

## **COLLEGE BY- LAWS**

### **ADMISSION RULES & REGULATIONS:**

1. All admissions to the college are made as per the guidelines of Bharathiar University and Government of Tamilnadu.
2. Application for admission should be submitted only in the prescribed form available in the college office.
3. Any candidate who is found to have obtained admission by false representation will be summarily dismissed with forfeiture of all fees paid.
4. If a student leaves the college in the middle of any semester, he/she cannot claim remission of any portion of the fees paid.

### **CLASS HOURS:**

5. The college timing is between 9.00 am and 2.10 pm (with a 20 minutes break).
6. The college follows the day order system. Days are denoted by Roman numerals such as I, II, III, IV and V and the time table is followed accordingly. The first day order will be followed on the re-opening day. The second day order will be the next working day and so on.
7. At the stroke of the first bell before each session, students should take their seats in their respective class.
8. Students should not leave the classroom during the class hours without prior permission.

### **ATTENDANCE**

9. University and College rules require regular attendance in classes for both theory and practical.
10. Attendance is noted for each period at the commencement of each class.
11. Late comers will not be admitted to the class without the admission slip from the Principal/Director/HOD.
12. Leave application should be submitted only in the prescribed form.
13. Leave application with counter signature of the parent/guardian/Deputy Warden and their Tutor should be submitted in advance in the School/Department on the first of his/her return to the college.
14. If absent for medical reasons, the student should produce a medical certificate from a registered medical practitioner.

### **DRESS CODE**

15. Girls should strictly wear sarees or salwar kameez. They should not come to the college in any other dress.

16. Boys should strictly wear a properly ironed shirt (half/full sleeve), pants with belt and shoes with socks. Shirts should be buttoned properly. T-Shirts, casual wears, banians, jeans are not allowed. Proper hairdressing and a well shaven face is mandatory.

17. The dress code for Physical and Athletic games, for both boys and girls is T-shirt with canvas shoes.

#### **DISCIPLINARY CODE**

18. Students should bring their identity card everyday and it should be produced on demand.

19. Students shall keep the campus and the classrooms clean and tidy. They should not write on/disfigure the walls, furniture, doors, windows etc. The campus should be free from posters, banners and all kinds of graffiti.

20. Students should always behave with dignity and courtesy in and outside the campus. They shall respect the Teachers, elders, parents and the visitors to the college.

21. Strict silence shall be observed while moving about in the campus. During the official meetings conducted in the college, strict discipline must be maintained. When a meeting is in progress no student shall leave the hall/pavilion.

22. Students shall not enter any class other than their own. Students are forbidden from entering any laboratory or store room except with the permission of the faculty-in-charge of it.

23. Students found guilty of damaging, destroying college property should be replaced at their own cost.

24. No external involvement will be allowed in the affairs of the college.

25. Smoking/using drugs or liquor is strictly prohibited inside the college premises and violators will be dismissed immediately.

26. Students found guilty of using foul language or behaving rudely towards the staff members, will be expelled from the college.

27. Students are advised to read the notices displayed on the notice board periodically. Ignorance of any notice thus put up will not be accepted as an excuse.

28. The student should possess a driving license while coming to college on their vehicles. They should ride two wheelers wearing helmets.

29. In case, any criminal case is registered against a student by the law enforcing authorities, he/she should intimate the same

within 24 hours to the Principal, failing which he/she is liable for disciplinary action leading to expulsion.

30. The Principal has the right to deny admission to any student at his/her own discretion, if it appears in his/her opinion that this admission may damage the peaceful atmosphere on the campus.

31. The Principal shall have the right to issue the Transfer certificate at any time to a student without an application from the student or guardian.

32. If the fees and fine of an installment are not paid before the last date, the name of the student will be removed from the rolls of the college. If the student is to be readmitted he/she has to remit the fees with a fine of Rs.1,000/- as readmission fee.

33. The use of Mobile phones is strictly prohibited inside the college. The students who possess Mobile phones are directed to switch off while entering the classes, examination rooms/Library/College.

34. Students are advised not to bring valuable things like ornaments, heavy cash, electronic gadgets etc. Management is not responsible for any theft of valuables or cash inside/outside the campus.

35. Bicycles and other vehicles must be parked safely in their allotted places. Management will not be responsible for the theft or damage of vehicles.

36. Students are not permitted to cross the playgrounds.

37. No notice of any kind shall be circulated among the students or stuck on the walls or put up on the Notice Board without the permission of the Principal.

38. Students watching games are expected to show sportsmanship in r appreciation and encouragement.

39. Ragging in any form is strictly prohibited. Whenever a crime of offense is committed in the name of ragging, the Principal will report the matters to the nearest Police station. Appropriate disciplinary action will be taken against the culprits as per rules in force.

40. The infringement of any rule of the college by a student is considered to be a breach of discipline.

41. Students can meet the Principal at any time other than class hours.

42. Students have to obey the rules. Principal's decision is final in any academic or disciplinary matter.



## **RAGGING ACT**

Eve teasing and ragging are strictly prohibited and will be viewed as serious offenses. As per Tamil Nadu Ordinance No.10 of 1996, ragging inside and outside the educational institution is prohibited and whoever commits, participates, abets or propagates ragging shall be punished with imprisonment for a term and penalty may extend to ten thousand rupees. Any student convicted of the above offense shall not be admitted in any other educational institution.

### **PROHIBITION OF RAGGING**

1. Ragging is strictly prohibited inside the college campus as well as outside the campus.
2. Students involved in ragging will be dismissed from the college.

The following act of the Tamil Nadu Legislative Assembly has received the consent of the Government on 14<sup>th</sup> of February, 1997 and is hereby published for general information Act No.7 of 1997 is 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 of India as follows:

### **SHORT TITLE, EXTENT AND 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 is deemed to have come into force on the 19<sup>th</sup> of December, 1996.

### **DEFINITION**

In this Act unless the context otherwise requires, 'ragging' means display of noisy, disorderly conduct, doing anything 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 or playing jokes on, or hurting the student (or)
- b) Asking the student to do or perform something against their willingness.

### **Penalty for Ragging**

Whoever directly or indirectly commits, participates in abets or propagates 'ragging' within or outside 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**

Any student convicted of an offense under the above section shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institutions.

#### **Suspension of Student**

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

### **COLLEGE AN OVERVIEW**

The State-of-the-art facilities in the college encourage students to develop their varied skills. They help them stand in good stead.

#### **LIBRARY (Arivulagam)**

1. The Institute has a separate Library with more than 65,000 books and over 125 National and International journals and magazines.
2. It has a separate Digital Library section for accessing the internet online. The Library also has a vast collection of CDs on various subjects.
3. Bar coding is used for day-to-day transactions.

#### **Digital Library and N-List**

Central Library has its own homepage of which provides web-based access to its resources, procures over 1,00,000 electronic books and 7,500 E-Journals and databases, supports on-line submission of theses and dissertations, and has set up an institutional repository of publications brought out by the faculty community.

#### **KNOW YOUR LIBRARY**

1. The staff and students should swipe I.D. No. in the computer register as and when they enter the Library.
2. Students and staff should leave their personal belongings on the rack provided at the entrance of the Library.
3. Strict silence should be maintained in the Library.
4. Library functions time is between 8.00 am and 3.30 pm  
Transaction time :  
Book return time :

**Book reservation :**

**Book issue time :**

5. **The Library will be closed on Sundays and other Government Holidays.**
6. **Except loose sheets and money purses, library books already issued will not be allowed inside the Library.**
7. **Severe disciplinary action will be taken against those who are found misusing the library books**
8. **Students must return their books at the end of the academic year and obtain No Due Certificate from the Librarian.**
9. **Usage of cell phones is prohibited inside the Library.**
10. **Library books are the Nation's assets and belong to all. All users are requested to protect Library books against wanton and willful damage, mutilation, theft and other malpractice.**

### **LENDING OF BOOKS**

1. **Lending of books will be only on furnishing the identity card of the student concerned.**
2. **Members shall not allow others to use their identity card to borrow books.**
3. **The books should be returned within 15 days from the date of issue. There will be no renewal of the same book, on the same day. The same book will be issued the next day only if available.**
4. **The staff/student must return the books, when asked by the Librarian.**
5. **Before borrowing the book the member must make sure that the book is in good condition and the pages are intact.**
6. **If a book is lost or damaged from a particular set and is not separately obtainable, the member shall replace the whole set or pay the value thereof.**
7. **If a book is not returned on or before the due date, another book will not be issued.**
8. **Before leaving the counter the member must satisfy himself as to whether the book lent to him/her is in good condition. If not he/she is liable to be held responsible for the replacement of the book with a new edition.**
9. **If a user fails to return the books on loan on the due date he/she is liable to be fined Re.1 per day.**

### **Reference Books**

1. **Dictionaries, Encyclopedia, yearbooks, manuals, index, tables and other reference materials shall not be lent.**
2. **Journals will not be issued**
3. **Books bearing the seal of reference and text books shall not be lent**
4. **New arrivals shall be kept in a special rack for a week or fortnight and at that time their books will not be issued.**
5. **Members should not damage or write or make any mark on any book or back volumes belonging to the Library.**

### **Book Eligibility**

U.G.	:	2 Books
P.G.	:	4 Books
Research scholars	:	5 Books
Staff	:	5 Books

#### **Loss of I.D.Card**

**Loss of I.D.Card shall be reported immediately to the attendance cell and Librarian.**

#### **Loss of Books**

- 1. Loss of Books, if any, should be reported to the Librarian immediately.**
- 2. If the borrower is unable to replace the lost book by another good copy, recovery of the cost of the book will be made on the following basis:**
  - a) Current price of the book doubles with overdue charges if the borrower has not reported about the loss of the book before the due date.**
  - b) Current prices of the book double if the loss of the book is reported on or before the due date.**
  - c) If the lost book is rare in nature (not available in the market) three times the book's cost will be collected.**

#### **LABORATORIES**

**The state-of-the-art laboratories with modern equipment and sophisticated instruments, which are of international standard, enable the students to effectively utilize the time they spend here.**

#### **LAB RULES:**

- 1. Lab work is essential for the learning of science. The lab work is based on the rules taught in the class.**
- 2. Students should maintain silence in the lab.**
- 3. Students should pay the cost of the instruments or equipment if they break or damage.**
- 4. The performance of the students in the lab should be satisfactory. Otherwise they will not be given a satisfactory certificate to take End Semester practical examinations.**

#### **INTERNET ACCESS:**

**The College provides round the clock internet connection to the students and the teachers for the enhancement of their knowledge in their field of study.**

#### **VALUE ADDITION PROGRAMME:**

**In addition to University/Autonomous curriculum each department identifies and conducts Value Addition Courses which help students in their employment opportunities.**



## COMMUNICATIVE ENGLISH:

The College imparts Communicate English to students to acquire proficiency in communication skills in English in the regular curriculum. The centrally air-conditioned language laboratory equipped with most modern audio-video text graphic modes and a variety of high-tech gadgets support English Language learning.

## TUTORIAL SYSTEM:

The Tutorial system enables students to get counseling from the Teacher-Tutor to solve their personal problems and academic difficulties.

## NORMS OF TUTORIAL SYSTEM

Tutorial, an innovative educational system facilitates the wholesome growth of students. It helps in the overall development of students. The norms of the system are as follows:

1. Director/HODs shall be responsible for coordination of the Tutorial system in the Department.
2. There shall be a convenor to oversee the functioning of the tutorial system at the college level who shall be appointed by the Principal.
3. Under the tutorial system, all students of the college shall receive counseling.
4. Lecturers shall act as Tutors. Each Lecturer is allotted a few students of the Department concerned as his/her tutees. The tutees receive regular counseling with regard to education and social behavior.
5. Counseling encourages the tutees to discuss the problems if any. Regular meetings are held with parents of the tutees to discuss his/her achievements/problems.
6. The tutor takes up with the college authorities any disciplinary problem of tutees.

## PAYMENT OF SEMESTER FEES

The students should pay the semester fees according to the following schedule—

I Semester	At the time of Admission
III & V Semesters	June
II, IV & VI Semesters	December

A fine of Rs.50/- per day will be collected for a period of 10 days (from the due date) from those students who have not paid the semester fees in time. Defaulter's name will be removed from the rolls.

Readmission will be at the sole discretion of the Principal. An amount of Rs.1,000/- will be charged as readmission fee.

The fee may be remitted in the form of a Demand Draft in favor of "CMS College of Science & Commerce" payable at Coimbatore.

#### WITHDRAWAL RULES:

1. If a student discontinues his/her study, he/she is not entitled for refund of the fees paid.
2. A student will be issued TC and Conduct Certificate, only if his/her character and performance are satisfactory.
3. If a student, who has fully paid his/her fees, discontinues studies, he/she may obtain TC on payment of Rs. 25/-. In such cases the student has to apply for TC within a year.

#### RULES AND REGULATIONS FOR THE COLLEGE ASSOCIATIONS:

1. The date of the Association's Meeting should be confirmed by the Principal.
2. The Secretary of the Association should get prior permission from the Principal before inviting the speakers.
3. The meeting of the Association should be held only between 2.30 and 4.00 pm. No meeting will be permitted after 4.00 pm.
4. Without the Principal's permission, no news should be released / intimated to the press.
5. The Secretaries of Associations should maintain proper accounts for the expenditure of their meetings and should submit the same at the end of the term to the co-ordinator. Students should compulsorily attend all the association meetings to improve their proficiency.
6. Without prior permission from the Principal, no cultural programmes are allowed.

#### EXAMINATION RULES

##### END SEMESTER EXAMINATIONS (ESE)

The ESE is conducted twice a year in Nov. /Dec. and April/May.

##### CONTINUOUS INTERNAL ASSESSMENT (CIA):

The College follows the guidelines prescribed by Bharathiar University for CIA for both UG and PG Degree courses. The marks allotted for CIA is 25 and ESE is 75.

The following is the distribution of marks for CIA

a. Test & Model Exam.	15 marks
b. Assignments/Seminars	5 marks
c. Overall performance	5 marks
Total	25 marks

##### General Rules:

1. A student requires 80% attendance to appear for ESE.
2. The Principal of the college has the authority to condone shortage of attendance (for valid reasons such as sickness / ill health) up to a maximum of 10% (9 days) in

a semester. Students who apply for condonation should pay the prescribed condonation fees.

3. In case shortage of attendance exceeds the prescribed limit for condonation, the student will not be allowed to appear for ESE. However, such students may be permitted to continue with their studies in the subsequent semesters if they compensate for their lack of attendance. To determine their eligibility for subsequent ESE the combined attendance of two consecutive semesters will be considered.
4. A student will get only one opportunity during the entire course to carry forward the shortage of attendance from one semester to the next. In case he/she fails to procure the necessary percentage of attendance in the ensuing semesters, he/she has to repeat the course.
5. Students prevented from appearing for their Final ESE due to shortage of attendance, may be readmitted next year to compensate for the shortage. However, during this period, they are expected to do all the academic works assigned by their Director/HOD.
6. Students with less than 50% attendance are not eligible to appear for ESE in the subjects they studied in that semester. They have to discontinue the course and rejoin the same semester next year. However they are eligible to appear for arrear papers, if any.
7. Students will neither be permitted into the ESE hall thirty minutes after the commencement of the examination nor will they be allowed to leave the hall thirty minutes before. Copying / talking / use of mobile phones etc. inside the Hall is forbidden. Any one found guilty of these offenses will be severely punished in accordance with rules.

#### **SPORTS AND GAMES, NSS AND NCC**

According to the rules of Bharathiar University, a UG student has to enroll himself/herself either in Sports and Games or in NSS or NCC and procure stipulated minimum Grade for the award of the Degree.

#### **IMPORTANT DATES**

S.No.	Re-open and Closure of Semesters	ODD Semester	EVEN Semester
1.	Semester Reopening	June	November
2.	Semester Closure	October	April