

# IMPORTANT NOTICE

## Ragging – an offence

Ragging in any form, in any place or time is a cognizable offence that will attract severe punishment including summary expulsion from the college, institution, university.

Extract of Tamil Nadu Govt. Gazette – Extra ordinary dt. 29.01.97 (Bill No. B of 1997 Tamil Nadu Prohibition of Ragging Act)

1. In this act, unless the context otherwise requires, “Ragging” means display of noisy, disorderly conduct, doing any act 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 practical jokes on, or causing hurt to such student; or
  - b) Asking the student to act or perform something which such student will not, in the ordinary course, willingly act or perform.
2. Ragging within or outside any educational institution is prohibited.
3. 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 twenty thousand rupees.
4. Any Student convicted of an offence shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

Without prejudice to the foregoing provisions, whenever any student Complaints of ragging to the head of an educational institution, or to any other persons responsible for the management of the educational institution, such head of the educational institution, or 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 offence, from the educational institution.

## **Punishment for Ragging**

Ragging in any form inside or outside the college is a cognizable offence that will attract severe punishment as per Bill No.8 of 1997, Tamil Nadu prohibition of Ragging Act:

1. Ragging inside or outside the College shall be punished with imprisonment for a term of 2 years and shall also be liable to a fine of Rs. 20,000/-
2. Any student convicted under ragging shall also be dismissed from the Institution and such student shall not be admitted in any other educational institutions in the Country.
3. Any student suspected under ragging may be suspended from the Institution by the Head of the Institution or the person responsible for the management.
4. The decision of the Head of the Institution or the person responsible for the Management regarding the student who has indulged in ragging shall be final under sub section (i) of the above act.

## **REGULATIONS AND GUIDELINES**

Students are expected to abide by the following rules:

- Keep the classrooms and the institute campus neat and dity.
- Be courteous to staff members and fellow students.
- Be punctual to classes.
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- Be courteous to staff members and fellow students.
- Should come in proper uniform to the Institution and to the laboratory classes.
- Should wear ID cards, when they are inside the campus.
- Should bring calculators, drawing instruments notebooks etc. as per the time-table.
- Experiments done in a laboratory class should be written in the Record notebook and should be submitted in the next laboratory class as per the instruction of the faculty in-charge.
- Should submit the assignments in time as instructed by the concerned faculty.
- Should not use their cell phone, pager within the campus.

## **DRESS CODE**

- Pants with shirts tucked in, shoes and socks for boys.
- Saree, Salwar Kameez, Churidar with dupatta and proper footwear for girls.
- Wearing of Jeans, T-Shirts and other casual wears by students is strictly prohibited.
- The students should wear uniform for laboratory classes as specified.

## **LEAVE REGULATIONS**

- Students should apply for leave and get it sanctioned before proceeding on leave. In case of sickness, emergency leave letter has to be submitted immediately on return after the leave.
- Students should not absent themselves for more than three days continuously should come their parents for sanction/ ratification of their leave.
- Students should not absent themselves for more than 3 days in a semester.
- The names of the students who absent themselves continuously for 15 days will be struck off from the rolls.

## **Use of Cell Phone**

Use of Cell phone by all students, faculty and staff members in our college especially inside and outside of Class rooms, Laboratories, Library, drawing halls, seminar halls, conference halls, and other academic areas is strictly prohibited during college hours.

However, taking into consideration of the fact and special request received from the students especially girls students and their parents, only basic cell phones are permitted to use judiciously for genuine reasons in an emergency situation such as for sending message to their parents regarding their sudden ill health and late arrival due to Academic reasons with specific permission of the class i/c and HOD concerned. Otherwise, Students should have their mobile phones switched off and out of sight during class hours.

# **COLLEGE EXAMINATIONS**

- Students must be punctual and present for all the examinations.
- Borrowing of calculators, instruments or stationery items in the examination hall is not permitted.
- Copying in the examination hall will attract disciplinary action and debarring from further examinations.
- If a student is unable to attend a test due to valid reason, he/she is allowed to take the Retest.
- The Anna University has introduced internal Assessment marks 20% in each subject which is segregated into 60% for Unit Tests and 40% for Model Examinations.

## **CAMPUS RULES**

- Drive slowly not exceeding 20 Kmph limit.
- Noise pollution is an avoidable offence in the academic campus.
- No horn within the campus.
- Help to maintain the beauty, the serenity and greenery of the campus.
- Avail the dustbin facility.
- Park the vehicles in the “parking lots” only.
- Triple riding in two wheelers is prohibited.
- Rash driving may result in the seizure of the vehicle.
- Driving without license is prohibited.
- Use of plastic bags and cups is prohibited.
- Smoking and consumption of alcohol are prohibited.
- Pasting of wall posters, writing on walls and roads are prohibited.
- Cars and Bikes are permitted to park inside the campus. For which, necessary entry pass should be got from the main security office.