

GENERAL RULES AND REGULATIONS

DISCIPLINE

1. The college lays great emphasis on decent behavior from every student.
2. Students should attend classes, functions and other activities of the college in time.
3. Students should follow dress code strictly. Dressing should be formal. Boys should wear only formal shirts and full pants. Girls should wear salwar kameez / chudidhar with dhupatta / saree.
4. In case of unexpected absence of the teacher and during intervals students should remain silent in class room.
5. Scribbling on the walls and desks or damaging the college property is strictly prohibited. Students responsible for any such wanton damage will be severely punished.
6. Students should not loiter in the verandas or sit on the steps of the portico and staircases.
7. Students are forbidden from smoking inside the college premises.
8. Students who are found using drugs or in a drunken state will be summarily dismissed from the college.
9. Ragging is strictly prohibited. Students who are responsible for this crime will be dismissed from the college.
10. Hostellers are prohibited from maintaining powered vehicles. Day scholars who use powered two wheelers should wear helmets. If they fail to wear helmets, they will not be permitted to park their vehicles inside the college. Students should park their vehicles in the space meant for parking.
11. Students should refrain from participation in party and communal politics.
12. Students are advised to look up the notice board every day.
13. For organizing functions, conferences, meetings or any gathering of this kind, students should get prior permission from the Principal.
14. Principal has the absolute right to penalize or suspend or dismiss any student for his/her misconduct inside or outside the college campus.

ATTENDANCE

1. Students should be seated in their respective classes before the teacher enters the class.
2. While taking attendance, students should be present in the class, or else they will be marked absent.
3. Period wise attendance will be calculated.
4. Students should not leave from the classroom/laboratory during lecture hours / practical's without a permission slip from the head of the department concerned.

5. Students have to apply for ordinary leave in advance and submit their leave letter to their mentor for approval of the same.
6. Hostel students should have their leave applications endorsed by the Deputy Warden concerned.
7. Leave applications of Day Scholars should bear the signature of the Parent or Guardian.
8. Students should apply for Medical Leave within 5 days. After the last date of medical leave, they should submit the Medical Certificate to the mentor for approval of the same.
9. Exemption forms shall be signed by the concerned HOD / Staff Advisor /Physical Director / Concerned Faculty-In-Charge be submitted to mentor for approval within 5 days after the leave dates.
10. As per Anna University regulations, all students should have a minimum of 80 % attendance for all the subjects in a semester.
11. Leaves exceeding three consecutive days need to be applied through a letter, duly authorized by the parent.
12. On special cases and humanitarian considerations, the HOD could accept the request letter after confirming over phone with the parents of the student.
13. Leaves should not be prefixed / suffixed to the weekends (Friday & Monday) or Festival Holidays.
14. Student who disobey any one of the above rules should bring his/her parent to continue the programme. Their attendance will be blocked till their parents meet the mentor and HOD.
15. Attendance percentage will be calculated (4 Times per Semester) on the Dates specified by the Anna University.
16. For students with less than 80% attendance in these periods, an intimation letter will be sent to their parents.
17. For students with less than 80% attendance in any two consecutive periods, an intimation letter will be sent to their parents through registered post, requesting the Parents to meet the Class Advisor/Mentor and HOD immediately.

ACTIVITIES FROM 8.40 A.M. TO 9.00 A.M

1. Students should be seated in their respective class rooms before 8.40 A.M.
2. The respective class advisors will take attendance at their respective class rooms.
3. The class advisor has to submit the attendance report through HOD by 9 A.M. to the office in the prescribed format.
4. The following are to be checked by all the faculty members
5. Dress Code (Formal Dress, Tuck-in with Black belt and Black shoes) &
6. ID card