

Rules and Regulations

1. College follows Day wise order time table i.e., I to VI Day order.
2. Parents meetings are scheduled periodically to keep abreast the parents on their ward's regularity and Academic performances.
3. Parents obtaining prior permission alone will be allowed to meet the principal or the faculty members after the college hours.
4. Special classes after 1.35 pm will be informed to the parents prior and parents are expected to cooperate and encourage their wards to attend the classes.
5. Personal committee counsels every 20 students in the class about academic and non-academic activities for improving their skills.
6. Personality Development Programs, Communication Skills, and other skill Development Programs, etc. are arranged to equip the employability of students.
7. Staff identifies the weak students in all classes and arranges special remedial classes for them.
8. Mobile phones are strictly prohibited on the campus. In unavoidable conditions, they can be deposited with the respective class in charges and collected later.
9. Students are advised not to carry valuables to college. If found lost the college will not be made liable for any such loss.
10. The Classes are scheduled from 8.30 a.m. to 1.35 p.m. with a break of 30 minutes from 11.15 a.m. to 11.45 a.m.
11. All the students are expected to be present in their respective class rooms by 8.25 a.m.
12. Department wise assembly will be conducted every Friday.

Identity Card

Students are only allowed to enter campus by presenting their identity cards, which must be carried at all times. These specially designed ID cards are embedded with advanced sensor-enabled inbuilt chips that automatically record the student's time of arrival and departure. Simultaneously, SMS notifications are sent to the registered mobile numbers of parents, providing real-time updates on their ward's entry and exit timings.

Attendance Rules

- The working day is divided into 5 periods – The first period commences at 8.30 am and fifth period concludes at 1.35pm.
- Attendance will be marked for every period and in iboss web portal
- daily.
- The student will not be considered present on any day unless he/she attends all the specified hours of the day.
- Students shouldn't take leave without submitting a prior application and endorsement for leave, counter signed by the parents or guardians before availing leave.
- Application form for the afternoon session must always be submitted before availing

leave in person duly countersigned by the class incharge & Principal.

- Students who avail leave for three days consequently should produce a letter of explanation. If leave is sought on Grounds Of sickness, a medical certificate is a must.
- A minimum of 75% attendance is a must to attend the University End Semester Examination.

Procedure For Awarding Internal Marks

Marks would be awarded according to the following below given norms:

- Continuous Assessment
- Attendance, discipline, proper dress code.
- Completion of Assignments
- Participation in Co-curricular Extra-Curricular Activities.
- Conducting and performing activities in various clubs, Forums
- Cultural Activities and Inter college events.
- Presentation in other colleges.
- Two Assessments will be conducted (Continuous Assessment I, and Continuous Assessment II) followed by Model Examination. The average perf

Attendance Requirement For University Examinations

All students are expected to attend all classes and secure 100% attendance. However, for certain unavoidable reasons such as Medical/Participation in sports/personal, the student is expected to secure at least 75% of attendance per semester qualify for writing the End Semester Examination. Candidates who fail to obtain the above attendance percentage are not permitted to write the University examinations and are required to follow the Attendance Rules as laid down by the University of Madras and the regulations of the College. Students whose attendance is between 65% – 75% will be placed under “CONDONATION”, and between 50% – 65% will be placed under the “WITHHELD” list. Students with less than 50% of attendance will be “DETAINED” from writing the Examination of the corresponding semester. Students need to redo the semester to complete the Degree

Registration For End Semester Examinations

Registration is mandatory for each semester's examinations and arrears examinations failing which the candidates will not be permitted to move the subsequent semester.

College Fee Payment

Semester Fee payments are to be made for the Odd Semester on or before 31st May and for Even Semester on or before 1st December.

Dress Code

- Dressing in neat, clean, and professional attire is emphasized.
- Boys should be well groomed having neat clean shaves and hair cut with formal trousers /

jeans, tucked-in shirts and formal shoes. Lycra pants are not allowed.

- Chudidar should be worn by girls in a modest way.