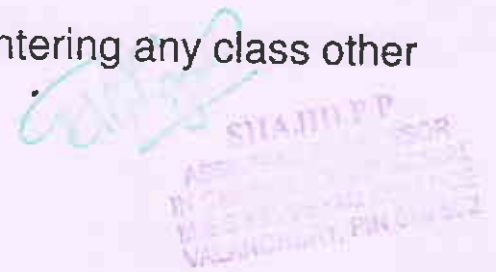
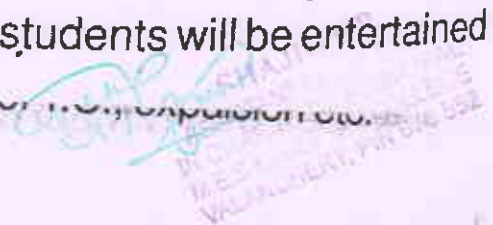


GENERAL RULES

1. Each student on admission to the college will be issued with an Identity Card which will carry a passport size photograph of the student duly attested by the Principal. All students should compulsorily display the identity card on their person.
2. A working day in the college begins at 9.30 a.m. with a prayer and ends at 4.30 p.m. with National Anthem sung by college choir and aired over the public address system. All students, staff and visitors in the campus are expected to stand up in solemnity and observe silence at the time of prayer and National Anthem.
3. Students shall wear prescribed uniforms on all working days except wednesdays without fail.
4. The college has an approved pattern of Uniform Dress which is binding on all students. Students should keep modesty in dressing by keeping away from using indescent dresses.
5. Since discipline is the bedrock on which an educational system is founded, every student shall fully co-operate with the college authorities for the maintenance of peace and order in the campus.
6. Students shall always behave with dignity and courtesy.
7. Students shall not disfigure the walls, windows, furniture by writing on them or drawing picture or sticking bills.
8. Students shall greet their teachers on the occasion of their first meeting within the college.
9. Student shall rise from their seats when teacher enters the class room and shall take seat only after he/she has taken his / her seat or beckons them to sit.
10. No student shall enter or leave the class without the permission of the teacher who is engaging the class.
11. Students shall not loiter through the corridors or along the veranda during class hours.
12. Students are strictly prohibited from entering any class other than their own without permission.



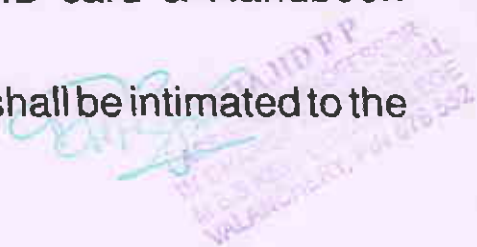
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13. Smoking, chewing pan, consumption of alcoholic drinks and taking narcotic substances are strictly prohibited within the campus.
 14. Students shall always maintain utmost decency in their interaction with fellow students. Any instance of harassment will be viewed very seriously and invite stringent punishment.
 15. Students are prohibited from participating in any meeting directed against the constituted authority or the Government.
 16. **No meeting or entertainment shall be organized and no fund collected in the college without the prior permission of the Principal.**
 17. Political activism is not permitted in the campus and students are to scrupulously refrain from it.
 18. No note or petition of any kind shall be circulated among the students or pasted on the notice board or anywhere within the college premises. Students are not allowed to organize or attend meeting in the college or collect money for any purpose without the written permission of the Principal.
 19. Students who go over to other colleges or institutions to take part in acts of indiscipline such as organizing demonstrations or strikes will invite severe punishment.
 20. The Principal shall have the power to inflict the following punishments: fine, suspension, compulsory issue of T.C., expulsion etc.
 21. Promotion to higher class, selection for university examinations and issue of progress attendance/conduct certificates are within the discretion of the Principal.
 22. The Principal will have the right to issue transfer certificate to a student admitted to the college without an application from the student or the guardian at any time of the course of study in the college without assigning any specific reason if he considers that his/her presence is not desirable in the college
 23. No collective representation from students will be entertained



24. Irregular attendance, insubordination to teachers, habitual absence to class work, obscenity in word or act are sufficient reasons for the permanent or temporary dismissal of students.
25. Students should take note of the notifications on the notice board everyday before they leave the college. Failure to look at the notice board will not be an excuse for any omission or commission.
26. Absence from examination / test papers will be treated as a serious breach of discipline and shall invite disciplinary measures.
27. Ragging, teasing, intimidating and harassment in any form meted out towards fellow students and girl students in particular within the campus or outside are cognisable offences and students are expressly prohibited from indulging in such activities.

In the light of the directives contained in various court judgements in recent years, it is mandatory for the Principal to report all cases of ragging and harassment to the police.

28. The use of mobile phone is restricted in the campus. Inside the campus, students are expected to put their phones in the silent mode. Under no circumstances mobile phones should be used inside class rooms, corridors, library and auditorium.
29. In all matters of conduct in and outside the college not specifically mentioned here, students are expected to conduct themselves with decorum, keeping up the reputation of the institution.
30. Principal shall be the final authority in all matters regarding discipline and he shall also have the authority to decide on any issue not specifically covered by the existing General Rules mentioned here in.
31. Students are expected to bring their ID card & Handbook everyday.
32. Progress in Attendance of the students shall be intimated to the parents regularly.



ATTENDANCE & LEAVE

1. No student shall be absent from the class without leave. The reason for leave shall be clearly stated
2. Leave of absence will be granted for convincing reasons only on the recommendation of the group tutor.
3. Application for leave should be made in prescribed form with the recommendation of the Group Tutor before availing leave. Late application will not ordinarily be considered.
4. Students coming to the class late or leaving the class early shall lose half day attendance.
5. When the absence is for more than a day, leave application must be counter signed by parent or guardian.
6. When the absence is due to illness, the application for leave should be supported with a Medical Certificate.
7. The annual certificate of attendance and progress required for admission to the university examination will not be granted unless the Principal is satisfied with the student's conduct, attendance and progress.
8. Students should not be absent themselves without securing leave on the closing day before a vacation and the reopening day after the vacation.



SUBMITTED BY
ACCEPTED BY
M. S. K. V. M. S. COLLEGE
MYSORE, PIN 576 352

9. 'Strike of the roll' A student who is continuously absent for 14 days without sufficient reason and proper intimation to the Principal of the College shall be removed from the roll.
10. The minimum attendance of 75% of the total working days of the year is absolutely necessary for promotion and for admission to the university examination.
11. The annual certificate shall not be granted unless a student has completed the course of study to the satisfaction of the college authorities and his / her progress and conduct have been satisfactory.
12. A) Attendance: A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Attendance shall be maintained by the concerned Department. Condonation of shortage of attendance to a maximum of 9 days in a semester subject to a maximum of two times during the whole period of a degree programme shall be granted by the University. However, condonation of shortage of attendance to a maximum of 18 days (double condonation) in a semester once only during the whole period of Programme also shall be granted. Benefits of attendance may be granted to students who attend the approved activities of college/university with prior concurrence of the Head of the institution. Participation in such activities may be treated as presence in lieu of their absence on production of participation/attendance certificate in curricular/extracurricular activities. The condonation of shortage of attendance shall be granted according to the existing prescribed norms of the University. The application in the prescribed form shall be accompanied by a chalan of Rs. 770.

If a student registered in first semester of the UG degree programme is continuously absent from the classes for more



than 14 days at the beginning of the semester without informing the authorities, the matter shall immediately be brought to the notice of the Registrar of the University . The names of such students shall be removed from the rolls.

13. No application for exception will be recommended by the Principal unless he is satisfied with the reason for the shortage of attendance, or due to causes beyond the students control. Ordinarily only prolonged illness will be accepted as a plea for shortage of attendance.

Absence without leave will not be condoned under any circumstance. If a student is absent for one hour it will be treated as absence for half day and if the absence is for two or more hours it will be treated as absence for one full day.

ASSISTANT REGISTRAR
ANNA UNIVERSITY
CHENNAI

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STUDENTS GRIEVANCE & REDRESSAL CELL

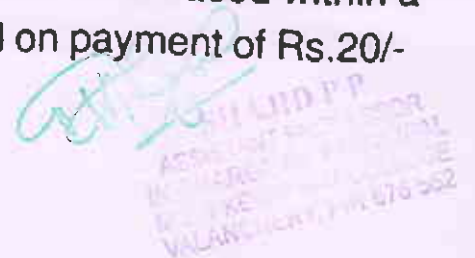
Students grievances are given due consideration by the college and as such the grievances are being addressed by the Grievance redressal cell. It is constituted in line with UGC (Grievance Redressal of Students) Regulations, October 2018. The cell addresses all kinds of grievances of students related to admission, fees, examination, scholarships, issue of certificates, provision of amenities, etc. Grievance redressal mechanism is a three tier system which include Departmental Grievance Redressal Committee (DGRC), College Grievance Redressal Committee (CGRC) and University Grievance Redressal Committee (UGRC).
Nodal Officer : Dinil S. (9447213574)



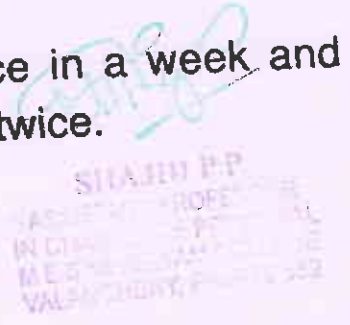

DINIL S.
NODAL OFFICER
STUDENTS GRIEVANCE & REDRESSAL CELL

LIBRARY RULES

1. All the members of the staff and students are members of the library and are entitled to use library and to borrow books.
2. The library will be kept open from 9.00 a.m. to 5.00 p.m. continuously on all days other than public holidays.
3. Applications for books to be borrowed shall be submitted to the librarian before 10.00 a.m.
4. Personal belongings like books, periodicals, bags, umbrellas, boxes etc. are not allowed to be taken inside the library or reading room and they shall be left at the entrance.
5. Schedule for issuing of books will be notified on the library notice board.
6. Strict silence must be observed in the library.
7. A student is allowed to take only one book at a time.
8. The members of the staff may be allowed to take books not exceeding ten including text books.
9. Books will be lent to the members of the staff on getting their signature in personal ledger maintained for that purpose and to students on card system.
 - a) Each student should get a Readers Ticket on payment of Rs.10/- from the librarian.
 - b) Readers Tickets are not transferable.
 - c) If a student loses his / her ticket, the matter should be reported to the librarian immediately. If the ticket is not traced within a week, a duplicate ticket will be issued on payment of Rs.20/-



- d) The books must be returned in good condition to the librarian at the end of each year of the course, failing which clearance certificates will not be issued.
10. On receiving a book from the librarian the member shall satisfy himself and call the attention of the librarian to any damage found in the books. Otherwise it will be presumed that the book was quite intact when issued and the member is liable to be held responsible for the replacement of book.
11. Writing or any kind of marking upon the book with ink or pencil etc. will also be considered as damages done to the book.
12. If a book is damaged or lost by a member, he / she will have to replace it by a new copy in the same edition or pay cost of the latest edition of the book including 20% of the cost of book as the postage or 3 times the price of the book as fine, within the time limit fixed by the principal.
13. If one book of a set is damaged or lost from a member he / she must replace it by a sound copy of the same edition. If such a copy is not available he/she shall purchase the whole set of any edition within the prescribed time.
14. The reference book and current periodicals will not be lent out but they may be referred to within the library.
15. Before leaving the library each member shall return to the librarian books, periodicals taken by him/her for reference.
16. Members are not allowed to transfer the books taken by them. Breach of this rule will lead to the loss of the membership.
17. Books taken should not be retained for more than fourteen days from the date of issue.
18. The students can renew the books once in a week and member of the staff can renew the books twice.



19. If a book is not returned before the due date a charge of 50 Ps. per book per day including holidays will be collected from the students.

20. If a book becomes due on a holiday it may be returned the next working day without overdue charges.

21. A book which is over due will not be received from the students without overdue charges.

22. A book can be returned on any prescribed day before due date.

23. A book taken out is liable to be called back at any time if necessary.

24. All books must be returned to the library two weeks before the closing of the last term of each year. The members of the staff may be allowed to retain the books up to the closing date of the college.

25. The members may seek the help of the librarian in the selection of books.

26. The membership card shall be surrendered to the librarian at the end of the academic year. Failing to do so shall invite a penalty of Rs. 20/-



Handwritten signature in blue ink.