

GOVERNMENT POLYTECHNIC COLLEGE

KALAMASSERY, ALUVA - 683 104

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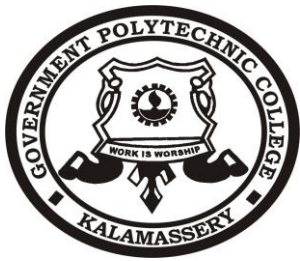
OFFICE ORDER

GENERAL STUDENT RULES

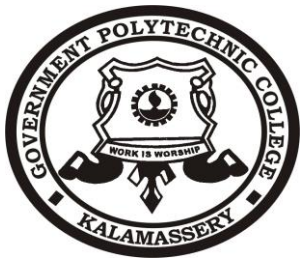
STUDENTS' CODE OF CONDUCT

All students must abide by the Code of Conduct of the college as well as the rights and responsibilities including the restrictions flowing from it. All Students are requested to be well conversant with the code.

1. The Code shall apply to all kinds of the conduct of students that occurs on the Institution premises including in-college sponsored activities, functions hosted by recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institution's interests or reputation.
2. All students must be made aware of this Code at the time of admission.
3. He/she shall be regular and shall complete his/her studies in the Institute.
In the event, a student is forced to discontinue studies for any legitimate reason, the student shall be required to clear pending dues .
4. Institution promotes a safe and efficient climate by enforcing behavioural standards. All students should hold academic integrity, respect all persons and their rights and property and safety of others.
5. All students are requested to not indulge in any and all forms of misconduct including part taking in any activity off-campus which can affect the Institution's interests and reputation substantially.
6. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc. damaging or destroying Institutional property or property of other students and/or faculty members intentionally, any disruptive activity in a classroom or in an event sponsored by the Institution is punishable.
7. Ragging is prohibited by law in the college campus.
8. Electronic devices other than for the purpose of study should not be brought to the college or hostel without the permission of the Principal.
9. No magazine/Newspaper/subscription of any kind is allowed in the campus without the prior permission of the Principal.
10. Fund collection of any kind by students without the prior permission of the Principal is strictly forbidden.



11. Participating in the following activities is strictly prohibited
 - i. Organizing meetings and processions without permission from the Institution
 - ii. Accepting membership of religious or terrorist groups banned by the Institute/ Government.
 - iii. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - iv. Unauthorized possession or use of harmful chemicals and banned drugs.
 - v. Smoking in the campus of the Institution.
 - vi. Possessing, consuming, distributing, selling of alcohol in the Institution and/or throwing empty bottles in the campus of the Institution.
 - vii. Parking a vehicle in a no-parking zone or an area marked for parking of other types of vehicles.
 - viii. Rash driving in the campus that may cause any inconvenience to others
 - ix. Misbehaviour during any activity of the Institution.
 - x. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; Inciting or participating in a riot or group disruption at the Institution.
12. Students should wear their uniforms and identity cards whenever they enter the college premises.
13. Students should produce the identity card, issued by the Institution, on demand by campus security guards.
14. Students are advised not to interact on behalf of the Institution with media representatives or invite media persons on to the campus without the permission of the Institution authorities.
15. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
16. Students are not permitted to provide audio and video clippings of any activities on the campus to media without prior permission. Students are expected to use the social media carefully and responsibly.
17. Students are strictly warned not to misuse the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use tamper, etc. of Institution property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others.
18. Damage to or destruction of, any property of the Institute, or any property of others on the Institution premises is punishable.
19. Students who indulge in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition, will be punished.



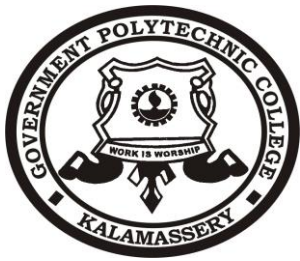
BREACH OF CODE OF CONDUCT

There are various bodies in the institution like Discipline committee, Grievance and redressal cell, Anti-ragging squad, P.T.A, Academic Council, Monitoring cell etc. to handle cases related to breach of code of conduct on the part of students. In special cases even an internal committee will be formed to look into the case against a student for a possible breach of the code of conduct and recommend a suitable disciplinary action. Committee shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student.

1. **WARNING** - If a delinquent student is proved to have an involvement in violation of the code, he will be given a warning that repetition of the same shall result in severe disciplinary action.
2. **CENSURE** – He will be given a warning, probably in a formal statement, expressing severe disapproval on the part of authorities.
3. **SUSPENSION** - He will be reprimanded and restricted from access to various facilities on the campus for a specified period of time.
4. **EXPULSION** - Expulsion of a student from the Institution permanently, indicating prohibition from entering the Institute premises or participating in any student-related activities or campus residences etc.
5. **MONETARY PENALTY**- May also include suspension or forfeiture of scholarship for a specific time period.

HOSTEL RULES:

1. Admission is open only to the students of the institution.
2. Hostel admission is done on a yearly basis. Students have to take admission each year.
3. Those who require admission have to collect the application forms and submit the duly filled forms after getting the permission of the Resident Tutor, the concerned Head of the Department, Office Superintendent and Warden.
4. The students who do not avail fee concession should pay the application fees, rent for two months and mess advance along with caution deposit at the time of admission. SC/ST, OEC students should pay an amount of as caution deposit (CD + Development Fund).
5. It is mandatory that parent/guardian has to be present with the student during admission. No student will be given admission unless the parent is present.
6. If any tool or equipment is destroyed or damaged by the students, double the price of the item will be exacted along with the fitting charge.
7. All students shall be part of the mess and those who do not comply will be expelled.



8. Only those who go on leave for 5 consecutive mess days will be granted mess leave. They should get prior sanction from the mess secretary, hostel secretary, resident tutor, office superintendent and warden.
9. After 9.30 pm, no student is allowed to go out. Late entry will not be entertained.
10. Inmates should use only the rooms that are allotted to them.
11. In case of damage to common property, a fine will be imposed and collected.
12. Courteous behaviour to the staff and students is expected.
13. Prior permission of the warden and Resident Tutor is required in case parents come to visit their wards.
14. Usage of electricity and water is restricted. If the limit is exceeded, the student is liable to pay the extra charge.
15. All students should switch off the lights at 10 p.m. Lights can be used from 4.00 am for study purpose.
16. No inmate is allowed to roam around the corridors or cause disturbance to others. If the issue persists, the student will be expelled.
17. If an inmate indulges in ragging a fresher or threaten him in any manner, the police will be informed and criminal proceedings will be initiated against him.
18. Room rent of Rs. 310/- should be paid before the 7th of every month. Those who do not pay on time, will have to pay a fine of Rs. 1/-

LIBRARY RULES:

1. Must enter the names in library entry register.
2. Keep your personal belongings at the Property Counter.
3. Institute ID –Cards is must for Library transaction.
4. Use of mobile phones is not permitted in the library.
5. Maintain decorum, peace and silence within the premises of library.
6. Handle Library materials with utmost care.
7. No material from the Library should be taken out without proper issuing/recording.
8. Reference materials such as dictionaries, handbook etc. is not issued out of the library.
9. Do not mark or write anything in books.
10. Check the book at the time of issuing. In case of any defect or damage please inform the library staff.



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11. In case of lost or damage of books, replacement of book has to be made by the user.

12. Any type of violation may lead to a disciplinary action.

sd/-

PRINCIPAL