

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 a lecture for any reason.
5. There will be prayer / devotion every day at 08.30 a.m. in the Seminar Hall. All are welcome.

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 celebration, ill-health etc, students can avail leave after obtaining permission from the Head of the Department.

1. Daily attendance of students should be marked in a register by concerned subject teachers for every period in the attendance register issued by the College.
2. 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 should be submitted to the College office on or before the 10th day of the following month.

3. **Students must have earned 75% attendance in each course for appearing University Examination. Students who have earned 70% to 74% of attendance have to apply for condonation in the prescribed form with the prescribed fee of Rs.500/- (Rupees five hundred only.) Students who have earned 60% to 69% of attendance have to apply for condonation in the prescribed form with the prescribed fee of Rs.500/- (Rupees five hundred only) 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.**
4. **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.**
5. **If a student is absent for one period he will be marked absent for half a day. If a student is absent for two periods, he will be marked absent for a day.**
6. **If Students involved in Co & Extra-Curricular activities happen to miss regular classes, they should contact the respective authorities (HODs, Faculty Advisors for various groups Physical Director, NCC Officers), and 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.**
7. **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 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 rejoining 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 10days 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.

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 dupetta.
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 verandahs 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 severely dealt with. 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 severely dealt with.

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.

CHRISTIAN WORSHIP

- a) There will be a brief session of Christian worship at 8.25 a.m. every day in the Seminar Hall. Christian students are expected to attend the worship. Others are also welcome.
- b) No corporate worship or religious ceremony / celebration / procession other than Christian worship or Christian religious celebration or ceremony shall be organised or conducted by the students in the College Campus or in the Hostels.

CHOICE BASED CREDIT SYSTEM (CBCS)

CONTINUOUS INTERNAL ASSESSMENT

The courses offered under both day & evening sections follow Assessment semester pattern with continuous internal marks for CIA is 25 (Theory) and for external University Examinations is 75 for each paper. The 25 marks for CIA is distributed as follows:

1. TEST - 15 Marks

(The average marks of best two out of three or four tests will be taken)

2. QUIZ / SEMINAR - 5 Marks

(The best two out of three will be taken)

3. ASSIGNMENT - 5 Marks

(The best two out of three will be taken)

NOTE:

1. Theory Internal 25 marks External 75 marks
2. Practical Internal 25 marks External 75 marks
3. Separate passing minimum is prescribed for Internal and External. The passing minimum for CIA shall be 40% out of 25 marks (i.e. 10 marks) The passing minimum for University Examinations shall be 40% out of 75 marks (i.e. 30 marks)

Excepting attendance, students will be given additional chances to improve the CIA marks by taking additional test or assignment as prescribed by the concerned teacher and Head of the Department. The students may appeal to the Principal through HOD, for the redressal of any grievance in this regard. The Principal's decision is final.

COLLEGE TESTS, EXAMINATIONS

Each Department will conduct composition, tests, examinations periodically. Common internal test in the university pattern will be held for all U.G & P.G students. Mid semester and Model Examinations will be conducted in a centralised manner. Students absenting themselves from tests will be severely dealt with.

MARTIN LUTHER LIBRARY

WORKING HOURS :

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

BOOK - LENDING

1. All students are issued Library Tokens and books will be lent on presentation of the tokens only.
2. One book will be issued against one token.
3. A maximum of one month from the date of issue of book will be given. If anybody wants any book for more than that period, they have to produce the book and get the date renewed.
4. If the books are not returned on due date a fine of 1 Rupee per day will be levied.
5. Loss of Tokens should be reported immediately to the Librarian. Lost token shall be replaced with duplicate on payment of Rs. 100/-
6. Students should keep the tokens issued to them in safe custody and they will be responsible for the books borrowed on their tokens.
7. Students of the Final Year Classes shall return their tokens to the Librarian at the end of the year.
8. Books will be issued to students for home use during the following hours, on production of Identity Card : 10.00 a.m. to 01.00 p.m. and 02.00 p.m. to 05.00 p.m.
9. Books shall be returned to the Library during the following hours : 09.30 a.m. to 12.00 noon and 02.00 p.m. to 04.00 p.m.
10. Students will be held responsible for loss or damage of books issued to them.
11. Students on receiving the books at the counter must check them and report to the Librarian any damage found in the book before they leave the Library. Failure to do so will render them liable for any damage that may be detected afterwards.

12. Reference books and rare books shall not be taken from the Library. Reference books, bound volumes of periodicals and university question papers will be available to the students for consultation and use inside the reading room only.

DEPARTMENT ASSOCIATIONS

There are Department - wise associations for which the Principal is the ex-officio President; the respective HODs will be the Vice-Presidents and a staff advisor from the department will be nominated by the HOD.

சீகன்பால்கு தமிழ்ப் பேரவை

வரலாற்றுச் சிறப்புமிக்க தராங்கம்பாடியில் சுமார் 300 ஆண்டுகளுக்கு முன்னதாக வந்து இறங்கிய அருட்தொண்டர் சீகன்பால்கு அவர்கள் சமயப்பணியோடு தமிழ்ப்பணியும் ஆற்றினார். ஆசிய கண்டம், இந்தியாவில், தமிழ்நாட்டின், தராங்கம்பாடியில் முதன் முதலாக அச்சுக்கூடம் அமைத்து தமிழ்மொழி வளர்த்த பெருமைக்குரியவர் சீகன்பால்கு அவர்கள் அன்னாரின் கால்தடம் பதிந்த மண்ணில் நிறுவப்பட்டுள்ள எம் கல்லூரியில் அவரது சீரிய பணியினை போற்றும் வகையில் "சீகன்பால்கு தமிழ்ப்பேரவை" உருவாக்கப்பட்டு, செயல்பட்டு வருகிறது. இப்பேரவையின் மூலமாக ஒவ்வொரு ஆண்டும் முத்தமிழ் விழா நடத்தப்படுகிறது.

இயல், இசை, நாடகம் என்ற மூன்றையும் அறிந்து கொள்ளும் வண்ணம் கல்லூரி மாணவர்களிடையே போட்டிகள் நடத்தப்பட்டு பரிசுகள் வழங்கப்படுகிறது. தலைசிறந்த பேச்சாளர்களையும் படைப்பாற்றல் கொண்ட கவிஞர்களையும் அழைத்து இலக்கிய உரையாற்ற ஏற்பாடு செய்யப்படுகிறது. தமிழ்த்துறைத் தலைவர் இதனை பொறுப்பேற்று நடத்தி வருகின்றார்.

WOMEN CELL

There is a Women Cell for the cause of Women Staff and Students of the college in which all the women are members. **Dr. I. Grace Gnanadeepam** from the Department of Co-Operation is the Staff Advisor for this academic year.

NATIONAL CADET CORPS.

There are two Divns. of N.C.C. (Naval Wing) with 110 cadets each. Girls can also enrolled.

The NCC Officers are :

1. S/Lt. Dr. **P.Gobinathan**, HOD of Botany
2. S/Lt. Dr. **G.Thomas Nithiyantham**,
Assistant Professor, Dept of Zoology

NATIONAL SERVICE SCHEME

There are Three units of NSS functioning in our college with 100 Volunteers each. **Dr. D. Elanchelian**, Dept. of Commerce, **Dr. G. Sheela Edward**, Dept. of History and **Dr. C.P. Jayaseelan** Dept of Co - Operation are the Programme Officers.

YRC - YOUTH RED CROSS

YRC is functioning in the college with active participation of the student community. **Mr.S.Nelson Amirtharaj**, Asst.Prof. of Chemistry is the Programme Officer.

RED RIBBON CLUB

RRC is functioning with a view to create awareness about AIDS and **Mr. M.Franklin Samuel Jebakumar**, Asst. Professor of English is the Programme Officer.

STUDENTS' EXNORA (Excellent Novel Radical)

Started with the objective of developing life skills in students. **Dr. L. Thangaraj**, Associate Professor of Tamil is the Co-ordinator.

MULTIPURPOSE CLUB

In order to create awareness among the college students and engage them in various activities like Road Safety, Anti - Plastic, Environmental friendly, a Multipurpose Club is functioning in our college. **Dr.M.Thenkuzhalli**, Assistant Professor of Chemistry is the Co-ordinator of the club. This club admit Students from Various Departments and functions at different areas of concern.

CONSUMER CLUB

A consumer club is functioning in our college with the objectives of imparting consumer education and creating awareness to the students, so as to make them to extend the awareness among the public in large. **Dr.V.Sambath** Assistant Professor of Co-Operation is the Co-ordinator for the consumer club.

STUDENTS SERVICE CENTRE

The Student Service Centre of the College offers the following services to students.

- i) Providing information about opportunities for Higher Studies and employment in India and abroad.
- ii) Helping Students to Prepare competitive examinations, entrance examinations and interviews. available Books, Journals and audio cassettes
- iii) Guidance and counselling services.
- iv) Placement services
- v) Information about Bus & Train Timings
- vi) Information on Local Climate Information

These services are provided through computer, personnel, bulletins, handouts and press-cuttings. The centre organises the following courses for the benefit of students depending on sufficient number of students enrolled. **Mr. M. Robinson**, Assistant Professor of Co-operation is the Staff -in-charge.

1. Personality Development and Effective Communication.
2. Spoken English
3. Computer Awareness and Basic Programming
4. Group Dynamics
5. Leadership
6. IAS Coaching Programme for Preliminary Examination. The Centre also provides consultancy to other institutions to start similar services.

MANNA

To help the deserving poor students, our teaching & non-teaching staff members started a project by name "MANNA". The students are provided with daily meals by the funds generously contributed every month by our staff members. The bank account is jointly operated by the Principal and a staff representative of Manna project **Dr. Sheeba Julius**, Assistant Professor, Department of Co- Operation. Nearly 150 students benefited by this project and the total amount contributed every year is around Rs. 3,70,000/-.

COLLEGE HOSTELS

With a view to accommodate students, men and women, from neighbouring and other Districts and to foster living in fellowship, the College runs hostels for men and women students separately. The Principal is the Warden of all hostels. Under him there are Deputy Wardens and Proctors for each hostel. The inmates are expected to abide by the rules and regulations in force. Admission is restricted to the number of vacancies available and students seeking accommodation have to meet the Dy. Wardens concerned in person.

Deputy Warden (Men's Hostel) : Dr. G.V. Pandian

Deputy Warden (Women's Hostel) : Mrs. Jayapackiyavathy

EXTENSION AND EXTRA CURRICULAR ACTIVITIES

1. **Academic Audit Committee**
Dr. D. Rajan
Coordinator
2. **Research & Projects Cell**
Dr. I. Joseph Panneerdoss
Coordinators
3. **Students Christian Movement**
Dr. S. Christinal Gunaseeli
Staff Adviser
4. **Women Cell**
Dr. I. Grace Gnanadeepam
Coordinator
5. **Add On & Certificate Courses Coordination Cell**
Ms. E. Eeva Nesanargunam
Coordinator
6. **AISHE & NIRF Preparatory Committee**
Dr. I. John David Ebenezar
Mrs. J. Gowri Anandh
Coordinators
7. **CSR & IPR Cell**
Dr. M. Jothibas
Coordinator
8. **Alumni Association**
Dr. V. Ramesh Babu
Secretary
9. **Career Guidance and Placement Cell**
Dr. J. Samu solomon
Coordinator
10. **College Website Committee**
Dr. E. Benhur Arunodhayam
Coordinator

11. **Endowments Management Cell**
Dr. N. Robinson &
Dr. Sheeba Julius
Coordinators
12. **Manna Scheme**
Dr. Sheeba Julius
Secretary
13. **P.R.O. & Information Centre**
Dr. A. Selvam
Coordinator
14. **Remedial Courses Cell**
Mrs. T. Ponni
Coordinator
15. **SWAYAM & NPTEL Courses Coordination Cell**
Dr. S. Rajendran
Coordinator
16. **National Cadet Corps (NCC)**
(Students Can Enroll for Part V)
S/Lt. Dr. P. Gobinathan,
S/Lt. Dr. G. Thomas Nithyanandham,
Divisional Officers
17. **National Service Scheme (NSS)**
(Students Can Enroll for Part V)
Dr. D. Elanchelian
Dr. G. Sheela Edward
Dr. C.P. Jayaseelan
Programmer Officers
18. **Red Ribbon Club (RRC)**
(Students Can Enroll for Part V)
Mr. M. Franklin Samuel Jobakumar.
Coordinator.

19. Youth Red Cross (YRC)
(Students Can Enroll for Part V)
Dr.G.V.Pandian
Mr. S. Nelson Amirtharaj
Programe Officer.
20. ICT & Fine Arts Association
(Students Can Enroll for Part V)
Mr. Johnson Sangeetharaj
Coordinator
21. பெரியார் உயராய்வு மையம்
(Students Can Enroll for Part V)
Dr. J. Christopher Pushparaj
Coordinator
22. Students Exnora and Green Campus Club
(Students Can Enroll for Part V)
Dr. L. Thangaraj
Coordinator
23. Grievance Redrassel cell (GRC)
(Students Can Enroll for Part V)
Dr.D.Lilly Estherarni
Dr.J.Madhumidha Stri
Coordinators
24. Consumer Club
(Students Can Enroll for Part V)
Dr. V. Sambath
Coordinator
25. Earn While Learn Service
(Students Can Enroll for Part V)
Dr. T. Jeyaraj
Mrs. R. Mangayarkarasi
Coordinators
26. Electoral Literacy Club
(Students Can Enroll for Part V)
Dr.B.Pugalendi

Coordinator

27. **Mentor - Mentee Coordination Cell**
(Students Can Enroll for Part V)
Dr.R.Angeline Sarguna Gifta
Coordinator
28. **Multipurpose Club**
(Students Can Enroll for Part V)
Dr.M.Thenkuzhali
Coordinator
29. **Naan Mudhalvan Scheme**
(Students Can Enroll for Part V)
Dr.N.Jothivel
Coordinator
30. **Pudhumai Penn Scheme**
(Students Can Enroll for Part V)
Dr. B. Kavitha
Coordinator
31. **Students Counseling Centre**
(Students Can Enroll for Part V)
Dr. J. Amala Thanka kumari
Coordinator
32. **Entrepreneurship Development Cell**
(Students Can Enroll for Part V)
Mr.J.Selvaraj
Mr.A.Victor Stalin Devasagayam
Coordinators

CO-OPERATIVE STORES :

There is a Staff and Students Co-operative Stores in the College. Stationery items, books and other daily requirements are available in the stores. All the staff and students shall be members of the stores.

CONDITIONS RELATING TO FEES :

1. Fees once paid will under no circumstances be refunded.
2. The tuition fee and the laboratory fee are to be paid every semester. All other fees are payable for the whole year at the time of admission for the 1 year and for others as notified in the Calendar / Notice Board.
3. If the fee is not paid on or before the date notified in the College calendar, a fine at the rate of 1 Rupee per day shall be levied.
4. If the fee is not paid within the last date prescribed, the name of the defaulter shall be struck off from the rolls and if re-admission is sought a re-admission fee of Rs. 10/- will be collected in addition to the fee fine for belated payment. Attendance will be counted only from the day the fee is paid.
5. Students should obtain receipts from the Office for all payments and preserve them carefully for future reference.
6. Students who desire to obtain Transfer and Conduct Certificates after three months or later of their leaving the College, must pay Rs.50/- and an additional search fee of Rs. 25/- for each of the lapsed year.
7. Timings for payment of fees at the Office is between 2.00 and 4.00 p.m. for Day Students and 10.00 a.m. to 12.00 noon for Even

Nature of Scholarship	Income Ceiling Rs.	Age Limit	Scholarship & Fee Concession
10. National Scholarship Scheme	-	-	Directly selected by the Department of Collegiate Education, Madras
11. Freedom Fighters Scholarship	-	-	These Scholarship are available to Children of Freedom Fighters
12. Political Sufferers Scholarship	-	-	Student of Tamilnadu and Pondicherry State may avail
13. Seaman's Scholarship	-	-	Details can be had from the office.
14. Ex. Service Man's Scholarship	-	-	Details can be had from office
15. Gandhi Memorial Scholarship	-	-	Details can be had from the office
16. Handicapped Students Scholarship	-	-	Details can be had from the office
17. EVR. Nagammai Memorial Free Educational Scheme Scholarship	50,000	-	Fee concession (only for PG Women Students)

Students Aid Fund (SAF) is available for deserving economically poor students.

RAGGING

TAMILNADU GOVERNMENT GAZETTE EXTRAORDINARY

The following Act of the Tamil Nadu Legislative Assembly received the assent of the Governor on the 14th 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 19th 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 within or without any educational institution is prohibited.

PENALTY OF RAGGING :

4. Whoever directly or indirectly commits, participates in, abets or propogates "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. Without prejudice to the foregoing provisions, whenever any student complains of ragging to the Head of an Educational Instituton, 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.

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 subsection (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.