

Rules and Regulations

ATTENDANCE AND LEAVE REGULATIONS

- University and college ruled require **REGULAR ATTENDANCE** on all working days for both theory and practical.
- To appear of the University Examinations, the University requires a minimum of 75% of attendance in each semester and the attendance is reckoned in terms of days only and not subject wise. Candidates with less than 50 % of attendance in any semester will not be allowed to continue his/her study in the subsequent semester and will be asked to re-join the semester where the attendance is less than 50% and continue the course.
- Attendance is noted for each period at the commencement of each class.
- Late comers will not be admitted in to the class without permission from the Principal / H.O.D.
- Leave application should be submitted only in the prescribed form.
- The leave application with the counter signature of the parent/ guardian/ Deputy Warden and their Tutor should be submitted in advance or on the first day of his / her return to the college. In case of absence on medical reasons, the students should produce a medical certificate from a registered medical practitioner.
- The principal may take appropriate disciplinary action in case of continued violation of leave rules.

Dress code & Disciplinary code

DRESS CODE

- Students are expected to attend the College neatly dressed keeping in mind with approved etiquette.
- Girls shall attend the college wearing sarees or salwar kameez. They shall not come to the college in any other casual dress.
- Boys shall attend the college wearing properly ironed and Tucked-in shirt and pant, belts, shoes with socks. Shirts should be buttoned properly. T- Shirts, casual wears, banyans, and jeans are not allowed. Proper hair dressing and well shaven face is expected.
- The dress code for Physical and Athletic games- for boys is T- Shirts with canvas shoes and for girls; it is chudidhar with duppattas with canvas shoes.

DISCIPLINARY CODE

- Students should bring their. I.D. Cards everyday. I.D. Cards should be produced anytime when demanded.
- Absolute silence should be maintained while moving from class room to laboratory/ library/ auditorium and while returning.
- Students should not sit in the parapet walls or in the steps or staircases.
- Students are forbidden from writing, scribbling, Painting on the walls, desks. etc.,
- Students found guilty of damaging, destroying college property shall replace the same at their own cost.
- Students must identify those who cause damage to the college property and report the same to the Principal immediately.
- Smoking is strictly prohibited inside the campus.
- Students found using drugs or liquor will be dismissed.
- Students should not participate in political/ communal/ religious activities.
- Students found guilty of using foul language or behaving rudely towards the staff members, will be expelled form the college.

- Students are advised to read notices put on the notice board. Ignorance of any notice thus put up will not be accepted as an excuse for failing to comply with it.
- The students should strictly have driving license and helmet while coming to college in their vehicle.
- In case, any criminal case is registered against a student by the law enforcing authorities, he/ she should intimate the same within 24 hours to the Principal, failing which he / she is liable for disciplinary action leading to expulsion.
- **Under Tamil Nadu Educational rules.**
 - The Principal is empowered to inflict the following punishments in the interest of students of the institution concerned.
 - Fine
 - Loss of attendance
 - Loss of term certificate
 - Suspension and
 - Expulsion
 - The power to take disciplinary action against a student is inherent with the Principal.
- In regard to matters not specified above, students shall aim at conducting them selves in a manner suited to the normal functioning of the college.
- Students can meet the Principal at any time other than class hours.
- Students are advised not to use cell phones inside the class rooms.
- Students should attend meetings as per instructions, Decency and discipline should be maintained in meetings & conferences.
- Students are advised not to bring valuable things like ornaments, heavy cahs, electronic gadgets etc. Management is not responsible for any theft of valuables or cash inside/ outside the campus.
- Admissions are made to the college on the clear understanding that those who are admitted will fully abide by the rules and regulations in force and those with which may be enforced or modified as and when required by the College/ University/ Government authorities.
- The Students should adhere to the rules and regulations that may be issued from time to time.

PAYMENT OF FEES

- The fees of each semester and University Examination shall be paid on or before the last date notified in the notice board.
- The names of those who have not paid the semester fee on or before the last date will be removed from the rolls, without prior intimation.
- Students who fail to pay the examination fees on or before the last date notified, will not be permitted to appear for the University Examination.

FEE FOR CERTIFICATES

- Students who wish to obtain transfer or conduct or course completion certificate shall apply to the college office in writing.
- Students who apply for the certificates after 6 months of completion of their course of study have to pay Rs. 200/- for each certificate required.