



Affiliated to Annamalai University, Chidambaram, Tamil Nadu, India.

Phone: 04364 – 289426; Fax: 04364 - 289592

E- mail: [tbmlcollege@gmail.com](mailto:tbmlcollege@gmail.com); Website: <http://tbmlcollege.ac.in/>

**Procedures and Policies for maintaining and utilizing Physical , Academic and Support facilities, Laboratory, Library, Sports Complex, Computers and Classrooms**

Taking into the consideration, the quality planning and quality assurance , the college has evolved certain procedures and policies for various components of the college and insisted them to adhere strictly.

These Standard Operating Procedures (SOP) are chartered with the view of better teaching – learning experience, safety of the Stake-holders, financial and infrastructural planning, energy conservation and ecological concerns.

**GENERAL DISCIPLINE**

**Class Hours**

1. The College functions in two sessions. The Day Session is from 09.00 a.m. to 01.40 p.m. and the Evening Session from 1.50 p.m. to 06.15 p.m.
2. The first bell for the class is rung fifteen minutes before the commencement of the Day/Evening session and the final bell at the hour fixed for the commencement of the class. A bell is given at the end of each period. A long bell is given at the end of each session.
3. At the first bell before each session, students shall go to their respective classes and take their seats so as to be present when the teacher enters.
4. No student shall leave the class room during the lecture for any reason.

**Rules Regarding Attendance**

All the students are expected to attend classes everyday, without fail. However, if there are some important and genuine reasons such as family function, ill-health etc., students can avail leave after obtaining permission from the Head of the Department.

1. Daily attendance of students should be marked by concerned subject teachers for every period in the attendance register issued by the College.
2. Consolidated attendance for the day is to be posted in the register maintained in the department for each class.
3. Monthly attendance of students of each class should be compiled at the department level and a copy of it should be displayed in the department Notice-Board and another copy submitted to the College office on or before the 10th day of the following month.





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4. Students must have earned 75% attendance in each course for appearing for the University Examination. Students who have earned 70% to 74% of attendance have to apply for condonation in the prescribed form with the prescribed fee. Students who have earned 60% to 69% of attendance have to apply for condonation in the prescribed form with the prescribed fee along with the Medical Certificate. Students who secured less than 60% attendance shall not be permitted to write the examination and shall re-do the semester(s) after completion of the course with the prior permission of the Registrar of the University.
5. After the final attendance list is put up on the notice board at the end of the semester, no request for corrections of attendance will be entertained.
6. If a student is absent for one period he/she will be marked absent for half a day. If a student is absent for two periods, he/she will be marked absent for a day
7. Students involved in Co & Extra-Curricular activities happen to miss regular classes and they should contact the respective authorities (HODS, Faculty Advisors for various groups, Physical Director, NCC Officers), and then meet the Vice-Principal with their recommendations for attendance within the next four working days. This should be forwarded by the HOD in the prescribed form.
8. Maximum of 15 days per semester is permitted for a student to go on other duty. However specific cases which are likely to exceed this Maximum Limit will have to be referred to the Principal well in advance for his/her special written permission.

#### Leave Rules

1. Students should apply for leave only in the prescribed leave application form available in the Department.
2. The leave must be sanctioned by the Head of the Department.
3. If leave is requested for reasons of illness for more than two days, the leave applications should be submitted by the parents/local guardian on or before the 3rd day of illness and on the date of re-joining a fresh leave letter along with medical certificate from the medical authority who had given treatment to the student should be submitted.
4. Leave letter submitted after the prescribed time limit, will not be accepted.
5. The name of the student will be removed from the rolls if he/she is absent continuously for more than 10 days without obtaining leave.

Note: Submission of leave application with/without medical certificates does not entitle a student to earn attendance for the days of his/her absence. Departments should maintain leave / on duty register and the leave letters and on duty applications should be filed properly.





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### Dress Code and Etiquette

1. Students attending classes, meeting or other gatherings within the College are expected to be presentably dressed in accordance with approved etiquette. Students should not wear T-Shirts. Girl students should wear saree/salwar kameez/chudithar with dupatta.
2. When a student meets a member of the staff for the first time in the day, he/she must greet him/her appropriately.
3. All are forbidden to smoke in the college premises, to write or make any mark on the walls or desks or throw paper or ink on the floors of the classrooms or corridors. Severe action will be taken against the offenders.
4. Students are not allowed to loiter about or stand in the verandas or corridors of the college during class hours.
5. Students who commute by bike/car should enter and leave the college via the main gate and park their vehicles in the parking space only.

### General Conduct of Students

1. Students shall not make any noise while moving from classes and maintain strict silence during class hours. They should avoid walking along the corridors during class hours.
2. Any damage caused by students to College property will be made good at their expense. Those responsible for such damage shall be dealt with severely. Collective fines will be imposed for any damage, if the cause of the damage cannot be traced to any individual.
3. Students guilty of using unfair means in the examinations will be dealt with severely.

### Work Experience Scheme

Students desirous of joining this scheme in areas like service in the library, gardening, office work, etc., shall apply to the Principal in writing at the beginning of the year. Those who selected under this scheme will be paid a small remuneration within the budget provided for this scheme.





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## LABORATORY

### **Maintenance**

- Stock Registers (both Equipment's and Contingency) are maintained in all departments to enter items regularly.
- Issue registers are used for monitoring
- Lab-assistants are appointed in laboratories.
- Internal stock verification is done every year by a committee constituted by the Principal.
- Repairs and maintenance of materials are done whenever it is required.
- Instruments and equipment are serviced periodically.
- Undisturbed electric powers to water supply are ensured.
- First-aid boxes and Fire extinguishers are installed and maintained in all laboratories. Labs with adequate natural light and ventilation.

### **Utilization**

- Optimum utilization of laboratory by using pre-planned lab timetables.
- Usage of labs for school students, teachers, and other needy people whenever required.
- Theory papers are suitably supplemented with practical papers.
- As the college is situated in the coastal rural place, the local resources are utilized for the various and novelty of the laboratory practical.





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### MARTIN LUTHER LIBRARY

#### Maintenance

- Library stocks are arranged into science, humanities, computers, reference and competitive examinations.
- An internal stock verification is done regularly.
- Books are arranged with call number in their respective subject rack.
- Attendance of library users is entered by using bar code entry system of their identity card.
- New arrivals of journals and periodicals are displayed in the new arrival rack.
- M. Phil, thesis submitted to library are kept in a separate place as reference material.
- Reprographic facilities are available with subsidized charges in the library.
- Internet facility is available for bibliographic search and internet accessibility.
- Stock rooms are available for storing the back volumes.
- Book catalogue and availability can be verified with OPAC facility.
- Adequate number of fire extinguishers and first aid boxes are installed and maintained.
- Books and materials are properly maintained by taking regular pest attack prevention and control measures.

#### Utilization of Library

- Useful newspaper clippings about the College, job, awards, research etc. are displayed.
- Computers with internet connection are available to access internet and download E books and e-journals databases and to access other databases.
- Separate reading rooms in the ground floor are available for making use of the reference books and to refer them.
- A reading room with books to prepare for UPSC, TNPSC, Banking, NET, SET etc. is available in the ground floor.
- Accessibility to books in the rack in the first floor and facilities for reading are provided.
- A reading room with daily newspapers, recent periodicals, magazines and scientific/ research journals etc. is available in the ground floor.
- Staff and students can borrow books using their ID card.
- Library conducts essay and elocution, competitions to motivate the students. The winners are awarded prizes in the College day.
- Best student library user award is given every year in the college day function.
- Ours is a referral library for research scholars and students of neighbouring colleges,

#### Working Hours:

9.00 a.m. to 6.00 p.m. on all working days.





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### SPORTS AMENITIES

#### **Maintenance**

- Two play grounds are available in the campus one in the front and other in the back with 400 metres with running tracks. A full pledged gym facility available in the campus.
- A systematic procedure is adopted for the purchase and maintenance of sport infrastructural facilities.
- Director of Physical Education is to educate and motivate the students to participate in sports activities in the college.
- The Marker maintains the play-field and supplies the play kits.
- Electrification and water supply in the sport amenities are monitored and maintained.
- Annual physical stock verification and equipment maintenance are done.
- Extra Diet for Supplementary nutrition to the aspiring rural athletes are being provided by an exclusive endowment fund.

#### **Utilization**

- The Gym enables the students and staff to keep fit.
- Gym is kept open in the college working hours from 9.00 am to 4.00. pm regularly and in addition, The Gym is kept open in the morning from 6.00 am to 8.30 am and also in the evening 4.30 pm to 7.00pm.
- The promising players in different games and athletics undergo regular practice in the ground.
- The outdoor sports facilities are used to host University Inter-Collegiate Tournaments, State and District level Tournaments and the college annual sports day every year.
- The front playground has obstacle course on one end for the utilization by NCC cadets and students.





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### COMPUTER LABORATORY

#### Maintenance

- All computers and air conditioners in the labs are serviced by trained technicians from companies.
- Only good quality computers and printouts are procured for labs with adequate power backup facilities (UPS and Generator).
- To provide computers for each student, timetable for practical classes is designed in advance.
- Computer Networks in the campus, both LAN and WAN, are maintained by structured and OFC cabling.
- SONICWALL FIREWALL security software is used to monitor unwanted users and virus.
- Internet service in the college is provided by AIRTEL through a separated leased line 8 GBPS speed.
- First aid box and Fire extinguishers are installed and maintained in computer laboratories.

#### Utilization

- Students are motivated to pursue course in NPTEL, SWAYAM and other online education platforms.
- Students from all the Departments are encouraged to use Computer lab and train and develop the skills of different software.





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**Porayar - 609307**

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## CLASSROOMS

### **Maintenance**

- In the college, office establishment section performs the building maintenance and the repair works inside the campus.
- All classrooms have adequate furniture, lights, fans and electrical points. Repair works, replenishment of furniture, blackboard, electrical and plumbing are carried out whenever required.
- Academic blocks are installed with lightning arresters and RO water supply.

### **Utilization**

- After working hours the classrooms are utilized to conduct department association meetings, competitions and certificate courses for Students.







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## HOSTEL

### Admission

The Principal is the Warden of the Hostels. There will be separate Deputy Wardens for Boys Hostel & Ladies Hostel and Proctors for each blocks of the Hostel. Hostel admission is at the discretion of the Warden.

### Boarding Charges

The hostel mess is run on dividing system. At the end of every month the total actual mess expenses for the month will be divided among the boarders and the amount per head will be collected from them before the 10<sup>th</sup> of the succeeding month.

### Furniture and Electrical Fittings

- Students shall safeguard the furniture and equipments they use. They are responsible for any damage caused to the furniture, equipments, lights and other fittings in any part of the hostel.
- At the end of each year occupants are required to vacate their rooms in good condition. Any breakage and damage will have to be paid for. In case of damage for which no individual is held responsible collective fine will be levied.

### Discipline

1. Students must strictly observe the study hours from 8.30 p.m to 10.30 p.m There should be absolute silence.
2. Students will have free nights on Saturdays. But they must return by 10.30 p.m But Women Students will not be permitted.
3. Students should not entertain guests. If any student violates this rule, he/she may be removed from the hostel.
4. All leave applications to the College should be signed by the Deputy Warden. Absentees without permission from the authorities will be removed from the hostel.
5. Boarders/Residents should take the meals only in the hostel mess.
6. Boarders/ Residents are expected to take part in Extra Curricular activities of the hostel and keep up the dignity, decorum and moral aspects of the hostel. They should be careful about their behaviour both inside and outside the hostel.





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Students must maintain good discipline in the Dining Hall and keep it neat and clean. Any breach of discipline either in the hostel or outside will result in serious punishment like fine, suspension or dismissal from the hostel and college. The decision of the Management and Warden is final in all matters.

#### **General Discipline for Hostel mates**

- 1) The hours between 8.30 p.m. and 8.00 a.m. must be observed as hours of silence. During these hours all activities likely to disturb the other inmates will not be permitted. On all holidays the hours between 10 a.m. and 12 noon shall be observed as silence hours when there shall be no indoor games or music played.
- 2) Guests are not allowed to stay in the hostel rooms at any time of the day or night. They may be entertained in the Visitors Hall of the hostels.
- 3) Students are expected to keep their valuable like watches, gold articles, cash etc. safely. The hostel management is not responsible for any loss of such articles or cash.
- 4) A student admitted to reside in a Hostel enjoys the privilege only for the particular academic year of his/her "admission subject to his/her observing the above mentioned rules and regulations of the hostel or other rules and regulations that may be prescribed from time to time. his/her admission to the hostel in subsequent years will depend on his/her good conduct and behaviour in the Hostel, regular attendance at College classes, practicals etc., regular payment of Hostel and mess fees, availability of places in the Hostel in subsequent years and other considerations bearing on the larger interests of the College.



# T.B.M.L.COLLEGE

(NATIONALLY ACREDITED WITH FIVE STAR STATUS)

**Porayar - 609 307**

Nagai District, TamilNadu

**T.E.L.C**



## HOSTEL REGULATIONS

### PHONE Nos.

STD Code	Hostel		College Office
	Boys	Girls	
04364	289432	289310	289426

## **ADMISSION**

The Principal is the Warden of the Hostels. There will be separate Deputy Wardens for Boys Hostel & Ladies Hostel and Proctors for each blocks of the Hostel. Hostel admission is at the discretion of the Warden. Application for admission to Hostel must be made in the prescribed form which can be obtained from the Hostel Office on payment of Rs. 100/- . Students, on admission to the hostels, shall occupy the rooms assigned to them by the Dy. Warden and abide by the hostel regulations. They shall be under the supervision of the Deputy Wardens and Proctors. Proctors will supervise their studies and guide the students in their tutorial work.

## **BOARDING CHARGES**

The hostel mess is run on dividing system. At the end of every month the total actual mess expenses for the month will be divided among the boarders and the amount per head will be collected from them before the 10th of the succeeding month. A fine of 50 paise per day will be collected from the 11th day. Students who do not pay the mess dues before 20<sup>th</sup> will not be allowed in the mess. Electricity charges and mess servants salary shall be borne by the students on the basis of dividing system. This should also be paid along with the mess charges for the preceding month.

## **DEPOSIT**

The caution deposit paid will be refunded after adjusting all dues, only at the time of the student leaving the hostel.

## RENT AND ESTABLISHMENT CHARGES

Each Student admitted in the Hostel has to pay Rent and Establishment charges twice a year, in June and in December at the rates given below.

S.No.	Head	Rs.
1.	Application Fees	100/-
2.	Admission Fees	100/-
3.	Registration Fees	100/-
4.	Rent Rs. 1500 Estb. Rs. 1500 (Per Semester)	3000/-
5.	Repair & Maintenance	1000/-
6.	Servant Welfare	250/-
7.	Cautious Deposit	3000/-
	Total	7550/-

### Note

1. For Boys' Hostel : Extra fee of Rs.500/- for Single room per semester
2. For Girls' Hostel : Extra fee of Rs.500/-for PG Students per semester

### REDUCTION ON MESS CHARGES :

No reduction on mess charges will be allowed unless the leave of absence is specially approved by the Principal / Warden.

### MESS TIMINGS :

Breakfast : 7.15 to 8.15 AM

Lunch : 1.00 to 2.30 PM

Supper : 7.15 to 8.15 PM

## **FURNITURE AND ELECTRICAL FITTINGS :**

Students shall safeguard the furniture and equipments they use. They are responsible for any damage caused to the furniture, equipments, lights and other fittings in any part of the hostel. At the end of each year occupants are required to vacate their rooms in good condition. Any breakage and damage will have to be paid for. In case of damage for which no individual is held responsible collective fine will be levied.

## **DISCIPLINE :**

1. Students must strictly observe the study hours from 8.30 p.m to 10.30 p.m There should be absolute silence.
2. Students will have free nights on Saturdays. But they must return by 10.30 p.m But Women Students will not be permitted.
3. Students should not entertain guests. If any student violates this rule, he / she may be removed from the hostel.
4. All leave applications to the College should be signed by the Deputy Warden. Absentees without permission from the authorities will be removed from the hostel.
5. Boarders / Residents should take the meals only in the hostel mess.
6. Boarders / Residents are expected to take part in Extra Curricular activities of the hostel and keep up the dignity, decorum and moral aspects of the hostel. They Should be careful about their behaviour both inside and outside the hostel.

Students must maintain good discipline in the Dining Hall and keep it neat and clean. Any breach of discipline either in the hostel or outside will result in serious punishment like fine, suspension or dismissal from the hostel and college. The decision of the Management and Warden is final in all matters.

**PRAYERS :**

Daily worship will be conducted at 6.15 P.M on all days except Sunday. All Christian Students are expected to attend the worship. Others are also welcome.

**ABSENCE FROM THE HOSTEL AND COLLEGE CLASSES :**

- a) Residents who require leave from College classes on account of illness or on other valid grounds must apply through the Deputy Warden.
- b) Leave of absence from the College Hostel must be applied for separately.
- c) Hostel inmates must attend classes on all working days unless they are sick and have applied for leave of absence through the Deputy Warden. Absenting from classes and remaining in hostel or spending time in places other than classes during working hours is a serious breach of discipline which will attract fine or expulsion from hostel.

**SILENCE HOURS :**

The hours between 8.30 p.m. and 8.00 a.m. must be observed as hours of silence. During these hours all activities likely to disturb the other inmates will not be permitted. On all holidays the hours between 10 a.m. and 12 noon shall be observed as silence hours when there shall be no indoor games or music played.

**GUESTS AND VISITORS :**

Guests are not allowed to stay in the hostel rooms at any time of the day or night. They may be entertained in the Visitors Hall of the hostels.

**SAFETY OF VALUABLES AND CASH:**

Students are expected to keep their valuable like watches, gold articles, cash etc. safely. The hostel management is not responsible for any loss of such articles or cash.

**ADMISSION TO HOSTELS IN SUBSEQUENT YEARS:**

A student admitted to reside in a Hostel enjoys the privilege only for the particular academic year of his/her "admission subject to his/her observing the above mentioned rules and regulations of the hostel or other rules and regulations that may be prescribed from time to time. His/Her admission to the hostel in subsequent years will depend on his/her good conduct and behavior in the Hostel, regular attendance at College classes, practicals etc., regular payment of Hostel and mess fees, availability of places in the Hostel in subsequent years and other considerations bearing on the larger interests of the College.



## TAMILNADU GOVERNMENT GAZETTE EXTRAORDINARY :

The following Act of the Tamil Nadu Legislative Assembly received the assent of the Governor on the 14<sup>th</sup> February 1997 and is hereby published for general information.

Excerpts from Act No.7 of 1997 :

An Act to prohibit ragging in educational institutions in the State of Tamil Nadu. Be it enacted by the Legislative Assembly of the State of Tamil Nadu in the forty eighth year of Republic India as follows :

Short title, extend commencement :

- 1) This Act may be called the Tamil Nadu Prohibition of Ragging act, 1997.
- 2) It extends to the whole of the state of Tamil Nadu.
- 3) It shall be deemed to have come into force on the 19<sup>th</sup> day of December 1996.

Definition :

- 2) In this Act unless the context otherwise requires, "ragging" means display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes.
  - a) teasing, abusing, of playing practical jokes on, or causing hurt to such student or
  - b) asking the students to do any act or perform something which such student will not in the ordinary course willingly do.

Prohibition of ragging

- 3) Ragging is Strictly prohibited.

### **Penalty of Ragging :**

- 4) 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 two years and shall also be liable to a fine which may extend to ten thousand rupees.

### **Dismissal of Student :**

- 5) Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

### **Suspension of Student :**

- 6)(1) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the Head of any educational Institution, or to any other person responsible for the management of the educational institution he/she shall inquire into the same immediately and if found true shall suspend the student, who has committed the offence, from the educational institution
- 2) The decision of the Head of the Educational Institution or the person responsible for the management of the Educational Institution that any student has indulged in ragging under sub-section (1) shall be final.

### **Deemed abetment :**

- 7) If the head of the educational institution or the person responsible for the management of the educational institution fails or neglects to take action in the manner specified in sub-section (1) of section 6 when a complaint or ragging is made, such person shall be deemed to have abetted the offence of ragging and shall be punished as provided for in section 4.

**Principal / Warden**