

# **SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

Estd : 1994

An Autonomous Institution Reaccredited with 'B' Grade  
(Affiliated to Madurai Kamaraj University)



## **COLLEGE RULES 2018-19**

T.V.R. Nagar, Aruppukottai Road, Madurai - 625 022, Tamilnadu

Ph : 0452- 3918609 Fax : 0452-318607

website : [www.rlinstitutes.edu.in](http://www.rlinstitutes.edu.in) E-mail : [slcs@slcs.in](mailto:slcs@slcs.in)

## IMPORTANT NOTICE

It is mandatory for every student to wear the rope with identity card inside the campus

## NO SMOKING

The entire college campus is declared as non-smoking zone. Hence smoking is prohibited inside the college campus

## DRESS CODE

Students should wear the prescribed uniform inside the campus.

## CELL PHONE

Keeping/Using cell phone is permitted only in the hostel premises.

## PARENT TEACHER MEET

Parent of every student must attend the parent teacher meeting at the end of every semester and ascertain the performances of their wards.

## RAGGING – AN OFFENCE

Ragging is strictly prohibited. Ragging in any form, at any place or at any time is a cognizable offence.

## PERSONAL MEMORANDUM

1. Name

2. Roll No

3. Class

4. Father's name

5. Present/ Permanent Address

6. Address for communication

7. Contact No. of parent

8. E-Mail ID

9. Blood Group

10. Bank A/C No

11. Special skill or Talent

## A BRIEF HISTORY OF THE COLLEGE

Subbalakshmi Lakshmipathy Foundation is a charitable trust in corporate form incorporated under section 25 of the company's Act 1956, in the year 1989. Subbalakshmi Lakshmipathy College of science is an autonomous self financing science college affiliated to Madurai kamaraj university. The college starts functioning in the year 1994. From its inception, our institution is keep doing service to the society and to the motherland. We feel pride in declaring that, within 21 years, NAAC peer team has visited the college thrice and the college was accredited thrice, with fair grades. We continuously striving to maximize our resources, opportunities and capabilities and reaccredited with B status by NAAC with ISO 9001-2008 certification. As an autonomous institution, hence SLCS has framed its own courses of studies and adopted innovative methods of teaching and evaluation to make our student 'employable'.

### GOAL

To offer job oriented courses and provide training, primarily relevant to the needs of the industries.

### OBJECTIVES

To constantly update the curriculum to meet the growing needs of the industries.

To provide and develop world class labs and training centre's at college.

To take higher education to the students of rural communities.

#### VISION

To offer world class job oriented courses for the benefit of all stakeholders, with an ethical focus.

#### MISSION

We commit ourselves to impart knowledge, skill and attitude to the students, to inculcate in them, a sense of discipline, with moral and ethical values, and to make them good citizens of India.

NAME OF THE PRINCIPAL	PERIOD
<b>Mr. S. RAMANATHAN</b>	Nov. 1994 to Mar. 1995
<b>Mrs. S. KARTHIKAYINI</b>	Apr. 1995 to Oct. 1995
<b>Mrs. R. REMHA</b>	Nov. 1995 to Oct. 1997
<b>Mr. V. VIJAYARAGAVAN</b>	Oct. 1997 to May. 1998
<b>Dr. K.S. SUNDARAJAN</b>	Jun. 1998 to Mar. 2001
<b>Dr. G.R. BALAKRISHNAN</b>	Apr. 2001 to May. 2005
<b>Dr. R. SRINIVASAN</b>	Jun. 2005 to May. 2012
<b>Dr. S. SHANMUGAM</b>	Jun. 2012 to Mar. 2013
<b>Dr. A. PADMANABAN</b>	Apr. 2013 to Apr. 2015
<b>Dr. R.L. RAMNATH</b>	Apr. 2015 to May. 2017
<b>Dr. P. SARAVANAN</b>	May. 2017 -

## COLLEGE AUTONOMY

Subbalakshmi Lakshmipathy College was conferred Autonomous status by the University grants commission in the academic year 2006-2007.

The review committee visited the college 2011-2012 and extended autonomy for another six years till 2018.

Under college autonomy the college has academic freedom to design its own curriculum and adopt innovative methods of teaching and evaluation by introducing the courses of changing trends and need of the society.

### GOVERNING BODY (2018 – 2019)

#### MANAGEMENT MEMBERS

1. **Dr. R. Lakshmipathy**, President - Chairman
2. **Dr. L. Ramasubbu**, Secretary
3. **Mr. L. Adimoolam**, Joint Secretary
4. **Mr. R. Ramkumar**, Management Executive
5. **Er. R. Lakshmipathy**, Management Member
6. **Er .A. Lakshmipathy**, Management Member

#### EDUCATIONIST & INDUSTRIALIST

**Dr. G.R.Balakrishnan**, Advisor.SLF – Member

#### NOMINEE OF THE UGC

**Dr. S.Satapathy** ,Ministry of Science, NewDelhi.

#### STATE GOVT NOMINEE

**Dr. P. Ambalavanan**, RJDCE, Madurai Region

#### UNIVERSITY NOMIBEE

**Dr.K.Ravichandran**, Prof. & Head,

Dept. of Entrepreneurship studies School of Business Studies,  
Madurai Kamaraj University.

## PRINCIPAL OF THE COLLEGE

**Dr. P .Saravanan**

## VICE-PRINCIPAL OF THE COLLEGE

**Dr. K. Archunan** M.Com., M.Phil., B.Ed., SET., NET .,

## SENIOR FACULTY

1. **Dr. S. Pugalanthi** - Member
2. **Mrs.N.Anuradha** - Member

## ACADEMIC COUNCIL (2018 – 2019)

PRINCIPAL

### CHAIRMAN

1. **Dr. P . Saravanan** M.A.,M.Sc., B.Ed., Ph.D., NET., – Principal

Heads of the Departments

1. **Dr. S.Pugalanthi** – Dy.Director –RLIMS
2. **Mr. C.Suresh Kumar** – HoD, Dept of MC&HM
3. **Mr. M.Athigopal** – HoD, Dept of Networking
4. **Mrs. N.Anuradha** – HoD, Dept of CS & IT
5. **Mrs. V.Padmavathy** – HoD ,Dept of Commerce
6. **Mr. P.Thirunavukarasu** – HoD, Dept of Animation
7. **Mr. M.Raghukulidasan** – HoD, Dept of Visual Communication
8. **Mr. PRajesh Kumar** – HoD, Dept of BBA
9. **Mr. V.N.Devkumar** – HoD, Dept of F&IS
10. **Mr. R.Sivasubramanian** – HoD, Dept of Mathematics
11. **Mrs. R.Suganthi Hepziba** – HoD, Dept of English
12. **Mrs. N.Selvi** -Asst. Professor, Dept of Tamil
13. **Mrs. G Neela**, In-Charge, Dept. of Hindi
14. **Mr.P.Thangamuthu** – Dept. of Physical Education

### SENIOR FACULTY MEMBERS :

1. **Dr. K Archunan** - Vice Principal
2. **Mr. V.Gangadharan** – Asst. Professor, Dept of MC&HM
3. **Dr. K.Navarathinam** – Assoc. Prof. RLIMS
4. **Mrs. K.P.Maheswari** – Asst. Prof. IT & CS

### EDUCATIONAL EXPERT :

1. Educationist – **Dr. G.R.Balakrishnan**, Advisor, SLCS
2. Engineer – **Mr. R. Muthukrishnan**, Principal, RLINS
4. Commerce – **Mr. N.Meenakshi Sundaram**, CA
5. Medicine – **Dr. A.Nataraja Rathinam**, M.S

### NOMINEES OF THE UNIVERSITY:

1. **Dr.S .V.Hariharan** , Senior Professor & Head,  
Dept of Econometrics, MKU
2. **Dr. A.Ramu**, Prof & Head, Dept of Inorganic Chemistry,MKU.
3. **Dr. K.Chandrasekaran**, Prof & Head,  
Dept of Physical Education, MKU

### MEMBER SECRETARY :

1. **Mr. S.Siva Kumar** – Assistant Professor, English

## **COURSES OFFERED**

### **UNDER GRADUATE**

Part I Tamil/ Hindi

Part II English

Part III Major

Courses Subject	Subject
B.Sc.	Marine Catering and Hotel Management
B.Sc.	Computer Science (Security System Specialization)
B.Sc.	Networking
B.Com.	Banking & Insurance
B.Sc.	Animation
B.Sc.	Visual Communication (Film & Television Production Specialization)
B.Sc.	Fire and Industrial Safety
B.B.A.	Logistics and Shipping Management
B.Sc.	Information Technology
B.Com.	Honours
B.Sc.	Food Science & Processing Management

### **Post Graduate Courses**

Courses	Subject
MBA	Business Administration
M. Sc	Visual Communication

### **PG Diploma, Diploma & Certificate**

Courses	Subject
PGDFIS	P.G. Diploma in Fire and Industrial Safety

## **CBCS**

Choice Based Credit System is followed. Some of the salient features of the system are as follows:

No student can get a degree without studying Tamil, Part - I.

All students get a chance to study subjects like Value Education, Environmental Studies and Skill-based subjects under Part IV.

Students gets opportunity to choose an non major subject as an elective during III and IV Semesters.

Cumulative Grade Point Average (CGPA) is calculated for the entire course and furnished in the mark statement.

# **SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE**

TVR Nagar, Aruppukottai Road, Madurai 625 022.

Estd: 1994

(An Autonomous Institution & ISO 9001-2008 certified Institution)

Affiliated to Madurai Kamaraj University

Re-Accredited with B Grade by NAAC

## **A. COLLEGE RULES**

### **I. ADMISSIONS**

1. All candidates for admission should produce +2 mark statement or Degree certificate and a Transfer Certificate and a Conduct Certificate from the Principal of the School or College last studied, for admission.
2. Any candidate who is found to have given false information or suppressed any fact will be dismissed from the college without any notice with forfeiture of all the fee paid by him / her.
3. No candidate will be enrolled or allowed to attend any class until he / she has paid the fee in full within the specified period.

### **II. WITHDRAWALS**

1. The Principal reserves the right to issue T.C. to any student at any time in the course of the academic year, thereby compelling him / her to leave the college for reasons of indiscipline, lack of progress in studies, non payment of fee to the college or illness considered to be contagious or affecting other students or any other reasons which the Principal may consider to be detrimental to the interest of the college if the student is allowed to continue.
2. Any student who leaves the college without the permission of the Principal before completing the course will not be issued Transfer and Conduct Certificate, but on sufficient reasons being given, the Principal, at his discretion, may issue them both.

### **III. FEE**

1. Course Fee: Refer Fee Structure. Course Fee fixed by the college should be paid at the time of admission and subsequently as per Fee Schedule by way of Demand Draft in favour of Subbalakshmi Lakshmipathy College of Science payable at Madurai or in any other mode specified by the College.
2. No part payment of fee is Permitted.
3. The fee as per the Fee Structure shall be paid immediately on admission of the student.
4. Advance Fee: Wherever stipulated the advance fee shall be paid in time and will be adjusted in the course fee.
5. Refund: Fee once paid to the College will not be refunded under any circumstances.
6. In case, any student leaves the institution any time during academic year he / she should pay the fee for that academic year in full.
7. DUE DATES: For Semester Courses, the Semester / Installment fee will have to be paid before the due dates.

I Semester / I Installment	-	At the time of Admission
II Semester / II Installment	-	October, 30
III Semester / III Installment	-	April, 30
IV Semester / IV Installment	-	September, 30
V Semester	-	April, 30
VI Semester	-	September, 30

8. LATE FEE AND FINE: If a student fails to pay the fee on the last dates, a fine will be collected as follows: May 1st to 15th / October 1st to 15th - Rs. 250/-

The fine will be collected based on the date of receipt of D.D at our office (not based on the date of D.D). Students who are defaulters

should pay the respective fine amount for the delay along with the payment of Installment Fee.

The students who do not pay the fine amount along with the fee will not be permitted to attend the class after the last date.

If the fee has not been paid by the student on May 15th / October 15th, his / her name will be removed from the rolls of the College.

Re-admission can be made on paying the necessary re-admission fee of Rs. 500/-

Note: If the last date happens to be a holiday the preceding working day will be the last day for remittance without fine. Fee will be collected till 01.00 p.m. at our office.

#### **IV. ATTENDANCE**

1. Every student is expected to attend the classes regularly. Attendance will be taken every period. Absence without leave or without prior permission for one hour will be treated as absence for the respective session.
2. Leave letters should be submitted to the Principal and prior sanction should be obtained.
3. When absent due to sudden and unforeseen circumstances, the application for leave shall be submitted on the date of joining. If the student is incapacitated due to serious illness, then the parent or guardian is expected to apply on his / her behalf.
4. In case of application for leave for more than 3 days on account of illness, a Medical Certificate from an authorized Medical Officer should be produced on the first day of his attending classes.
5. If a student absents himself without prior permission except under extraordinary circumstances, he / she is liable to pay a fine of Rs.10/- per day.

6. All applications for leave shall be endorsed by the parent or the guardian in the case of day scholars and by the Deputy Warden in the case of Hostel students.
7. Percentage of attendance below 90% will attract a fine of Rs.10/- for one percent each. 90% and above of the attendance will attract no fine.
8. If a student has the attendance below 80%, he is not eligible for writing semester / trimester examinations. A condonation fee along with the Medical Certificate for the days of absence will be collected for permitting the student to write the examination. The condonation fee will be collected as per the rules and regulations. If the student has the attendance below 55%, the student has to repeat the semester.
9. If a student absents himself / herself for a continuous period of seven working days without approved leave, the student shall be deemed to have left the college and his / her name will be struck off from the rolls unless he / she proves that the failure to obtain permission for leave was unavoidable.
10. Attendance at classes and academic progress as well as the conduct of the student will be taken into consideration while recommending him / her for merit certificates, higher studies, jobs, as well as for representing the college in extra – curricular activities.
11. A Parents are informed that ,whenever student leaves and returns to college campus, an SMS will be sent to your mobile phone, from this academic year onwards.

#### **VI. GENERAL RULES**

1. Class Hours:
  - i. Only if there is sufficient reason for being late, the lecturer of the class may permit the late comer to attend the class.
  - ii. Students who have no class to attend at any particular hour shall proceed to the Library and engage themselves in Library



after getting permission from the Head of the Department. They should on no account loiter on the verandahs or in the college campus and disturb other classes at work. Violation of this rule is punishable.

2. Building, Furniture: Students are prohibited from defacing or damaging the building or furniture in any way. In case of damage, the cost will be recovered from the student who has indulged in such activity. If the responsibility for it cannot be fixed on any individual or individuals, then the cost will be recovered from all the students in the class / college collectively.

3. Discipline:

- i. Students must not enter any classroom other than their own without the special permission of the Principal.
- ii. The conduct of the students in their classes as well as in the college premises should cause no disturbance to students of other classes.
- iii. Every student shall greet the teacher whenever he / she meets them during the day.
- iv. When a teacher enters the classroom the students shall rise up. Similarly they shall rise up and remain standing when he / she leave the room.
- v. Irregularity in attendance, insubordination, discourtesy to staff members, habitual inattention and late-coming, neglect of work, obscenity in word or act are punishable by permanent or temporary dismissal, or any other punishment given by the Principal.
- vi. No student shall leave the classroom without the permission of the teacher while the class is in progress.
- vii. Students shall not make any noise while moving from one class to the other.

viii. Only after obtaining prior permission, the student can enter the college office for any official transaction.

4. Notice Boards:

- i. Students are expected to read notices displayed on the college notice boards. Failure to read the information will not be accepted as an excuse for failing to comply with them.
- ii. No notice of any kind shall be circulated among the students or put on the notice board by the students without the approval of the Principal.

5. Meetings:

Students are forbidden to organize any meeting in the college or collect money for any purpose without written permission from the principal.

6. Party / Communal / Religious Activities:

No student shall take part in any party / communal / religious or any public movement which the college authorities think as undesirable for students.

7. Smoking / Drugs etc:

Playing cards, Smoking and consuming liquor are strictly prohibited within the college campus. Students who are found playing cards, smoking, using drugs or consuming liquor will be dismissed from the college, without any notice and he / she has to forfeit the fee paid by him / her.

## 8. Ragging:

Ragging is a criminal offence and is strictly prohibited. Besides taking severe disciplinary and legal action against the offenders, they will be summarily expelled from the college.

The following paragraph is an extract from “The Tamilnadu Anti-ragging Act 1977” which will enlighten the students on the seriousness of this issue.

Prohibition of Ragging:- Any person who contravenes section (3); Ragging within or without any educational institution is prohibited.

Penalty for Ragging:- Whoever directly or indirectly commits, participates in, abets or propagates “ragging” within or without any educational institution, shall be punished with imprisonment for a term which may extend to three years and shall also be liable to a fine which may extend to twenty five thousand rupees.

Dismissal of Student:- 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.

It is therefore in the interest of the student community and in his / her own interest that he / she scrupulously avoids indulging in ragging as the penalties can be quite severe.

9. a) No student will be permitted to attend the college riding two wheelers.

**b) All day scholars in and around Madurai should only use the College bus for attending the college.**

c) Bus fares will be collected and the student is required to remit the bus fee along with the installment fee.

10. Remittance of Payments: Payments are accepted on all working days between 08.00 a.m. and 01.00 p.m.

11. Conduct outside Premises: Though the college does not hold itself responsible for the conduct of its students outside its premises, it takes cognizance of any serious misconduct of a student committed

outside its precincts and in case of any serious charges, the guilty shall be punished according to the gravity of the offence.

12. Identity Card: Every student should possess an identity card issued by the college which should be worn by the student inside the college premises. It should be produced whenever asked for, especially when dealing with the office, library and the bakery.

13. Roster System: The students of Maritime Hospitality Studies will have to work in roster system in the college before / after the college hours in the operational areas attached to the college in partial fulfillment of the Bachelor's Degree.

14. Insurance Scheme: All students are covered under Group Personal Accident policy / Medi-claim. The students are instructed, in case of any need, to consult Medical Officers approved by the institute to become eligible for the benefits of the insurance scheme.

15. Change of Address: Notice of the change of address should be intimated immediately to the Principal in writing.

16. Registering for any other course: Students studying a course conducted by our college / institute are not entertained to register for any other degree courses.

17. All the students should open a Bank Account in their name in any Bank of their convenience.

18. Any amount payable to the students will be paid only by way of a crossed D.D / Banker's Cheque drawn in favour of the students. No payment of cash will be entertained.

## VII. HALL TICKET

The Hall Ticket to the Semester / Trimester Examination will be issued to the student only on clearance of dues from the Principal's office.

## VIII. DRESS CODE

“Dress maketh a man”. There is a prescribed dress code for boys and girls for all UG and PG students. Details will be communicated through a circular.

Students should have a minimum of 3 uniform sets and they should wear the uniform on all working days. All MBA students shall wear shoes as part of their Uniform.

Students who do not wear the prescribed dress will not be permitted to enter the college campus.



## B. LIBRARY RULES

- i. The Krishnamal Ramasubbaiyer Library is open to all students and the members of the teaching staff of the institution. It is kept open from 07.00 a.m. to 09.00 p.m. on all working days. On Sundays, it functions from 08.00 a.m. to 04.00 p.m.
- ii. All the students must enter the library in uniform with Identity Card and should observe strict silence in the library premises.

- iii. As per the notification displayed in the Library Notice Board, UG / PG Student should bring their own Identity Card to borrow books on specified days.
- iv. The borrowed book is to be returned within 7 days. Students can renew the books twice after the first borrowal.
- v. A student who borrows or returns a book must transact only in person.
- vi. No student shall lend his Identity Card to anyone. Any student found doing so, will forfeit the same.
- vii. Students can check the availability of books through the catalogue in the computer. They should reserve the books in advance.
- viii. If the reserved books are not taken within 3 days, the reservation will be cancelled. A member cannot reserve more than two books.
- ix. Students will be required to produce their identification card and to sign the register maintained by the librarian when the books are issued to or returned by them.
- x. Books are to be borrowed only on the working days by applying for the books using Identity Card. The timings for borrowing and returning books and periodicals will be put up on the library Notice Board.
- xi. The library functions on a closed – access system
- xii. While entering the library all members are requested to leave their belongings in the property counter. They can be collected while leaving the library. The librarian shall not be held responsible for the loss of the belongings at the counter.

- xiii. At the time of return, if a book is found damaged it will lead to a payment of fine or the entire cost of the book as may be decided by the Librarian in consultation with the Principal. On borrowing a book a student must examine it and report to the Librarian of any damage or markings found in it. Failure to do so, shall make him responsible to replace the damaged book.
- xiv. Each student is permitted to borrow only one old magazine or journal (not current issue) in addition to a book subject to the availability of the magazine. No renewal is permitted for the magazine or Journal borrowed.
- xv. A student who loses his Identity Card should report the fact to the Librarian immediately. Fresh Identity Card (Duplicate) will be issued to the student on payment of a penalty fee of Rs.200/- at the office.
- xvi. Return of books will be accepted only during specified hours. No excuse will be entertained for delay in returning a book.
- xvii. The Librarian may recall any book at any time even before the due date.
- xviii. If a book is not returned on the due date, a fine of Rs.10/- per day will be levied.
- xix. All books must be returned to the library before 7 clear working days of the closure of the semester. Unless they do so, their deposit money will not be refunded to them.

Any student who discontinues his studies in the course of the year should also surrender his / her Identity Card and get a No Due certificate from the Librarian. In case of loss or damage to a book, fine must be paid.

- xx. Inside the Library, books, magazines and journals should be handled with care. A student who damages any book, magazine or journal may be asked to pay a fine or be deprived of the privilege of using the Reading Room and the Library or both.

- xxi. Reference books, journals, project works, notes, Rare and Picture Publications, Reference documents, Atlases, Map Reports, Xerox copies and question papers will not be issued under any circumstances. They are to be referred inside the library only on producing the Identity Card.
- xxii. Entry to the Library is restricted only to our students.
- xxiii. Students are not permitted to work in group and study verbally in the library.
- xxiv. Furniture inside the library should not be moved around. While leaving the library, the students should arrange the chairs properly.
- xxv. For the Staff: The teaching staff must return all the borrowed books to the Library on the last working day of every month. They can borrow the books again only from the third working day of the next month.
- xxvi. To motivate the students to utilize the library to the maximum, an award called "Best User Award" has been instituted. The Best User Award for the semester constitutes books worth a few thousand of rupees.

### **C. HOSTEL FEE RULES**

- i. The student has to pay the hostel fee for the full academic year.
- ii. No part payment of fee will be entertained.
- iii. Once a boy / girl has been admitted in the Hostel, he / she has to stay in the Hostel during the entire period (UG for 3 years and PG for 2 years)
- iv. In case of any withdrawal from the hostel on any account the student has to pay the hostel fee for the entire course (For UG 3 years and PG 2 years) and can vacate the hostel.
- v. No amount will be adjusted for the hostel fee from any other fee paid by the student.

## D. HOSTEL RULES

1. At the time of Admission, all students should submit two copies of their photos taken along with their parents / local guardians at the Principal's office.
2. Each hosteller must bring with him / her 6 lever Godrej lock with three keys. One key will be with him / her and the other two keys must be handed over to the Deputy Warden.
3. The hostellers are not permitted to exchange the room with others. The management reserves the right to re - allot or change his / her room without assigning any reason.
4. Parents are allowed to meet their wards only on Sundays. Parents or outsiders will not be allowed to enter the hostel premises.
5. However, if occasion demands, parents will be allowed to meet the hostellers during day-time, without causing any hindrance to their daily routine with permission from the Principal.
6. Hostellers coming after vacation can have entry into the hostel only between 03.00 p.m. and 09.30 p.m. on the previous day.
7. The hostellers should take care of their belongings. The institution will not be responsible for any loss of property due to their negligence.
8. No dayscholar shall enter hostel premises. If found doing so, the occupant of the room will be heavily fined / suspended along with the day scholar at the discretion of the Principal.
9. Hostellers, at the time of leaving the room, should ensure that the fans and lights are switched off.
10. Hostellers are expected to keep their rooms clean and neat. Pasting pictures or writing on the painted wall are prohibited. Undesirable reading materials, indecent pictures shall not be found in possession of the hostellers. Smoking, consuming liquor, drugs and playing cards are strictly prohibited not only inside the hostel premises but also within the college campus.
11. Periodical / surprise inspection of the rooms will be done by the college authorities. If any hosteller is found violating the rule, he/she will be dismissed from the hostel.

12. Ragging of any kind is prohibited. It is an offence by law.
13. If a student fails to hand over the key and goes out of the campus without getting permission, his / her room will be opened by the Deputy warden, in the presence of another student or witness, with the duplicate key and another lock will be used for the room. Disciplinary action will also be taken against the student.
14. During class hours no student shall stay in the hostel without the permission of the Principal. The students who fall sick can contact the Deputy Warden who would arrange for a visit to the nearby hospital with which the college has a tie-up. The transportation facility for the same would be provided by the college.
15. The mess timings / rules and dress regulations must be strictly followed. The timing will be displayed in the hostel notice board. Food from outside shall not be brought into the Hostel / College premises by hostellers.
16. Silence is to be maintained in the Hostel during study hours.
17. All the room lights must be switched off at 10.30 p.m.
18. Each room is equipped with all basic comforts. The hosteller is instructed to handle the furniture and the other installations with care. If there is breakage or damage, the hosteller is liable to pay double the cost of the material damaged with installation charges. Collective fines will be imposed on the hostellers of the concerned wing if damage is caused to the installations in the common bathrooms, toilets and recreation rooms.
19. The hostellers are prohibited from:
  - a. unlawful assembly inside the hostel or the college
  - b. forming any Union
  - c. collecting funds
  - d. making any notification on the hostel notice board and

e. directly or indirectly taking part in any social or political gatherings

f. performing any action that will amount to ragging.

20. Study Hours: The study hours are from 08.30 p.m. to 10.30 p.m. During study hours, the hostellers should be present only in their rooms.

Students, who violate this rule and are found loitering in verandahs or outside the hostel, will be punished severely.

21. Once admitted into the hostel the hosteller cannot quit hostel without the consent of the Principal.

23. If a hosteller is found guilty of serious in-disciplinary conduct, he / she shall be removed both from the hostel and the college immediately.

24. Hostel students can leave the hostel only during I and III Saturday and Sunday.

25. Daily outing during evening time i.e 6.00 pm to 7.00 pm is allowed.

26. Thursday, Tuesday Outing between 4.00 pm to 9.00 pm is not allowed.

27. Only 3 times in a semester a student can leave the hostel other than I and III Saturday & Sunday, on emergency Leave form.

28. The return time for both boys and girls after leave in 06.00pm, or 08.00am next day.

29. A Hostel student should report before 07.30 pm to the main Gate at morning Hours on all Working Days. Late comers can be permitted only by the principal and NOT by the Deputy Wardens.

30. A Hosteller MUST leave the campus as mentioned in the leave form, failing which will lead to a very serious disciplinary action against the defaulters.

31. Extension of leave MUST be informed well in advance to the Principal and DY Warden, by the Parent concerned.

32. Leave forms must be produced before 8 Hours at Principal's Desk.

## **E. BUS FEE**

1) All the day scholars coming from in and around Madurai should use only the College Bus.

2) No student is encouraged to withdraw from middle of the course / semester. If so, he/she has to pay the bus fee for the entire academic year.

## **F. RAILWAY CONCESSION FORM**

1. Railway Concession Forms would be given to students coming from faraway places to go home from college during vacation and return to the college;

2. To students attending training courses in India; and

3. To groups of students going on educational tours undertaken by the College.

## **G. PHYSICAL EDUCATION RULES**

Students who have taken sports equipment for playing games during their educational tenure should return all the equipment to clear the dues before appearing for examinations. Failure to do so will result in payment of fine.

## **H. PARENTS TEACHER ASSOCIATION & PROGRESS REPORT**

The College administration has taken cognizance of the fact that the holistic development of the student is possible only when the parents are involved in the process of education. Hence the PTA system is evolved and it is being implemented successfully.

### **The Progress Report of Students**

Towards the end of every semester, a Parent Teacher meeting is held on the day earmarked for his purpose in the college calendar.

A mentor who is in charge of the students maintains the cards and ensures that the entries are regularly updated.

Parents meet the respective mentor with their wards and collect the progress report of their wards.

The progress report contains details of students with respect to attendance, CIA Marks, Arrears of subject if any in the previous semester.

Counseling is done to both parents and students for better performance of their wards.

### **COMMON FACILITIES**

1. A beautiful and serene Vinayagar temple at North east corner of the campus brings in peace and mental calmness for every one who enters the campus.
2. Reverse osmosis processed drinking water is served
3. 24 hrs electric power supply is assured with two generators
4. Public address system installed in each block.
5. A Bakery & A Canteen are available in the campus.
6. Hi-tech swimming pool is available for interested students.
7. Gym facility is available.
- 8 A/C Gallery style auditorium with ICT facility is available.
9. A Placement and career guidance cell is available.

### **Wi-fi Facility**

Staff, Research scholars, students and resource persons who visit the college can have access to the internet information through this ICT facility.

