Ref No: NSCET/Stu Cir/2024-25/026   **Date: 01.03.2025**

CIRCULAR

Rules and Regulations to be followed by the Students while boarding the college bus

1. Students must come to their bus stops 10 minutes before the bus arrives.

2. They are allowed to board the bus only in their respective allotted routes and allotted stops.

3. While boarding the bus, students must come in proper uniform with neat tuck in shirts, shoes and ID card; they should not adjust their dressings after boarding the bus.

4. Students must maintain high discipline inside the bus.

5. They are not allowed to make any unnecessary noise and they must avoid unwanted discussion inside the bus.

6. Evening while boarding the bus from our college they should not enter the bus before the bus in-charge arrives.

7. Students should not talk with the bus drivers directly they can communicate only through staffs.

8. Students are asked to be seated in a first comes first served manner and there should not be any reservations of seats.

9. Students should accept if any changes made in the transport and adhere to the route changes.

10. Students are not allowed to change their designated bus stops or switch buses without submitting a formal permission letter to the bus in-charge, duly signed by the Principal.

01/3/25
PRINCIPAL

Copy to:
1. HODs.
2. All Notice Board.
3. Files.

THENI MELAPETTAI HINDU NADARGAL URAVINMURAI
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An ISO 9001 : 2015 Certified Institution
Vadapudupatti, Annanji (po), Theni - 625 531

Ref No: NSCET/Stu Cir/2024-25/028   **Date: 04.03.2025**

CIRCULAR

It is informed to all the Students that, the application forms for applying the **BC/MBC/DNC** Scholarship **FRESH** for the academic year 2024-25 are available in the College Administration office. The Students are informed to bring the following documents along with the application to the College office on or before **10.03.2025 (Monday)** without fail. Those who have applied for scholarship fresh are asked to **Link mobile number with Aadhaar and Link Aadhaar number with their Bank account and keep the Bank account in active. If any correction found in Aadhaar (Name, Date of Birth & Address) correct it immediately without fail.**

List of documents :

- Passport Size Photo - 2 Nos
- 10th ,11th & 12th Mark sheet copy
- Govt allotment order copy – 2 copies
- First Graduate Certificate - 2 copies
- E-Community Certificate copy
- E-Income Certificate
- Nativity Certificate
- Aadhaar Card copy
- Bank Passbook copy with IFSC, MICR code

04/3/2025

PRINCIPAL

Copy to:

- File
- All Class Room
- Notice Board

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Ref No: NSCET/Comm.Cir./2024-25/034   **Date: 04.03.2025**

Common Circular

This is to inform all that as a part of Women's Day Celebration on 8th of March 2025 the "மாவட்ட சமூக நலன் மற்றும் மகளிர் உரிமை துறை" organizing **Tableau** and **Poster making** competitions on the following topics

1. Women- The Ultimate Tasker
2. Gender Equality

The competitions will take place at the **District Sports Ground** (மாவட்ட விளையாட்டு அரங்கம்). Interested students are requested to submit their names along with their drawings for the competition to **Dr. C. Chithra, Professor & Coordinator/ S&H, before 5th March.**

PRINCIPAL

Copy to:

- File.
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Ref No: NSCET/Comm.Cir./2024-25/035   **Date: 07.03.2025**

Common Circular

This is to inform to all students and faculty members that our college has planned to organize **Euphoria 2024-25 (Annual day celebration)**. In this regard, students and faculties can present their creativity and technical ability by sending us drawing, poetry, math skills, puzzles, common technology awareness content to your department In charges as listed below on or before **14.03.2025 (Friday)** around **2 PM**. All the qualified content will be published in COMPASS-25 (Annual Magazine) and it will be released on Annual day.

S. NO	Department	Faculty Name
1.	Civil	Mrs. M. Kanimozhi
2.	CSE	Mr. N. Kesavamoorthy
3.	ECE	Mr. S. Prathap
4.	EEE	Mrs. A. Nishetha Jeflin Nixon
5.	MECH	Mr. S. Harikishore
6.	S&H	Mrs. M. Fathima Beevi & Dr. S. Pattammal
7.	AI&DS	Mrs. R. Archana
8	IT	Mrs. B. Sai Suganya

PRINCIPAL

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Ref No: NSCET/Comm.Cir./2024-25/036   **Date: 13.03.2025**

Common Circular

This is to inform you that, an Anklet has been found inside our college Premises. The person who lost it can show the other pair of the anklet and collect it from the College Administrative Office.

PRINCIPAL 13/03/25

Copy to:
- File.
- All HODs.
- All Classrooms.
- Notice Board.

Ref No: NSCET/Stu Cir/2024-25/030   Date: 15.03.2025

STUDENTS CIRCULAR

This is to inform all students residing in the **Girls' Hostel** that **no transport facilities** will be provided from the college to travel home during weekends or for any other personal purposes.

However, **transport will be arranged from the college to the bus stand** only when the hostel mess is closed.

All girls' hostel students are advised to adhere to this policy.

Mani 18/3/25
PRINCIPAL

Copy to:
1. HODs.
2. All Notice Board.
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Ref No: NSCET/Comm.Cir./2024-25/038   **Date: 15.03.2025**

Common Circular

Students who wish to attend seminars, symposiums, workshops, or similar events at other colleges must obtain prior approval from the Principal through their respective Head of the Department at least **three days before the event**.

Not more than five students from the institution will be permitted to attend the same event at a particular college.

Procedures to be completed Before Approval:

1. Each student must submit a personal written request for permission, accompanied by the program information brochure.
2. An **undertaking form** must be signed by the student's parents.
3. Faculty members must verify parental consent through a phone call and document the confirmation by signing the undertaking form in the prescribed format.

All students and faculty members are requested to adhere strictly to these guidelines.

PRINCIPAL

Encl: Undertaking form- Tamil & English

Copy to:
- File.
- All HODs.
- All Classrooms.
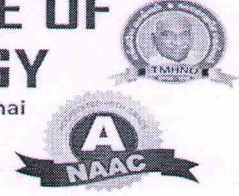- Notice Board.

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Ref No: NSCET/Staff Cir./2024-25/031   **Date: 19.03.2025**

STAFF CIRCULAR

All faculty members are strictly instructed not to change their designated college buses without obtaining prior permission from the Principal. Any changes must be approved in advance.

Mani 19/3/25

PRINCIPAL

Copy to:
- File.
- All HODs.

Ref No: NSCET/Staff Cir./2024-25/032   Date: 25.03.2025

STAFF CIRCULAR

On behalf of the Sports Day celebration, faculties participating in the Olympic torch lighting from Bathrakaliamman Temple and the rally will be provided with breakfast at our college.

Additionally, **lunch will be arranged for all the faculties** after the Hostel Day celebration.

PRINCIPAL

Copy to:
- File.
- All HODs.

Ref No: NSCET/Comm.Cir./2024-25/039   **Date: 25.03.2025**

Common Circular

As part of the Sports Day celebration on 26.03.2025, all students and staff must arrive at the college premises **one hour earlier** than their normal arrival time.

The Hostel Day Celebrations will take place after the Sports Day events. Students who are not participating in the Annual Day cultural programs will be allowed to leave for home in the afternoon on their respective college buses.

However, students participating in the Annual Day cultural programs must stay back for practice and are required to bring their own lunch.

PRINCIPAL

Encl: Bus Timings

Copy to:
- File.
- All HODs.
- All Classrooms.
- Notice Board.

Ref No: NSCET/Comm.Cir./2024-25/040   Date: 29.03.2025

Common Circular

Monday (31.03.2025) has been declared a holiday in observance of

RAMZAN.

PRINCIPAL 29/03/25

Copy to:
- File.
- All HODs.
- All Classrooms.
- Notice Board.