

DEVAKI AMMA'S GURUVAYURAPPAN COLLEGE OF ARCHITECTURE, CHELEMBRA
General Rules and Regulations to be followed by students

I. College Timings

1. The students shall report to college in time before the class starts. The class time will be between 9.30 AM and 4.30 PM. The college Management / Principal will have all the right to make changes in the college timing.
2. The college gate will be opened for students only 01 Hour before the class start time. i.e. at 08.30.00 AM.
3. Students shall leave the college campus at 05.00 PM. No student is expected to remain in the college campus after 05.00 PM unless or otherwise asked by the Principal.
4. The college gate will remain closed between 9.30 AM to 12.30PM and 01.00pm to 04.30 PM. Students shall bring lunch from home or have at college canteen after taking token in advance on payment before 9.30 AM.

II. Dress Code

5. Students shall wear Uniform on all days. The color and design of the uniform including the stitching design will be decided by the college authorities.
6. a) Boys shall wear Pant and Shirt as suggested or supplied by the college. Shirt shall be tugged-in & shall wear shoe. Students shall wear the Coat/Suit as decided by the college authorities.
b) Girls shall wear Pant and Shirt as suggested or supplied by the college. Shoe is compulsory for girls also. Students shall wear the Coat/Suit as decided by the college authorities.
c) College ID card shall be displayed properly and if found without ID card, the student will be sent out of the college.

III. Discipline

7. Students shall not make any damage to the institution in any manner. And if happened so, he / she shall be liable to compensate the same as fixed by the college authorities within 3 days.
8. Students shall co-operate with the college authorities in organizing any programmes, seminars, symposiums, etc.
9. Students shall not indulge in ragging or any other social injustice or shall not do any thing that affects the freedom of others or commit any offence leading to police case. If any complaint received on such acts he / she will be dismissed without any prior notice and shall be liable to pay fees of the entire course (5 Year's) before issuing TC.
10. If any complaint is received from students on ragging or similar activities, the same will be handed over to Police and the Management / Staff will not be responsible for the consequences.
11. With prior permission internet facility shall be utilized for academic reasons and shall not be misused for any personal reasons like booking tickets, accessing personal mails, community websites, banned and other related websites, etc.
12. No political activities shall be organized in the college campus.
13. Students shall not bring mobile phone to college campus since the college is mobile phone-prohibited area. If student found with mobile phone, he / she will be suspended for up to 30 or more days from the college and the mobile seized will be kept in college office till the completion of the course. The college authorities will not be responsible for the damage or loss of mobile phone and its accessories, sim card, etc. after the seizure. The college authorities shall hand over the mobile phones to police station or any other concerned authorities, if required, and will not be responsible for any consequences thereafter.
14. Students should be polite and courteous and greet their lecturers, elders and other respectable person when they meet them.

15. Meeting, party or picnic of any kind shall not be arranged with out prior permission from Principal in writing.
16. Students shall not write on the desk or chair / bench, wall of the college or shall not stamp on the wall and make any property of the college dirty or shall not damage any property of the college. If so happened and person / individual liable is not identified, all students of the class / college will be liable to pay for the damage caused.

IV. Tuition and Other Fees

17. The fee for the first year of study must be paid on the date of admission itself and the fee for the next academic years must be paid on or before 1st June of every succeeding years even if the university exams for running year is not conducted and defaulters will not be permitted to attend class or lab or to enter college campus after the cut-off date. The defaulters shall pay fine of Rs.100/- per day after the due date. The schedule of fee to be paid is given below.

The Fees is calculated based on the total expense of the course for 5 years and divided into 5 equal parts. So that the students shall pay the same in each year of the study for 5 years. All students must pay the fees for 5 years and no reduction or exemption will be given.

Management Quota Fee:

1st Year (On the day of admission):

Rs. 137500/- + Special Fee (40000/) + Special Facility Fee (10000)+ Caution deposit + Van fee + University Fee (8000) + Statutory Body Fee (1250)+ PTA Fee (3000) + Internet Fee (2500) +ID Card Fee(300) + Magazine Fee(300)+ Locker Fee etc + Interest Free Deposit of 175000.

2nd Year (On or before 1st June 2018):

Tuition fee Rs. 137500/-+ Special Fee 40000/-+ Special Facility Fee 10000+ Van fee + University/Statutory Body fee if any +Internet Fee (2500)+ Locker fee+ Magazine fee 300 +insurance Fee 300 etc.

3rd Year (On or before 1st June 2019):

Tuition fee Rs. 137500/-+ Special Fee 40000/-+ Special Facility Fee 10000+ Van fee + University/Statutory Body fee if any +Internet Fee (2500)+ Locker fee+ Magazine fee 300 +insurance Fee 300 etc.

4th Year (On or before 1st June 2020):

Tuition fee Rs. 137500/-+ Special Fee 40000/-+ Special Facility Fee 10000+ Van fee + University/Statutory Body fee if any +Internet Fee (2500)+ Locker fee+ Magazine fee 300 +insurance Fee 300 etc.

5th Year (On or before 1st June 2021):

Tuition fee Rs. 137500/-+ Special Fee 40000/-+ Special Facility Fee 10000+ Van fee + University/Statutory Body fee if any +Internet Fee (2500)+ Locker fee+ Magazine fee 300 +insurance Fee 300 etc.

Merit Quota Fee:

1st Year (On the day of admission):

Rs. 55000/- + Special Fee (25000/) + Special Facility Fee (10000)+ Caution deposit + Van fee + University Fee (8000) + Statutory Body Fee (1250)+ PTA Fee (3000) + Internet Fee (2500) +ID Card Fee(300) + Magazine Fee(300)+ Locker Fee etc

2nd Year (On or before 1st June 2016):

Tuition fee Rs. 55000/-+ Special Fee 25000/-+ Special Facility Fee 10000+ Van fee + University/Statutory Body fee if any +Internet Fee (2500)+ Locker fee+ Magazine fee 300 +insurance Fee 300 etc.

3rd Year (On or before 1st June 2017):

Tuition fee Rs. 55000/-+ Special Fee 25000/-+ Special Facility Fee 10000+ Van fee + University/Statutory Body fee if any +Internet Fee (2500)+ Locker fee+ Magazine fee 300 +insurance Fee 300 etc.

4th Year (On or before 1st June 2018):

Tuition fee Rs. 55000/-+ Special Fee 25000/-+ Special Facility Fee 10000+ Van fee + University/Statutory Body fee if any +Internet Fee (2500)+ Locker fee+ Magazine fee 300 +insurance Fee 300 etc.

5th Year (On or before 1st June 2019):

Tuition fee Rs. 55000/-+ Special Fee 25000/-+ Special Facility Fee 10000+ Van fee + University/Statutory Body fee if any +Internet Fee (2500)+ Locker fee+ Magazine fee 300 +insurance Fee 300 etc.

The Fees is calculated based on the total expense of the course for 5 years and divided into 5 equal parts. So that the students shall pay the same in each year of the study for 5 years. All students must pay the fees for 5 years and no reduction or exemption will be given.

18. Students who make Fee Payment through Bank Loan shall make sure that necessary arrangements are made to get the fee paid by the stipulated time as given in the above schedule.
19. In the case of students exempted from payment of fee at the time of admission and educational assistance from any Govt. Departments, will see that their claims are sanctioned and replenished to the college within two months of their admission and subsequent years within one month of starting the academic years. It is up to them to make good the loss, if any, sustained to the management due to delay or rejection of their claims from the respective departments.
20. Caution Deposit will be refunded only after the successful completion of the course and on production of proper receipt. And that too after getting proper request from the student at the time of getting the TC. Caution deposit will be refunded only as Crossed Cheque in the name of the Student.

V. Discontinuation of Course

21. Students shall join the course after acquiring complete information about the course and its scope. Request will not be entertained for issue of Transfer Certificate (TC) during the course of study for any reasons. In case the student requires TC, request for the same shall be submitted along with payment receipt of the balance fee for the entire course.
22. Once the student joins the college and the admission closes, he / she shall be liable to pay the course fee for 5 years in case he/she discontinues the course to get TC from the college. The student will be liable to pay the fee for the entire course. i.e. for Management Quota students it is (Rs. 1,37,500 + Spl. Fee x 5 and for Merit Quota students it is Rs.55,000 + Spl. Fee x 5 or a fee at a higher rate if so fixed by Govt. or anybody authorized by Govt. Course fee once paid will not be refunded at any circumstances. Further those who discontinue the course at any intervening periods will definitely have to remit the fee for the entire course for getting their TC and Conduct Certificate.

VI. Miscellaneous

- 23. All the qualifying certificates must be surrendered at the time of admission and they will not be returned to the student till the completion of the course and till clearing dues if any out standing amount against the student to the institution. So students can take sufficient number of attested copies of certificates with them before entrusting the originals to the college office.
- 24. Students shall bear the expense of all programmes and activities conducted in the college including Arts Fest, Tour, Visits, Projects, Professional Training etc.
- 25. College bus facility must be compulsorily utilized to avoid delay in coming to college and to reach home in time.
- 26. Students shall see that they reach home in time and Parents shall monitor the same.

DECLARATION BY STUDENT

I, admitted to B. Arch course in the academic year 2017-2022 in Devaki Amma’s Guruvayurappan College of Architecture, Chelembra, do hereby agree to comply with all the above terms and conditions of admission and I will not violate any of them. And I will also obey all the norms and regulations framed by college management from time to time.

Place: Chelembra
Date:

Signature of Student

Name of Student:

Name of Parent:

Home Address:

Phone:

Mobile:

DECLARATION BY PARENT

I, parent / guardian of, admitted to B.Arch Course 2017-2022, will pay the fee of my ward as mentioned above and will obey all the norms and regulations mentioned above and framed from time to time by college authorities.

Signature of Parent / Guardian

Name of the Parent / Guardian:

Relationship with the student: