

STANDING ORDER

(Fifth Amendment on 01-06-2020)

Object :

The College authorities have, as their goals, high standards of academic efficiency and discipline.

College Council :

The college council shall be the competent authority to amend any or all the provisions of the constitution if warranted by the circumstances and also shall have the power to frame rules or by-laws subject to the provision of the rules and regulations of the college. The Management, Principal and the H.O.D.s of the College are the competent authority. The opinion of the college council on matter of discipline is final. On all other aspects it is a recommendatory body.

1. Regular attendance for classes, laboratory work and tests (Internal Assessment and Internal Assessment pre semester) is a mandatory for students.
2. Students should wear mask and keep social distance as declared by the Government in the pandemic Covid-19 situation.
3. Students should come to college 10 minutes before the college time to avoid late.
4. College Timings
5. Rules for Late coming students

Shift – I : 8.20 a.m to 1.10 p.m

- i) 8.20 a.m – 9.20 a.m - Penalty amount of Rs.20/- & lose of half day attendance
- ii) 9.20 a.m onwards - Penalty amount of Rs.20/- & lose of one day attendance.

Shift – II : 1.20 p.m to 5.35 p.m

- iii) 1.20 p.m – 2.00 p.m - Penalty amount of Rs.20/- & lose of half day attendance
- iv) 2.00 p.m onwards - Penalty amount of Rs.20/- & lose of one day attendance.

The collection of penalty amount and imposition is only for disciplinary action. Late coming student is not entitled to claim attendance just because she has paid the penalty. The college timing is mentioned in the Prospectus and Calendar. If there is any change in college timings, it will be intimated to the parents through SMS. If students are coming late for more than 3 times per month, severe disciplinary action can be taken against them by the college council.

- 6. Once entered the college campus, unreasonably, the student will not be permitted to go out during college hours.
- 7. Internal marks for University Examination shall be considered with the following activity of the students. i.e. a) Late coming, b) Attendance, c) Completion of assignments given by the respective Faculties/Asst. Profs., d) Presenting Seminar, e) Attending Internal Assessment and Internal Assessment pre semester f) Attendance in E.P. Class g) Giving respect to faculties and other staff, h) Dress Code.
- 8. University Rules and Regulations:-
 - * Attendance : As per the University of Madras 75% of attendance is required for the student to attend the university exam, failing which the student has to abide by the following procedure.

*** Procedures:**

Percentage of attendance	Condition of Student	Procedure to be followed
65% to 74%	Eligible to write the exam on payment of condonation fee.*	An amount of Rs.250 each for theory and practical shall be paid as condonation. A medical certificate must be provided if any.
50% to 64%	Not eligible to attend university exam, but can proceed to the next year/next semester. Permitted to take university exam along with current semester as arrears.	An amount of Rs.250 each for theory and practical shall be paid as condonation. The candidate can appear in the forth coming semester and it will be considered as arrears.
Less than 50%	Semester to be repeated/rejoining** by the candidate	Communication from university must be obtained by the candidate to rejoin/redo the semester.

*Conceived/Delivery students during the course period should process a minimum 55% of attendance for appearing the exams. The candidate must submit marriage proof/medical certificate to the University of Madras.

** Students who want to repeat the semester/rejoin the semester must enquire the concern department regarding the availability of vacancy.

9. Regular - Attendance will be taken for every period. A student who is absent for one period will loose half a day's attendance. After first period student has to pay penalty as well as loose a day's attendance.

In the Covid-19 pandemic situation, the classes are conducted online.

- ❖ The attendance also will be taken only if the student attend the online classes.

- ❖ A student who is present for 2 periods will be given full day attendance.

10. Identity card must be worn before entering the college and should be worn by the student till she leaves the college. If found without identity card penalty of Rs.100/- will be levied. If Identity card is lost, the student should pay a penalty of Rs.100/- to get a duplicate ID.

11. If student fails to attend E.P classes, Internal Assessments and Pre semester Internal Assessment, shall pay penalty as follows.

E.P Class	-	Rs.20/- per day
Internal Assessment I & II	-	Rs.100/- per subject
Pre semester exam	-	Rs.200/- per subject

Payment of penalty is not a right of the student to claim attendance and also not a right to claim internal marks for university examination.

12. Medium of Communication in English is the mandatory language. Students should communicate only in English with everyone, i.e. Principal, Teaching faculties, administrative staff and other fellow students inside the college premises.

13. Students should wear clean, Decent and modest dresses and have well groomed hair. T-Shirts/ Short Kurtha/Sleeveless dresses are not allowed. If any student violates the dress code, the college authority have the right to restrict the entry of the student inside the college campus.

14. Use of Mobile phones, I-pods, I-pad, Walkman or any other instrument or materials restricted by the college authority time to time is strictly prohibited in the college campus. If any student violating the

above, the college authority have a right to seize such instruments and the same will be returned with a fine amount of Rs.500/-.

15. The College is not responsible for any personal belongings of the students.
16. Ragging, taking drugs, playing cards, entertaining outsiders and indulging in antisocial activities are serious offences and punishable. If any student aggrieved by ragging, they can represent immediately to the Anti Ragging Committee.
17. Indifference in studies and conduct will result in suspension/dismissal with forfeiture of fees.
18. Loitering, shouting, whistling and causing other nuisance in the premises of college are strictly prohibited. Violating the above will result in suspension/ dismissal with forfeiture of fees.
19. Organising main mass, absence from classes, holding of agitation and demonstration and integrating violence inside or outside the campus are considered as a breach of discipline.
20. Violating the discipline, the student shall be punishable with one or more of the following with the approval of the management.
 - i) Cancellation of attendance ii) Not allowed to attend university exam
 - iii) Detention iv) Suspension v) Remarked character in T.C.
21. No student shall in any manner prevent any other student or students from attending her/their class(es) or doing her/their lawful duty.
22. Students should not leave the college premises during the working hours without authorized permission. Violating the above, disciplinary action will be taken against them.

23. Only Vegetarian food is allowed inside the college campus. Student should not bring Non-Vegetarian food including egg in the campus to maintain the sacred and serene/divine atmosphere of the college. Violating the above, the college authority have right to restrict the entry of such student inside the college campus. If any student repeatedly violates the above, strict disciplinary action will be taken such as suspension or Remarked character in T.C or Dismissal.
24. If any student is causing damage to the college property, the cost of damage with additional cost whatever applicable for same will be collected and also disciplinary action can be taken against them.
25. It is mandatory & it is also the fundamental duty of the student to keep the college campus (Class Rooms, Rest Rooms, Corridor, Ground, Auditorium, Smart Room, Labs, etc.,) clean & pollution free
26. During the class hours, students should not access canteen.
27. Sports girls after coaching in the morning should attend classes from second hour ie 9.20 a.m.

FEES REGULATION :

26. Regular - Prescribed fees should be paid within the first 10 working days after the commencement of the college without fine or within 20 days with fine at the rate of ten rupees per working day for II and III Years, U.G. and II year P.G. Students.

In the pandemic situation the fees is collected as per the direction of Govt. of Tamil Nadu.

❖ 25% waived by the Govt. of Tamil Nadu.

❖ 75% fees to be paid by the students in two installments.

❖ 1st installment 40% out of 75% to be paid by 31st November 2020 and the balance 2nd installment after 31st November 2020.

27. Students whose name have been struck off the Rolls for non – payment of fees should pay a re-admission fee of Rs.500/-.

WITHDRAWALS:-

28. In the event of student discontinuing of the course due to any reason, the student has to :

a) Write a requisition letter for the same duly countersigned by the Parents/Guardian.

b) Pay all the dues i.e. Entire Course Fees, Library books to the college to obtain the transfer certificate & other relevant documents.

DUTY OF PARENTS:

29. a) It is Mandatory for the parents to attend (PTM) Parent Teacher meeting. No other relative (Siblings/Uncle/Aunty/any other member) will be entertained in place of parents.

Note : In case of married students, spouse is allowed to attend PTM.

b) Any relative (Sibling/Uncle/Aunty/any other member) of the student will not be permitted inside the college campus during the working hours for any kind of representation to any member of the institution.

c) If a student goes on leave for more than three days, she should submit leave letter with appropriate reason duly signed by Parent/Guardian. If

leave is sought on grounds of sickness, a medical certificate is necessary. This procedure should be adopted during the college examinations.

d) Parents must co-operate with the college authorities in enforcing rules of academic conduct and discipline and must assure the authorities that they will accept responsibility for the behavior of their wards.

e) Failure to respond to our communications regarding attendance or non-payment of fees, will be deemed non-cooperation by parents result in disciplinary action taken against their ward by the Principal or Authorities.

Note: If any student recommended for Dismissal by the college council, T.C. will be issued after the payment of entire course fee.

MANAGEMENT

PRINCIPAL

COLLEGE COUNCIL

NAME OF THE STAFF	DESIGNATION	SIGNATURE
Dr. T. Mohanashree	Principal & Head, Department of Telugu	
Dr. P.B. Vaneetha	Vice – Principal & Head, Department of Hindi	
Dr. M.V. Nappinnai	Vice-Principal Academics & Head, Department of Corporate Secretaryship	
Dr. K. Lakshmi	Head, Department of Tamil	
Ms. I.M. SheebaAlorcious	Head, Department of English	
Ms. V. Bhanu	Head, Department of Sociology	
Dr. B. Rani	Head, Department of Mathematics	
Dr. V. Meena	Head, Department of Interior Design & Décor	
Dr. A. SudhaRamkumar	Head, Department of Computer Science	
Dr. M.R. Sumathi	Head, Department of Computer Application	
Dr. N. Nirmala	Head, Department of Psychology	
Dr. K. Vinodha	Head, Department of Commerce	
Dr. P. Barani Kumari	Head, Department of Commerce (Hons.)	
Ms. S. Gowthami	Head, Department of Management Studies	
SHIFT - II		
Ms. J. Malarvizhi	Co-ordinator, Head, Department of Mathematics	
Dr. S. Arul Selvam	Head, Department of Tamil	
Ms. J. Gajavalli	Head, Department of Computer Science	
Ms. T. Prathibha Bharathy	Head, Department of Commerce (Accounting & Finance)	
Ms. BH. Padmavathi	Head, Department of Commerce (Bank Management)	
Ms. S. Jayalakshmi	Head, Department of English	
LIBRARY		
Dr. K. Malathi	LIBRARIAN	
PHYSICAL DIRECTRESS		
Ms. B. Anitha	Physical Directress	
ADMINISTRATIVE		
Mr. D. Kumaravel	Manager	