

## **RULES AND REGULATION**

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### **General:**

- All the students should help in maintaining the campus clean.
- Students are responsible for the care of their personal belongings.  
The College is not responsible for the loss of any property.
- Students should make it a habit to regularly read the notice/circulars and other papers displayed on the notice board and take appropriate actions as directed there in.
- Any unclaimed property found in the premises must be handed over to the office with relevant details.
- Change of address is to be intimated to the College office within a fortnight.
- Students should park their vehicles in the space meant for parking only.
- Wearing of Helmet is compulsory for those who are coming to college by motorcycles.
- Wearing of T-shirts/Banians/Jeans is prohibited inside the campus during working hours.
- **DISCIPLINARY ACTION WILL BE TAKEN IF ANY STUDENT IS FOUND USING CELLPHONE IN THE CLASS.**

### **Attendance:**

- Students should be punctual to the classes.
- Students shall not absent themselves from classes without proper leave application duly signed by parents/guardians/deputy wardens.
- Application for leave in the prescribed format shall be submitted personally to the concerned faculty advisor for prior permission.
- Permission to leave the College premises during working hours can be granted only by the principal or concerned HOD, usually on production of a letter of request from the student.
- Medical certificate should be produced for more than three days of sick leave and the student should produce proper evidence for any other type of leave.

### **Discipline:**

- 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 College/University.
- Students should not leave the classroom during the lecture without proper permission.
- Students should not make any noise while moving from class to class.
- No meeting of any kind shall be held without obtaining written permission from the principal.
- Students should not collect any money for any purpose without obtaining written permission from the principal.

- No notice of any kind shall be circulated by the students or pasted anywhere in the College campus without prior permission by the principal.
- No student shall take part in any type of political activity.
- The Government of Tamilnadu has issued very strict Instructions regarding RAGGING. Any Student found or reported to have indulged in or encouraged ragging will be dismissed from the College and legal steps will be taken as per Tamilnadu Government Gazette Extraordinary, Act No.7 of 1997. The ragging incident will also be reported to the University and Director of Technical Education for further action. It will be included in TC also.
- Therefore students are hereby instructed not to indulge in ragging in any form either inside or outside the Campus.
- Smoking as well as consuming of any form of intoxicants is strictly prohibited within the College.
- Students must not conduct themselves in any manner, which may bring discredit to the College.
- Exemplary discipline is expected from the students at all times within the campus failing which suitable disciplinary action will be taken.
- IN ACADEMIC AND DISCIPLINARY MATTERS THE DECISION OF THE PRINCIPAL IS FINAL.