



Disciplinary Committee

The main function of the Disciplinary Committee is to oversee the implementation and the practice of the code of conduct for the stakeholders and ensure adherence to rules and regulations that govern the management and administration of the College. The Disciplinary committee will be responsible for educating and creating awareness about the code of conduct that governs all stakeholders.

The Composition of the Disciplinary Committee

1. **Mrs. E.R. Jessie Kirubarani (Convenor for Girls)**
2. **Mr. D. Siva Kumar (Convenor for Boys)**
3. **Dr. M. Karukkuvel**
4. **Mr. C.Kandasamy**
5. **Mr. R.Krishna Kumar**
6. **Mrs. K. Mangai**
7. **Mr. C. Manigandan**
8. **Mr. D.Daniel**
9. **Mr. T. Prem Kumar**
10. **Mrs. N.Sathya Bavani**

Objectives

- To have an optimistic approach in imparting discipline among students in the campus.
- To ensure compliance with the provision of UGC regulations in curbing indiscipline behavior in the campus.
- To ensure a healthy environment by regulating discipline among the students in the campus.

Activities

- In case of any violation of dress code or disturbance in the class decorum, ID card will be confiscated from the student which will be handed over to him/her on the same day with a warning and advice from the disciplinary committee.
- Enforce total prohibition of cell phone usage by the students in the classroom.



- Ensure proper discipline in the campus. Monitor the movement of students in the college and prevent them from loitering around in the corridors during the college working hours.
- If any disciplinary activity is found, the student will be warned in the first instance and in case of continual of the same activity, action will be taken based on the rules and regulations of the committee.

To provide counseling if necessary.


Principal
THIRUTHANGAL NADAR COLLEGE
SELAVAYAL, CHENNAI-600 051.



Code of Conduct for Students

Thiruthangal Nadar College insists that its students adhere to the rules and regulations of the institute and discharge their responsibilities as with diligence. If any student is found violating the rules, and does not abide by the norms of the institution, the College authority may deem it necessary to take appropriate action.

Monitoring Committee for Students

For a smooth functioning of the Code of Conduct of Students in the College, the following committees are formed.

1. College Committee:

This committee comprises of the Secretary & Correspondent, Principal, Vice Principal and Heads of the Department. This committee monitors all curricular activities of the College.

2. Examination Committee –

This committee comprises the Principal and a team of faculty. This committee monitors the smooth conduct of examinations and address grievances related to internal and external examinations.

3. Grievance Redressal Committee:

Grievance Redressal primarily covers the receipt and processing of complaints regarding discontent in the institution. All conflicts cannot be eliminated but their exposure will contribute towards their reduction.

Objective:

- To identify, analyze the nature of the grievance, to solve the problem and strengthen the relationship.
- To detect the flaws in the college premises and ensure the corrective measures.



- To build good morale, maintain code of discipline and develop the faith of the students.

Activities:

- Investigate and handle each case by interacting with the student individually to identify the student's expectations.
- Examining and determining the witnesses and assessing them in proper time.

Ensuring proper information and keeping superiors informed.

Principal
THIRUTHANGAL NADAR COLLEGE
SELAVAYAL, CHENNAI-600 021.



Standard Operating Procedure

I. Admission

1. Application for admission to the college is to be made in the prescribed form on or before the last date of submission notified. Admitted students must submit their original transfer certificate, statement of marks and other certificates at the time of admission.
2. The Applicants will be enrolled and permitted to attend the classes only after the payment of the tuition fees on or before the specified date.
3. The second and third year students should pay their fees within the stipulated time period.
4. The name of the student will be removed from the rolls if he/she fails to pay the fees within the stipulated period.
5. Tuition fee once paid will not be refunded under any circumstances.
6. If a student wants to leave the college immediately after joining the course, the student should apply for withdrawal duly countersigned by his/her parent/guardian and they cannot claim refund of fees.
7. If a student, after completion of one year or two years of study, wants a transfer certificate at the beginning of next year even without attending the classes, he/she has to pay full fees to the college for the remaining period of the course.
8. If a student is expelled from the college due to his/her misbehaviour indiscipline, the information will be given to his/her parents and the transfer certificate will be issued.

II. Code of Conduct

1. It is obligatory on the part of each and every student to adhere to the rules and regulations of the college for maintaining good standard, discipline and decorum.



Students should be present in the campus during the stipulated college timings.

3. Students must behave very decently not only within the college campus but also outside the college.

4. Students have to conduct themselves in a manner worthy of the college in their dress, demeanor and sense of discipline. 5. At the stroke of the first bell in the morning and afternoon the students must be inside their classroom.

6. Students should respect the faculty and other superiors.

7. Students must stand up when a faculty enters the classroom. They can resume their seats only when they are directed to do so.

8. When the Principal, VIP's, Visitors and Members of Management enter the classroom, the students shall rise from their seats and remain standing till they are asked to be seated.

9. Students should not leave the classroom before the conclusion of the teaching hour or without the

Permission of the teacher or until the faculty has left the room or asks the class to disperse.

10. Students should avoid using filthy or unparliamentary language.

11. Students are expected to behave in a manner befitting the dignity of the college..

12. Students should not take part in any political, communal or religious activities.

13. No meeting, function or gathering of any such kind shall be held within the college campus without the permission of the Principal.



14. Eve teasing and ragging are strictly prohibited. As per Government Order students found guilty of these crimes will be fined upto Rs.25,000/- and rigorous imprisonment will be imposed upto 3 years.

15. Smoking is strictly prohibited not only in the college campus but also outside the college campus.

16. Students who are found using drugs or in a drunken state or under the influence of drugs will summarily be dismissed from the college.

17. Loitering, whistling and making noise in the college campus are strictly forbidden.

18. An IDENTITY CARD is issued to every student. Students have to wear their ID card in the campus, failing which they will be penalized with a fine of Rs.100/-

19. No one is allowed to enter the class without displaying his/her ID card. All students have to wear their ID cards wherever they are in the college campus.

20. The ID cards have to be worn by the students during their visit to other colleges and Universities for sports, cultural activities and other academic activities.

21. In the event of loss of ID card, students should immediately inform the College office and procure a new one on payment of Rs.50/

22. Students should not visit the canteen during the class hours.



23. Obscenity and vulgarity in dressing will not be permitted. Students should dress modestly; the dress should always be in keeping with the place and occasion. They are expected to wear simple, modest and comfortable dress pertaining to the dignity and decorum of the college.

24. T-shirts, Jeans and other fancy dresses for male- students, T-shirts and jeans for the female students are prohibited in the campus. All the female students should wear chudidhar with duppatta pinned in V-shape.

25. Cameras, Walkmans, Radios and Mobile phones are prohibited in the college campus. If any student has the above said items in the college campus, he/she will be punished with a fine of Rs.1000/.

26. Boys and Girls should not talk to each other anywhere in the campus. Anybody violating this rule will be punished and the parents of both the boy and girl will be intimated about this. Even regarding the doubts pertaining to studies, the boys should not ask the girls and vice versa. They should clear their doubts with the faculty concerned in the classroom itself. The books and study materials should not be exchanged between boys and girls.

27. The boys should not wear fancy metal bracelets

28. Boys and girls should not wear costly jewels. Girls and Boys are not supposed to carry huge amount into the campus. The boys are not allowed to come with french beard with any kind of fashionable/ stylish haircuts. The boys and girls should not bleach their hair.

29. Students are directed to co-operate with the authorities in keeping the college campus clean and tidy. They should avoid writing on walls and throwing scraps of paper in the college premises.



30. Every student should handle the college property with care. Damage caused to college property will be charged to the accounts of the students concerned. If the students, responsible for the damage, could not be identified, the damage caused will be charged to the accounts of all the students.

31. Students should park their vehicles only in the space meant for the purpose and must park in an order.

32. Change of residence of students/parent/guardian, if any, should be reported forthwith to the Principal.

33. Every student shall try to emulate the principled ways of great personalities and aim to achieve success and perfection in all their endeavours. The conduct, character, behavior and the progress in studies of each student should be satisfactory.

34. The college enjoins all students to lead virtuous and disciplined life.

III.Attendance & Leave:

1. Every student is expected to attend

- a) The College on all working days.
- b) All prescribed hours.
- c) All the tests and examinations without fail.

2. No student shall absent himself/herself without prior information.

3. One should not absent himself/herself to the College without any specific reason.



4. All leave letters must be submitted well in advance, to the Head of the Department through the Tutor in Charge.
5. When a student takes leave under unexpected or unavoidable circumstances, he/she must submit the leave letter duly endorsed by the parent/guardian on the next day when he/she attends College.
6. Students who absent themselves for more than three days due to ill-health or other such causes which force bed rest, must submit a medical certificate issued by a registered Medical Practitioner to the Principal within five days from the date of commencement of leave.
7. Students not attending any period during the college working days without permission will lose half-a day's attendance.
8. Students who absent themselves during any one of the sessions either forenoon or afternoon without permission will lose the day's attendance.
9. The names of students who absent themselves continuously for five or more days without permission will be deleted from the attendance register.
10. Attendance will be taken every period.
11. If the practice of 'late coming' persists, such students will be subjected to disciplinary action.
12. The monthly attendance secured by the students will be informed to the parent/guardian along with their performance in the periodical tests. The parent/guardian must carefully study such reports and advise their wards suitably.



13. Minimum of 75% attendance is essential to appear for the University Examinations. Students who have attendance between 65 and 74 percentage will be permitted to appear for the University Examination on payment of condonation Fee. Students who have less than 65 percentage of attendance will not be permitted to appear for the University Examination.

14. The payment of the University Examination fee by the student does not make the student eligible for payment of condonation on shortage of attendance. The decision of the Principal shall be final in all matters concerning attendance. The reasons for which the condonation may be permitted are long-term illness, major surgery and accident.

15. Stating ignorance of rule-13 or lobbying or giving pressure for required attendance by the students or parents on the eve of the University Examination will be viewed seriously. Hence the students are advised to be very careful in their attendance and the parents are also requested to carefully monitor the same in the periodical attendance report sent to them by the college for their perusal.

16. The students who get 100% attendance will be given awards and prizes during College Day function.

IV. Library

1. Each student is a member of the Library.
2. The Library will be kept open between 8.00 a.m. and 3.00 p.m. on all working days.



3. Students are not permitted to bring their personal belongings inside the Library.
4. Silence should be strictly observed in the Library.
5. U.G. Student will be issued two library cards and P.G. Student will be issued three library cards. They can borrow books using their cards.
6. Whenever a borrowed book is returned, the student must get back his/her library card. Otherwise, the student will be held responsible for the books borrowed from the library.
7. In case the Library Card is lost, the loss must be immediately reported to the Librarian.
8. Students who have lost the Library card will forfeit the right to borrow books. To get duplicate Library card, the student must pay Rs.25/- for each card.
9. The Students can retain the borrowed books for not more than 10 days, if the same book/books is/are needed beyond 10 days, then they must renew the book (s) subject to the condition that there is no demand for such book(s) from other student(s).
11. The Librarian has the right to call back any book lent to the students, at any time before the due date of return.
12. Defaulters, who fail to return the books on time, will be fined at the rate of Rs.2/- per day per book.
13. Absence of the student will not be entertained as a reason for not returning the books.
14. The list of students, who fail to return the books on the due date, will be put up on the notice board.



The entire fine amount due to the Library must be paid in the library itself, otherwise the Hall Ticket will not be issued.

16. As soon as the books are received, students must examine the same very carefully. Defects, if found, must be reported to the Librarian. Otherwise the student will be held responsible for it.

17. Students must avoid writing notes/ underlining on the pages of the books. Every page will be examined when the student returns the books.

18. Students must keep/handle the books with care. In case be recovered from them. Book is lost/ damaged; the cost of the book will be recovered from them.

19. The Librarian will not issue books to the students, who fail to adhere to the rules and regulations of the Library.

20. Dictionaries and reference books will not be issued on loan.

21. Students must surrender the Library cards at the time of leaving the college.

22. Magazines and journals must be handled with utmost care.

23. Photocopying facility is available in the college office at nominal charges.

24. Students may approach the Librarian/Tutor-In-Charge/H.O.D./ Principal in case of any difficulty in using the facilities of the Library.



V. Tests & Examinations

1. The college will conduct mid-semester and model examinations each semester based on University Examination pattern.
2. Attendance is compulsory for all the students in all these examinations.
3. The performance of the students in such tests and examinations will be taken into consideration in taking the final decision on allowing the student to the University Examination.

VI. Ragging

Anti-Ragging Committee:

Thiru. M.G.E. Selapalam - Secretary & Correspondent

Dr. S. Murugesan – Principal - Convenor

Dr. K.C. Lalithambika - Vice - Principal & Head, Dept. of English

Prof. S. Asaithambi - Vice - Principal & Head, Dept. of Corp. Secretaryship

K.S. Gnana Lingeshwaran - III BCom(G)

V. Naresh Kumar - III B.Com(CS)

V. Santosh Kumar - III B.B.A.

P. Anju Kalyani - III B.A (Eng)

K. Balaji - III B.Sc (Phy)

Prof. E.R. Jessie Kiruba Rani
(Head Dept. of A/F& BM)

- Student Advisor

Prof. B. Ravi Kumar

(Head, Dept. of Management Sciences)

- Student

Advisor Inspector of Police

Kodungaiyur & Manali

- Special Invitee



The following are the possible punishments for those who are found guilty of ragging in the campus.

1. Cancellation of admission.
2. Suspension from the College.
3. Debarring from appearing for examination.
4. Expulsion from the institution and consequent debarring from admission to any other institution.
5. Imprisonment for a Term which may extend to three years and a fine of Rs.25, 000/-

Note-A complaint box is placed near the office to register complaints related to ragging in the campus.

VII: ANTI SEXUAL HARASSMENT COMMITTEE

As per the guidelines of UGC and the Supreme Court an Anti-Sexual Harassment Committee has been established by the college to provide a healthy atmosphere to the students at the college.

Anti-Sexual Harassment Committee deals with issues relating to sexual harassment. The committee is formed to prevent sexual assault and other related crimes on girl students.

Goal: Prevention of sexual harassment to ensure safe environment for girl students for the studies.

Objectives

- To develop guidelines and norms for policies against sexual harassment.
- To develop principles and procedures to combat sexual harassment.
- To work out details for the implementation of these policies.
- To prepare a detailed plan of action, both short and long term.
- To organize a gender sensitization awareness programme.
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized.



Sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication) such as:

- Verbal or Physical threats.
- Insulting, Abusive, Embarrassing or Patronizing behavior or Comments.
- Offensive gestures, Language, Rumors, Gossip or Jokes.
- Humiliating, Intimidating, Demeaning and/or Persistent criticism, Open hostility.
- Suggestive comments or Body language.
- Isolation or Exclusion from normal work or study place.
- Publishing, circulating or displaying pornographic, Racist, Sexually suggestive or otherwise offensive pictures or other materials.

Unwanted physical contact, ranging from an invasion of space to a serious assault (The above list is not intended to be exhaustive).

Principal
THIRUTHANGAL NADAR COLLEGE
SELAVAYAL, CHENNAI-600 041.