



# INTERNAL QUALITY ASSURANCE CELL (IQAC)

CHIKKANNA GOVERNMENT ARTS COLLEGE,  
COLLEGE ROAD, TIRUPPUR – 641 602

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## COLLEGE CODE OF CONDUCT

### Dress code and Discipline

1. Students must wear appropriate clean dress and have a neat hair-cut.
2. Students must always be wearing the college identity card inside the campus. The students not wearing the identity card will not be permitted inside the campus.
3. Students must come to class in time and behave properly inside the classroom. Students must complete all the academic tasks responsibly.
4. Students must be seated in their respective seats before the first bell is rung.
5. Students who are late to the class should wait outside the class until being permitted by the teacher to enter the class.
6. As a cultural symbol the students must greet the teachers, fellow students and non-teaching staff with “vanakkam” when they meet them for the first time in a day.
7. Students can move from one class to another only during allotted time. While moving, the students have to move silently and in a disciplined manner.
8. Cell phones is not encouraged in the campus if brought under unavoidable circumstances cell phones have to be switched off while in the class.
9. While participating in college festivals, students have to behave properly and follow decorum adding prestige to the student community and the institution.
10. While using college properties, students must be careful and be responsible. If any college property is broken by a student deliberately or accidentally, the cost of the property will have to be paid by the student and penalty may also be levied. Students should not scribble on walls/ bench/desk.
11. Students can inform the Principal regarding their concerns through Heads of the departments. While doing so, students have to inform only by writing and individually.

12. Students should not gather as groups and hang around near Principal's room or college entrance/exit or garden.
13. Students must not litter in the campus. Smoking, spitting, indulging in any uncultured activities like howling, whistling, shouting is strictly prohibited inside the campus.
14. As per the rules of the Tamil Nadu Government, following disciplinary actions may be taken against students who indulge in undisciplined activities:
  - a. Suspension
  - b. Expulsion on disciplinary grounds
15. Eve-teasing is strictly prohibited and eve-teasers will be strictly dealt with.
16. If a student indulges in Ragging directly or indirectly, the student will be expelled from the college summarily and appropriate criminal action as per IPC will be initiated.
17. If a student hurts or tries to hurt physically, emotionally or psychologically a fellow student or a teacher or a non-teaching faculty of the college, the student will be expelled from the college immediately and criminal proceedings will be initiated.
18. If any student indulges in in-disciplinary activities outside the campus or if there is any action/complaint against a student by the Police, the student will be expelled summarily.
19. Proper protective gear should be worn by the student during their presence inside laboratories.

### **Lab Protocol**

Laboratory/practical lessons will be taught in tandem with theory lessons. The students will be permitted to appear for the semester practical examination if only he/she is well versed in practical lessons. Students must handle lab equipment carefully. Penalty will be levied for mishandling or damaging the equipment's.

### **Attendance Rules**

#### **Requirement to appear for the examinations**

a) A candidate shall be permitted to appear for the university examinations for any semester (practical/theory) if

- i) He/she secures **not less than 75%** of attendance in the number of working days during the semester.
- ii) He/she earns a progress certificate from the Head of the institution, of having satisfactorily completed the course of study prescribed in the scheme of examinations for that semester as required by these regulations, and
- iii) His/her conduct has been satisfactory.

Provided that it shall be open to the Syndicate, or any authority delegated with such powers by the Syndicate, to grant exemption to a candidate who has failed to earn 75%

of the attendance prescribed, for valid reasons, subject to usual conditions and the Ordinance No.1 of 1990 of the University.

- b) Students who have attended **less than 75% but 65% and above** will be permitted to appear for the semester only upon paying Rs.1500/- as condonation fee.
- c) A candidate who has secured **less than 65% but 55% and above** attendance in any semester has to compensate the shortage in attendance in the subsequent semester besides earning the required percentage of attendance in that semester and appear for both semester papers together at the end of the later semester.
- d) A candidate who has secured **less than 55%** of attendance in any semester shall not be permitted to appear for the regular examinations and to continue the study in the subsequent semester. He/she has to rejoin the semester in which the attendance is less than 55%.
- e) A candidate who has secured **less than 65%** of attendance in the final semester has to compensate his/her attendance shortage in a manner as decided by the concerned Head of the department after rejoining the same course.

### **Important Instructions for students based on Tamil Nadu Government policy regarding Admission and getting TC**

1. Admission is done based on tamilnadu government rules and regulations following rank and roaster system.
2. Students willing to join the college will be admitted only upon the submission of the TC issued by the institution where the student has studied previously.
3. Students who have been admitted in college on the basis of false documents will be removed from the roll and will lose the fees paid towards admission.
4. Students failing to pay the semester exam fees of other fees will not be permitted to continue the course.
5. Students leaving the college without completing the course do not have any right to claim refund of the fees paid.
6. Students who have paid all their due will have to apply for TC within one year of their last day of attendance.
7. Duplicate TC and Conduct certificates will be issued only based on the certificate issued by Revenue Inspector or Police Inspector certifying that the original certificate is lost or damaged beyond repair.

### **Payment of Tuition Fees**

Government of Tamil Nadu have waived tuition fees for UG courses from 2007-2008 and PG courses from 2010-2011 onwards.

### **Instructions regarding the payment of other fees:**

Students have to pay special fees, exam fees and other related fees at an earlier date itself, instead of waiting for the last day of payment.

### **Paying fees with penalty:**

1. Re.1/- will be charged per day as Penalty for late payment of fees. If the student has failed to pay the fees within one month at the beginning of each semester, his name will be removed from the register. A student whose name is removed from the register will have to seek permission from the Principal through the Head of the Department to be reinstated. The student will be reinstated only if he is permitted by the Principal after paying the fees and an additional penalty of Rs.5/-.
2. If the student fails to pay the semester exam fees before the last date the application submitted by the student will not be processed and will not be permitted to appear for the semester examination.

### **Scholarship**

State Government scholarship, and Central Government scholarships, are available.

### **Eligibility to apply for Scholarship:**

1. Students studying UG courses in Government Arts and Science Colleges belonging to Backward Community and whose parents do not have an annual income of over Rs.200000/- and if there are no graduates in the family they are eligible to apply for scholarship. If the family has a graduate and an annual income is below Rs.200000/- the student is eligible for scholarship. The students who come from Most Backward Community (MBC) and Denotified Community (DNC) are also eligible to apply. This scholarship will compensate the current semester's tuition fees, semester fees, special fees and other non-refundable fees.
2. Students who belong to SC, ST and SC (Converted to Christianity) communities whose parents have an annual income below Rs.250000/- are eligible for scholarships provided by the Central and State governments. Students who belong to SC, ST and SC (Converted to Christianity) communities whose parents have an annual income of over Rs.250000/- are also eligible for free education scholarships.
3. While applying for the scholarship, the student has to enclose the following documents along with the scholarship application form,
  - a. Community certificate issued by the Tahsildar
  - b. Income certificate
  - c. Nativity certificate

- d. First generation learner certificate and
  - e. Attendance certificate for the previous year
4. While submitting the scholarship renewal application, the student need not enclose any documents along with the application.
  5. 10% relaxation in attendance will be provided for married girl students who are pregnant.
  6. Students who are eligible for scholarship are instructed to apply within one month of joining the college. Failing to apply for scholarship will make the students lose the scholarship.
  7. The students have to submit the filled in scholarship application along with necessary documents to their class tutors (Mentors).

**For the attention of students:**

1. Students who wish to apply for scholarship must have a minimum attendance of 75%. Students who do not have over 75% attendance will not be given scholarship.
2. Scholarship will only be deposited in the Nationalized Bank accounts of the students. Students are therefore instructed to open an account in a Nationalized Bank.

**Students counseling**

The college has a student counsellor body. The main activities of this council are:

1. To provide necessary guidance and counseling for the students to participate in competitive exams and entrance examinations.
2. To provide guidance and counseling to students related to education.
3. To inform students about job opportunities and future welfare available in newspapers and journals.
4. To address the student problems related to their subjects.
5. To provide special classes for students.
6. To provide necessary assistance to maintain general welfare of students

**Tutorial System (Mentor – Mentee System)**

- 1) This provides opportunities for teachers and staff members to work together for the betterment of the college.
- 2) This helps students in their overall development through regular monitoring process.
- 3) Each student will be under the monitoring of a tutor. Students can approach the tutors regarding their educational and various other concerns.

**Responsibilities of Tutors**

- 1) Tutors will meet the students who are under their supervision every week.

- 2) Tutors will record the details of the students who are under their supervision regularly. The details of students which include their address, their academic records, leave records and other records will be maintained.
- 3) Tutors will inform the parents regarding the absentees and other problems.
- 4) Tutors will help the students regarding library activities.

### **Student's responsibilities**

- 1) Students have to meet their tutors regularly.
- 2) Students can go on leave only with the permission of the principal via tutors and head of the department.
- 3) Students will have to get the signature of the tutor and the head of the department in the railway concession form and education fees concession forms.

### **Cells, Associations and other Clubs**

Following Associations are available in this college

- 1) College council
- 2) IQAC Cell
- 3) NIRF Cell
- 4) AISHE Cell
- 5) Tamil Association
- 6) English Association
- 7) Economics Association
- 8) History Association
- 9) Computer Science Association
- 10) Computer Application Association
- 11) Mathematics Association
- 12) Physics Association
- 13) Chemistry Association
- 14) Zoology Association
- 15) Costume Design and Fashion Association
- 16) Commerce Association
- 17) Commerce International Business Association
- 18) Business Administration Association
- 19) Fine Arts Club
- 20) Red Ribbon Club
- 21) Youth Red Cross
- 22) Women cell

- 23) Eco club
- 24) Yoga Club
- 25) Rotract club
- 26) NCC units
- 27) NSS units
- 28) Internal Complaints Committee (ICC)
- 29) Consumer Citizen Club (CCC)
- 30) Electoral Literacy Club (ELC)
- 31) Carrier Guidance cell
- 32) Placement Cell
- 33) Chikkanna Hockey Club
- 34) Reader's Club & Current Affairs

These associations and clubs will help to develop the knowledge of the students of their respective departments. Principal of the college will be head of all these associations. Each association office bearers are elected by the students themselves. Each association will be appointed with a secretary, deputy secretary and president.

### **College Association**

The College Association operates under the Union Head.

All the students of the college are the members of this association. College Principal is the Head of the association.

A college faculty will be appointed as Deputy President by the Principal.

A secretary and a deputy secretary will be appointed by the Principal from the student community.

Students in charge for various branches will be appointed in the following manner.

Each class will have class representative, irrespective of medium of study.

Class representative of third year of the department will be the secretary of their branch.

The second year class representative will be the deputy secretary.

**PRINCIPAL**