPLETED' certificate. The number of arrear subjects, if any, will be mentioned in the certificate.
- 2) Attendance punctuality, politeness, promptness, courtesy, studies...etc will be graded. Disciplinary actions taken against the student like warnings, suspensions etc will be marked in the conduct certificate.

GENERAL RULES

- 1) Every student shall provide himself/herself with the entire prescribed text books, drawing instruments, accessories and other such articles required for classroom work.
- 2) College properties should be handled with maximum care and everything possible should be done to preserve cleanliness and tidiness of the building, furniture, library, buses and premises.
- 3) All lights and fans in the classroom should be switched off when not in use.
- 4) Students should attend all activities organized by college. Absence will attract appropriate penalty.
- 5) Re admission to AWH Polytechnic College after being 'year out' is at the sole discretion of the college authorities and not a right of the student.
- 6) The students shall abide by any rule framed from time to time for the betterment of the institution.
- 7) Rules as laid down by the government and AICTE shall be strictly followed.
- 8) Photocopies of certificates should be taken before submitting at office during admission. SSLC book and other certificates will be given out only on unavoidable and urgent situations.

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