

COLLEGE TIMINGS

The college starts its academic work at 8.30 a.m. on every working day. The classes will get over by 3.30 p.m. It consists of two sessions.

RULES AND REGULATIONS

IDENTITY CARDS

Each student of the college is required to possess an identity card. The identity card will be issued to the student at the time of admission. In case of loss, a duplicate card will be issued on payment of a penalty of Rs. 100/-. Students should wear the identity card always in the college campus.

Students are advised to retain the cards for the following purposes:

1. In connection with University examinations.
2. To get concessional tickets for travel by train or air.
3. To become a member in the library.
4. To receive registered letters, money orders etc.,

The identity card is valid till the completion of the course.

RULES OF ATTENDANCE

1. The college assigns first priority to regular attendance for all the classes. The students are expected to put in 100% attendance for all theory and practical classes. However, the eligibility for appearing for examinations, a minimum of 75% attendance, is acceptable, subject to valid explanations and records for absence. Attendance is recorded separately for each period.
2. The leave application should be submitted to the class teacher well in advance. In case of absence due to unexpected causes, the leave application must be submitted immediately by post.

3. a) Absence due to illness - the request is to be given in time and supported by a detailed medical report. For absence due to participation in college or University programmes, request for such leave should be duly authorized and submitted in advance.

b) The college encourages students for active participation in sports, games and college - approved extra-curricular activities. Provision to meet attendance and other academic requirements will be made only when the student represents the college, the University, the state or the Country. An official letter duly signed by the organizing agency and the Head of the Department has to be filled in and submitted to the Principal's Office along with a letter from the parents.
4. Students residing in hostel should submit their leave application counter-signed by the Deputy Warden.
5. A student who is absent for one period of the day is considered to be absent for half a day and a student who is absent for two periods will be considered to be absent for the whole day.
6. If a student abstains himself / herself from classes without leave continuously for five days, his / her name will be struck off from the rolls and will be readmitted only after a satisfactory explanation from him / her and parent.
7. Only those who have put in a minimum of 75% attendance will be allowed to appear for the University Examinations.

LEAVE APPLICATION

Date.....

1. Name :
2. Year :
3. Department :
4. Section :
5. Leave Required : From..... to
6. Total No. of days leave applied for :
7. Total No. of days leave availed so far (Excluding this leave) :
8. Purpose of Leave :
9. Signature of the Student :
10. Signature of Parent / Deputy Warden :
11. Signature of Class i/c :
12. Approved / Not Approved :
13. Signature of HOD :

**CSE/ECE/BT/EEE/MECH/AUTOMOBILE/
CIVIL/BIOMEDICAL/
MBA/MCA/ME**

GENERAL CODE OF CONDUCT

1. It is obligatory on the part of each and every student to obey the rules and comply with the regulations of the college so as to maintain a high standard of discipline, which in turn will contribute to progress and well-being of the students.
2. The behaviour of the students should be decent not only within the college but also outside. Their conduct and actions should not cause any disturbance to the class or to other students.
3. It is advisable that the students greet the members of faculty and other staff on meeting them for the first time on the day.
4. A student may not leave the class room without the permission of the faculty member or until the faculty member left the class room or asks the class to disperse.
5. Students should cultivate the habit of reading notices put up on the college notice boards and ignorance of any notice will not be accepted as an excuse for failing to comply with it.
6. Loitering and making noise in the campus / class are forbidden. While moving in the verandahs, no one should run but walk at a slow pace and also give way for elders.
7. Student should avoid standing on the passage, especially leaning on the walls with one foot on the wall.

8. No one shall enter the class rooms and the laboratories without the permission of the faculty-in-charge.
9. Students should keep their foot-wear in the racks at Computer Lab./Library.
10. Misappropriation of the articles is punishable. Students finding articles not belonging to them should handover the same to the Principal/ Office.
11. Smoking is strictly prohibited inside the college campus and in the hostel. Students who are found either using drugs or in a drunken state or under the influence of drugs will be summarily dismissed from the college.
- 12. Eve-teasing and ragging are totally prohibited by law. Students found guilty of these crimes will be dismissed from the college immediately.**
13. Organizing mass absence from the classes, holding agitation and demonstration and instigating violence inside or outside the campus are considered a serious breach of discipline and suitable severe action will be taken against the offenders.
14. Men students shall have no entry into ladies' Common room/Lounge.
15. In the larger interest of the college and if the circumstances warrant, the Principal may take any disciplinary action including expulsion against any

student without calling for an explanation from him / her.

16. The students should co-operate in keeping the college campus neat and tidy. Defacing the walls and spoiling or breaking any article of the institution is punishable. Damages caused to the college property will be charged to the accounts of the student(s) concerned. If the student(s) responsible for the damage could not be identified, the damages will be charged to the account of all the students.
17. Students should utilize the college transport facility only to come to college on time. Coming to college by their own vehicle is forbidden.
- 18. The students should attend the classes regularly. They should be in the classroom at least 5 minutes before the commencement of each session. They should not abstain themselves from classes without proper permission / leave.**
- 19. The students should take the internal assessments, model exams and assignments seriously. Any student ignoring them or showing disinterest will be expelled from the college after due warning.**
- 20. Students are to dress up decently observing the social codes befitting the college codes and they should not wear T-shirts, Jeans and Casual wears. Girl students can wear chudidar and duppatta.**

21. Boys should wear formal leather shoes only. They must avoid wearing sports shoes or canvas shoes.

22. Students are expected to go through the course fully in which they have joined. If any student wants to discontinue in the middle, TC will be issued only if he / she pays the entire college fees in full for the remaining forthcoming semesters of the course.

23. A change of residence of the student / parent / guardian shall be reported to the Principal immediately.

24. Students should wear the identity card in the college premises. The students without ID cards will not be permitted inside the campus.

25. Students are forbidden to organize Tours / Meetings or to attend any meeting in the college or collect money for any purpose without prior permission of the Principal.

26. Under the Tamil Nadu Government Educational Rules, the Principal is empowered to fine, withhold attendance certificates and suspend or expel any student if considered necessary to do so.

27. Mobile Phones are not permitted in the campus including hostels and in the college buses and if used, cell phones will be confiscated from the students. They will be returned only at the end of the course.

28. Every student is required to observe disciplined and decorous behaviour both inside and outside the college and not to indulge in any activity which will tend to bring

down the prestige of the University / College. The Principal shall constitute a disciplinary committee consisting of Principal, two Heads of Departments of which one should be from the department to which the student belongs, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval.

29. Ragging, in any form, in any place or time, is a cognizable offence that will attract severe punishment including summary expulsion from the College/Institute/University.

Extract of Tamil Nadu Govt. Gazette – Extraordinary dt. 29.01.1997 (Bill No. 9 of 1997 Tamil Nadu Prohibition of Ragging Act).

- i. In this Act, unless the context otherwise requires “Ragging” means display of noisy, disorderly conduct, doing act which causes or likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes.**
 - a. Teasing, abusing or playing practical jokes on, or causing hurt to such students or**
 - b. Asking the student to act or perform something which such student will not, in ordinary course, willingly act or perform.**

- c. Ragging within or outside any educational institution is prohibited.**
- d. Whoever directly or indirectly commits, participates in, abets or propagates “Ragging” within or outside any educational institution shall be punished with imprisonment for a term of one year which may be extended and / or a fine of ten thousand rupees.**
- e. Any student convicted of an offence under Section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.**
- f. Without prejudice to the forgoing provision, whenever any student complains of ragging to the head of an educational institution, or to any other person responsible for the management of the educational institution such Head of the educational institution shall enquire into the same immediately and if found true shall suspend the student, who has committed the offence, from the educational institution.**