

# RULES OF DISCIPLINE

- All Students must uphold the good name of the Institution. Their behaviour in and outside the College must be dignified in keeping with the honour of the college.
- Students must be respectful towards all the members of staff.
- Students must seek permission before entering the Office Room or Staff Room
- No student shall enter or leave the Class without the permission of the teacher.
- *Students must necessarily obtain the permission of the Principal / Co-ordinator before joining any Associations not connected with the College.* Money should not be collected from students for any reason.
- Students must strictly maintain cleanliness in the campus. Scribbling, writing, sticking pamphlets on the walls / furniture and other such means of dirtying the College Campus will be severely dealt with.
- Students shall not cause any damage to the College property.
- If a student finds any article not belonging to him / her, it must be handed over to the Principal or to the Superintendent of the Office.
- Indifference to studies, misbehaviour and breach of conduct will result in suspension/ dismissal from the College with forfeiture of fee.
- Students must come to the College neatly and modestly dressed. They must have well groomed hair. *Wearing of T - Shirt, Jeans and other fashionable dress is strictly prohibited.*
- Students shall bring the required text books to the class. The teacher has the right to send the student out or to cut down the attendance of the student who does not bring the books.
- Coming late to the class, indifference to studies, not taking down the notes are serious violations of discipline. Absenting from tests and examinations, failure to submit assignments in time are also punishable.
- Loitering about, shouting, whistling and disturbing the classes by any other means will be seriously dealt with.
- Smoking inside the Campus is strictly prohibited.
- Eve - teasing, Ragging, Alcoholism, taking drugs, playing cards and other such unsocial acts will lead to immediate dismissal from the College.
- Entertaining outsiders by students in and around the College Campus is illegal and such students will be seriously dealt with.
- Organising mass absence, carrying out agitations and demonstrations and instigating acts of violence are highly punishable.
- Men students shall not enter the lady's common room / Lounge.
- The Head of the Department or the Lecturer in - charge has the power to cancel the attendance for three days for each offence or to impose fine on the erring students.
- Every member of the staff is empowered to maintain discipline amongst the students.
- The students are obliged to answer the queries raised by the staff members, irrespective of the faculty.
- The students are expected to make good use of the library and the reading room during the leisure hours. They should not loiter in groups in the campus.
- In the larger interest of the institution, the Principal shall take disciplinary action, leading even to expulsion, against any erring student, without calling for an explanation from him / her. Her decision shall be final in matters of discipline.

- Use of Cell Phone in the College Campus is strictly prohibited. Further, the Cell Phones will be seized if the students violate this condition and it will be returned only to their parents.

## **DRESS CODE**

- Both Men and Women students are to dress modestly and have well groomed hair. They are not permitted to wear T. Shirts, Jeans etc.
- Women students are permitted to wear Chudidhars with their Duppattas pinned properly or Sarees only. Tight, transparent, provocative fittings are strictly prohibited.
- Students are advised not to wear precious and costly Jewellery. The College authorities will not hold any responsibility for the loss of any such articles.

## **RULES OF ATTENDANCE**

- Each working day has five periods and the periods are of one hour duration with a break for 30 minutes after the second period.
- Attendance will be taken during every period. If a student is absent for one or more period during the first session, he / she will lose half a day's attendance. If he / she is absent for one or more periods during the second session he / she will lose half a day's attendance.
- The students should attend all the classes. In special cases, the Principal may grant exemption from attending a class.
- They should be present in the class room well before the entry of the teacher and the commencement of prayer. Students who come late to the class can not claim attendance as a matter of right.
- No student can avail leave without the prior permission from the Principal / Head of the Department / Lecturer concerned. Under unavoidable circumstances, the leave letter should be countersigned by the parent / guardian.
- The Lecturer, who is attendance - in - charge of the class concerned , has the right to call the parents of those students who are irregular to the college and the class.
- The parents are expected to respond to the call properly. The students must attend the special classes and the remedial classes without fail.
- If a student goes on leave for more than three days, the parent / guardian must write an explanatory letter to the Principal, stating reasons. If leave is sought on grounds of sickness, a medical certificate from a competent authority is a must.
- The Students should attend all the classes. Even in case of minor sickness, they should get the permission of the staff member concerned in writing before leaving the College Campus.
- If a student continuously absents himself / herself for five days without prior permission his / her name will be struck off the rolls and will be readmitted only after a satisfactory explanation from him / her and the parents and on payment of the readmission fee of Rs. 100/-.

## **CAMPUS DISCIPLINE COMMITTEE MEMBERS**

- Dr.Urathal(a) Sri Swathiga,M.C.A.,M.Phil.,Ph.D.,
- Sri.S.Sivasubramanian, M.A.,M.Com.,M.A(Eng.),M.Phil.,
- Sri.M.Mahendran,M.Com.,M.Phil.,
- Sri.B.Anandhaval,M.Sc.,M.Phil.,
- Dr.E.Saravanan,M.Com.,M.Sc(Psychology),M.Phil.,Ph.D.,
- Sri.R.Suresh,M.Sc.,M.Phil.,
- Sri.B.Kalaiyaran,M.B.A.,M.Phil.,
- Smt.S.Poovizhi,M.Sc.,M.Phil.,