

COLLEGE RULES AND REGULATIONS

Rules for Admission:

Application must be made in the prescribed form obtained from the College. Two photo copies of the following certificates should be submitted along with the filled in application form.

- Higher Secondary or equivalent marks statement for U.G. Course.
- B.A. / B.Sc. / B.Com. / B.B.A. Mark statement for PG Course.
- Community Certificate.
- Transfer Certificate.
- Conduct Certificate.

The original certificates should be submitted to the office at the time of admission after taking the required photo copies.

Procedure for Applying for leave:

1. All the applications of leave of domestic nature must be applied in the prescribed form obtained from the college countersigned by parent or guardian and handed over to the class teacher.
2. Any excuse for absenting from classes, students should get permission from the H.O.D.
3. In case of long absence due to sickness, production of medical certificate is a must.

Library Rules:

The following rules are meant for the benefit of all.

1. Strict silence must be observed within the Library and Reading Room.
2. Open access system is followed in the Library.
3. Book will be issued only on presenting the borrower's Identification card.
4. Each student from UG course is allowed to borrow 2 books and from PG 3 books at a time.

5. No one is allowed either to sub-lend the library book or borrow book on behalf of others.
6. Student who has lost his/her library token shall make a written report to the Librarian to get a duplicate token.
7. The borrower is held responsible for any damage to the book he/she borrows. At the time of issue, the student should check and satisfy himself / herself that the book issued to him / her is in good condition.
8. The loss of any book should be reported immediately to the Librarian.
9. In case a book is lost, the cost of the book with compensation should be paid at the office.
10. Book must be returned to the library on or before the due date; if not a meagre amount will be collected from the due date.
11. Reference books and periodicals should be read only in the Library or Reading Room and must not be taken out. After use they must be returned to the library-assistant in person.
12. The Librarian can recall a book even before the due date.

Physical Education Rules:

- The practitioner should maintain punctuality.
- The practitioner must be in the field with proper jerkin or sport suit neat and tidy.
- The practitioner has to maintain discipline in the field and outside the field.
- The practitioner should behave with others with sportive spirit and sportsmanship.
- The practitioner must sign in and take sports materials and sign out after replacing it.
- Sports persons should follow regular practice with the coach and Physical Director.

- Sports persons are expected to maintain regular attendance for the classes and for the practice sessions.
- Sports person should be found under the control of the Physical Director and everything has to be communicated to him or discussed with him.

Course Certificate:

Course Certificate shall not be issued to students unless they show progress during the year by their regularity of attendance, diligent application to class work, and securing the required percentage of marks in various tests.

A student must attend college not less than three fourth of the working days and complete the course of study prescribed.

General Discipline:

1. All the students should obey the rules of the college.
2. English is the language for communication within the campus.
3. Students shall handle all college properties with care and endeavors to preserve cleanliness and tidiness of the college campus, including buildings and furniture.
4. If the students attempt to cause any damage in the college premises, the compensation will be drawn.
5. When they meet any of the staff members, students or the members of the management, they must greet them.
6. When a staff member enters the class room, all the students shall stand up and remain standing till they are asked to sit down. Likewise, they should stand up while the staff member leaves, the class.
7. No student is allowed to loiter inside the campus during the class hours.
8. Students are expected to move quickly when they move from one class to another and if they have no class they should go to the library and observe strict silence.

9. While attending meetings or seminars, students should maintain strict silence and should listen to the speeches and avoid leaving during the meeting.
10. The Principal has the full power to give punishment like, suspension or dismissal depending on the gravity of the misconduct.
11. The Principal has the right to issue Transfer Certificate to any student at any time during the course of study for reasons of indiscipline, lack of progress in studies or illness considered to be contagious.
12. The misconducts such as irregular attendance, non co-operation with teachers, use of unpleasant words will be taken serious note of.
13. Students shall maintain strict silence while attending to lectures in the class room or working in the laboratories or attending meetings in the auditorium.
14. All changes of residential address and phone numbers should be reported to the office immediately.
15. If a student loses anything or finds anything, that does not belong to the finder, it should be handed over to the college office.
16. Smoking, Chewing, Consumption of alcoholic drinks and the usage of drugs are prohibited inside the college campus.
17. Usage of cell phones within the class room and college premises is strictly prohibited.
18. Fees and fines must be paid only in the college office on or before the fixed date.
19. Modesty in dressing is highly emphasized in the college. All students are advised to wear the prescribed uniform and the college identity card everywhere in the college campus.
20. Ragging and Eve teasing of students in any form is strictly prohibited. Students found guilty will be severely dealt with as per Tamilnadu Prevention of Ragging Act.
21. Students are advised not to pluck leaves, flowers and fruits from trees, as they are leased out.

22. Students are advised not to write or make any mark on the wall, desk or throw paper, plastic cover or ink in the class room premises. Students must take pride in keeping the campus clean.
23. Students are advised not to participate in any political or communal politics inside the campus.
24. Students are advised not to display any notices inside the college campus without the permission of Principal.

Attendance:

1. Every student shall attend the college regularly and punctually on all working days.
2. The first bell is rung five minutes before the beginning of the morning and afternoon sessions and the remaining at the hour fixed for the beginning of each class.
3. Before the first bell of each session, students should go to their respective classes and take their seats quietly.
4. Attendance will be marked at the beginning of each class hour. A student who is not present in the class when attendance is marked shall lose attendance for the session.
5. Each Academic year consists of two semesters of 90 days each. Student without 75% of total attendance per semester are not allowed to write the university examinations. Those who put up 60% to 74% attendance will be allowed to write the examinations on payment of condonation fees.
6. If a student is absent for one or more hours either in the morning or in the afternoon session he / she shall lose half a day attendance.

Mentor System:

Our college has an effective mentoring system to monitor the academic progress of each student and to provide parental care and emotional support. Around 15-20 students are put under the care of each mentor.