

# **RULES & REGULATIONS**

## **I. GENERAL**

"We want an education by which character is formed, strength of mind increased, intellect is expanded by which one can stand on one's own legs."

In our educational training programme, besides imparting engineering knowledge, great emphasis is laid on building of character and discipline. Discipline of a high order is expected from all students. Indiscipline of any kind will be severely dealt with. Breaking of any rules and regulations of the institution is considered as lack of character and a case of indiscipline.

## **II. ATTENDANCE & LEAVE**

1. Students shall be regular in their attendance. No student shall be absent from the class without obtaining sanction for leave in advance from the Class-Lecturer-in-charge. If leave is applied for more than 3 days at a time the student should get sanction of leave from the principal through the class-lecturer. The leave letters shall be endorsed by parent or guardian.

2. Absence without leave letters and without proper reason will be viewed seriously. Name of students, who continuously absent themselves for more than 5 days without leave letter will be struck off from rolls and they will be re-admitted only on payment of re-admission fee of Rs. 100/-.

3. Leave on medical grounds will be granted only on the production of a Medical Certificate from the Doctor before the end of each month.

4. Absence without leave letter is liable for fine at the rate of Rs.50 per day or fraction of day.

5. Attendance is compulsory on both the re-opening and closing day of every semester/year. Similarly, attendance on the first day and last working day of a week is also compulsory and no leave application except in the case of sickness will be entertained.

6. For admission to the Board Examinations, a student should have (i) satisfactory progress and conduct and (ii) should have put in not less than 80% of attendance of the total number of working hours separately in each theory, drawing and practical class during the semester / year.

7. If a student absents himself for anyone period in a session, the whole session will be treated as absence.

8. Students are directed to note that the attendance will not be given if,

- a) they do not attend class in time;
- b) they do not submit home work, drawing plates, assignments, laboratory and workshop records etc., in time and as prescribed by the lecturer

concerned c) they do not bring required text books, note books, calculators, drawing instruments etc., to the class; and d) they do not behave properly in class rooms.

### **III. CLASS ROOM BEHAVIOUR**

9. Students are required to be regular and punctual to their classes.

10. Perfect order and silence should be maintained within the Institute premises.

11. No student shall leave the class-room without permission or until class is dispersed.

12. Late comers may be refused admission to the class. However, late comers must wait at the entrance of the class room until he/ she is permitted by the lecturer to enter the class.

13. Students should provide themselves with text books, note books, Clark's tables, calculators, drawing instruments etc., as prescribed while attending classes.

14. Students should be regular in submission of homework, drawing plates, assignments and lab-workshop records as prescribed by the Lecturers concerned.

### **IV. DRESS REGULATIONS**

18. Uniform is compulsory. .

19. Students shall always be neatly and smartly dressed with clean and decent dress of the prescribed colour.

20. Male students shall wear full pants and shirt/slack. Girl students shall wear Chudithar with overcoat.

21. During lab/workshop class, students should wear an overcoat of prescribed colour.

22. Students should wear shoes and Identity Card.

### **V. POLYTECHNIC PROPERTY**

24. Every student shall handle Institute property with utmost care and preserve them from damages.

25. Students shall do nothing to mar the cleanliness and tidiness of the buildings and other properties.

26. Loss of property due to the damage, theft etc., will be recovered from all students, if students responsible for loss is not identified.

## **VI. GENERAL BEHAVIOUR**

27. Smoking and use of any kind of intoxicants are strictly prohibited inside the Institute campus.
28. No society, association or clubs shall be formed without the previous written permission of the Principal.
29. No student shall put up or cause to put any notice without the approval of the Principal.
30. Students who are found to be guilty of any misbehavior towards fellow students are liable to be punished severely.
31. Students shall not take law into their hands with employees of the Institute and all complaints about them shall be made to Principal for necessary action.

## **VII. AMENDMENT TO RULES**

32. The Principal may alter or amend the above rules or add further rules from time to time for smooth functioning of the Institute.
33. The Principal's interpretation of rules is final.

## **VIII. PUNISHMENT**

34. Any student who violates any of the above rules or any other regulations passed from time to time either in word or deed, shall be deemed to have committed serious breach of discipline and will be punished severely.

## **IX. RAGGING**

Ref: DTE Letter No.1 097/J3/88 dated 22.9.88.

Ragging in any form is totally banned inside and outside the campus to create calm atmosphere and protect the sanctity of the educational institution. Ragging is an unpardonable injustice against the student community and students who take part in the barbarian act will definitely be expelled from the institution.

## **X. Mobile Phone Mobile Phones are strictly prohibited inside the campus.**

## **DURATION OF THE COURSE**

The course for Diploma in Engineering will extend over a period of three academic years, consisting (which is common to all branches) and six semesters as detailed below.

Semester I	July to November
Semester II	December to April
Semester III	June to November
Semester IV	December to May
Semester V	June to November
Semester VI	December to May

Each Semester is of 16 weeks duration including examination.

### **CURRICULUM OUTLINE**

The subject to study shall be in accordance with the syllabus prescribed from time to time both theory and practicals by the board of studies, State Board of Technical Education and Training, Tamilnadu.

### **END EXAMINATIONS**

Board Examination will be conducted at the end of the year/each semester in the month of October/November & April/May by the State Board of Technical Examination and Training, Tamilnadu.

### **CONDITIONS TO APPEAR FOR BOARD EXAMINATION**

Ref: DTE Lr.No.K.DIS.59091 M1 88 dated.09.03.89.

A student will be permitted to appear for the Board Examination only if:

i) He/She secures 80% attendance in theory, drawing and practicals separately.

ii) He/She earns a progress certificate in studies from the Head of the Institution for having satisfactorily completed the course of study prescribed as required by the regulations: and iii) His/Her conduct has been satisfactory.

Note: i) Students are required to pay examination fee and register their application for examination at least one month prior to the commencement of examination. This does not mean that they are eligible to appear for the Board Examination. The hall tickets will be withheld and they will not be permitted to write the Board Examination, if a) they do not put in 80% attendance: and b) they do not earn a satisfactory progress certificate and conduct certificate.

ii) If a student fails to satisfy the attendance and other regulations in any semester, he/she has to repeat the course of study in that semester.

iii) Leave on medical grounds will not be considered for condonation of attendance.

### **ISSUE OF PROGRESS CERTIFICATE**

Progress Certificate will be issued only to those students who secure a minimum of 40% marks in each subject and an average of 50% marks in class tests, monthly tests and model examination.

### **INTERNAL ASSESSMENT**

The method of internal assessment in each subject (Theory, Practical and Drawing) is as follows:

- A
  - i) Monthly Tests
  - ii) Assignments
  - iii) Tutorial Problems
  - iv) Attendance
- B
  - i) Oral Tests

- ii) Laboratory/Workshop Record
- C. i) Attendance
- ii) Regularity & Punctuality
- iii) General Proficiency

### **INTERNAL MARK DETAILS**

#### THEORY

Attendance	- 5 Marks
Monthly Tests	- 10 Marks
Assignment	- 10 Marks

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Total - 25 Marks  
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#### PRACTICAL

Observation	- 10 Marks
Record Writing	- 10 Marks
Attendance	- 5 Marks

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Total - 25 Marks  
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### **ATTENDANCE**

96% - 100%	- 5 Marks
92% - 95%	- 4 Marks
88% - 91%	- 3 Marks
84% - 87%	- 2 Marks
80% - 83%	- 1 Marks