



V. Ramakrishna Polytechnic College

(Sponsors - V. Ramakrishna Charitable Trust)
(Approved by AICTE and Govt. of Tamilnadu & Affiliated to DOTE)

Educational Institution - Code of Conduct

RULES AND REGULATIONS

Dress Code : Students should dress neatly in proper uniform and wear shoes & ID cards. Boys should have well-trimmed hair and clean shaven face. Metal chains & wrist bands are strictly prohibited.

Timing of College : College timing should be followed strictly (9.15 am to 4.45 pm). Late comers will not be permitted to enter.

Attendance : Minimum 75% as applicable of attendance is required to attend the Board Exam. Irregularity will not be tolerated.

Leave Applications : Parents should give a proper leave letter for leave taken for genuine purpose. Parents should meet the HOD if a student takes more than one day leave.

General Discipline on Campus : Carrying mobile phones is strictly prohibited inside the campus. Ragging is strictly prohibited (Using abusive words, teasing, physically harming others will be viewed seriously and could lead to dismissal of a student from the college). Damage to property of the Institution or a batch mate will force the institution to levy heavy fine.

Commitment to Class work : Submission of Assignments and Record books on time is mandatory. Performance in tests will be monitored and reports will be intimated to parents.

SPECIAL INSTRUCTION TO PARENTS :

1. Respond to calls or letters from the institution.

Get in touch with the college atleast once a month to know the performance & attendance of your ward.

Make sure that your ward is neatly dressed in college uniform before he leaves home.

Do not give mobile phones to your ward.

Take interest in the studies of your child at home.

Avoid requesting for leave for pooja, family functions etc.

Inform the change in address, Phone No., (Land line & Mobile) to the Institution immediately.

Development/Improvement of Personality and performance of your ward will depend on your co-operation.





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INSTRUCTIONS TO STUDENTS REGARDING E-ATTENDANCE

Calendar of events for the academic year given by DOTE is followed strictly by everyone.

Importance is given to E - Attendance which is based on the number of working hours as declared by DOTE

Unnecessary leave or OD will not be entertained.

The loss of hours for any student cannot be made up by conducting extra classes.

If a student has shortage of attendance in a particular month it will be informed to the parents or guardian immediately at the end of every month. Name of such students will also be displayed on the Notice Board.

The attendance particulars will be entered in the DOTE portal every month. No changes in the attendance will be entertained. 75% of attendance is considered as the eligible criteria.

Students in person will not be entertained in DOTE for sanctioning Medical Leave, OD etc. especially at the time of issue of Hall Tickets.

Hall Ticket will be issued to eligible students only through the Institutions.

Hence every student should ensure that the required number of days of attendance is achieved to become eligible for writing Board Examinations.

CO-CURRICULAR ACTIVITIES

We encourage students to participate in Seminars, Symposiums, Workshops, Competitions. Organizing programs such as paper presentation for participation of students from various Polytechnics is a regular feature every year.

Every department should engage facilitators and experts in different fields to interact with students and thereby management skills such as leadership, effective communication, time management etc. are regularly imparted.

Department should take steps for their students to become member of Institution of Engineers, CSI, IEEE, ISTE.





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SPORTS

students to practice in indoor and outdoor sports in the evenings.

Students are to be trained in different outdoor games such as

Cricket, Football, Volley ball, Kho-kho, Khabadi, Throw-Ball,

Ball badminton & Shuttle cock etc.,

OTHER EXTRA CURRICULAR & CO-CURRICULAR ACTIVITIES

Regular competitions in dramatics, debate, painting, singing & dancing are held to bring out the hidden potential and talents in students.

Technical Seminars, Workshops, Paper Presentation, Short term courses, project Competitions are organized to enhance the technical & Creative skills of students.

Industry - Institution Collaboration

The Institution works very closely with some of the Industries. Inplant training for students are organized regularly which helps them to understand real time systems in a better way. Industrial visits are arranged which gives them better understanding of the concepts which they learn in their class rooms.

CONVOCATION

The Institute recognizes the academic achievements of students and honors them by organizing the convocation every year. Apart from distributing the diploma certificates to all those who have successfully completed the diploma course, the college also recognize the outstanding and meritorious students with special medals, certificates & cash prizes.

Anti Tobacco Policy

1. Zero Tolerance Policy

The college strictly prohibits the possession, use, sale, or distribution of tobacco, illegal drugs, narcotics, or any banned substances on campus. Violation of this rule will result in severe disciplinary action, including suspension or expulsion, and may involve legal action.

2. Random Inspections

The college reserves the right to conduct random inspections of lockers, bags, and personal belongings on campus to ensure compliance.

3. Counseling and Rehabilitation Support

Students struggling with substance abuse are encouraged to seek help through external rehabilitation programs.

Confidentiality will be maintained for students seeking assistance voluntarily.





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4. Reporting Mechanism

A confidential reporting mechanism will be established for students or staff to report suspected tobacco or drug use.

Retaliation against individuals reporting such incidents in good faith is strictly prohibited.

5. Role of Parents/Guardians

Parents/guardians of the accused students will be informed promptly if tobacco/drug-related activities are suspected or confirmed.

Their cooperation will be sought to address the issue effectively.

6. Disciplinary Actions

First offense: Written warning, mandatory counseling, and parent notification.

Second offense: Suspension for a specified period or expulsion based on severity.

Severe offenses, such as drug dealing, will lead to immediate expulsion and legal reporting.

7. Code of Conduct Declaration

All students must sign a declaration during admission, affirming their understanding of and commitment to abide by the college's anti-tobacco and anti-drug policies.


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Thiruvottiyur, Chennai-600 019.

