



SOURASHTRA COLLEGE (Autonomous), MADURAI.

(A Linguistic Minority Co-education Institution)

(Affiliated to Madurai Kamaraj University & Re-Accredited with 'B+' Grade by NAAC)

Vilachery Main Road, Pasumalai (P.O), Madurai-625004.

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NAAC CYCLE IV – SELF STUDY REPORT

7.1.10 THE INSTITUTION HAS A PRESCRIBED CODE OF CONDUCT FOR STUDENTS, TEACHERS, ADMINISTRATORS AND OTHER STAFF

Handbook, Manual and Brochures on Human Values and Professional Ethics

மாணவ, மாணவியருக்கான பொது ஒழுங்கு விதிகள்.

1. மாணவ மாணவியர் வகுப்பிற்கு உரிய நேரத்தில் வருகை தர வேண்டும். முதல் மணி அடித்தவுடன் மாணவ மாணவியர் தம் வகுப்புகளில் இருத்தல் வேண்டும். தவறினால் வகுப்பில் அனுமதிக்கப்பட மாட்டார்கள். எக்காரணத்தைக் கொண்டும் வகுப்பு நேரங்களில் வகுப்பை விட்டு வெளியே வரக்கூடாது.
2. வகுப்பில் ஆசிரியர் நுழைந்தவுடன் மாணவ, மாணவியர் ஆசிரியர் அனுமதியின்றி வெளியிலிருந்து உள்ளே அனுமதிக்கப்படமாட்டார்கள்.
3. ஆசிரியர் வகுப்பில் இருக்கும்போது மாணவ, மாணவியர் ஆசிரியர் அனுமதியின்றி உள்ளேயிருந்து வெளியே அனுமதிக்கப்படமாட்டார்கள்.
4. வகுப்பில் தொல்லை தரும் மாணவ, மாணவியர் வெளியேற்றப்படுவர். நன்முறையில் நடந்து கொள்ளாத மாணவ, மாணவியர் மீது தகுந்த நடவடிக்கை எடுக்கப்படும்.
5. மாணவ, மாணவியர் மற்ற வகுப்புகள் நடைபெறும்போது வராந்தாவில் நின்றுகொண்டு இடையூறு செய்தல் கூடாது. ஒரு வகுப்பிலிருந்து மற்றொரு வகுப்பிற்குச் செல்லும்போது அமைதியாகவும், ஒழுங்காகவும் செல்ல வேண்டும்.
6. வகுப்பு நடைபெறும் வேளைகளில் பார்வையாளர்களை மாணவ, மாணவியர் சந்திக்கக்கூடாது.
7. மாணவ, மாணவியர் கல்லூரியின் பொதுச் சொத்துக்களை கவனமாய் பாதுகாக்க வேண்டும். கல்லூரி வளாகத்தைச் சுத்தமாக வைக்க உதவுதல் வேண்டும்.
8. மாணவ, மாணவியர் கல்லூரியில் தொலைக்கும் பொருட்களுக்குக் கல்லூரி நிர்வாகம் பொறுப்பேற்காது.
9. கல்லூரிக்குள் நடைபெறும் விழாக்கள் மற்றும் வெளிக் கல்லூரி விழாக்களில் மாணவ, மாணவியர் அடக்கத்துடன் செயல்பட வேண்டும்.
10. கல்லூரிக்குள் நுழைந்த மாணவ, மாணவியர் காலை 10.00 முதல் பிற்பகல் 3.55 வரை கல்லூரிக்குள் இருக்க வேண்டும். தவிர்க்க முடியாத காரணத்தால் அவர்கள் வெளியே செல்ல நேரிடின் துறைத்தலைவர் மற்றும் முதல்வரின் அனுமதி பெற்றுச் செல்ல வேண்டும்.

11. மாணவ, மாணவியரிடம் இருந்து நன்கொடைக் அல்லது வேறு எதுவும் முதல்வர் அனுமதியின்றித் திரட்டக் கூடாது.
12. மாணவ, மாணவியர் அரசியலில் ஈடுபடக்கூடாது.
13. மாணவ, மாணவியர் கல்லூரிப் படிப்பு காலம் முடிந்தவுடன் விதிமுறைக்குப் பின் கல்லூரி திறந்த ஒருவார காலத்திற்குள் மாற்றுச் சான்றிதழ் மற்றும் நன்னடத்தைச் சான்றிதழ் பெற்றுக் கொள்ளுதல் வேண்டும்.
14. மேற்படி ஒழுங்குக் கட்டுப்பாடு விதிகளை மீறுபவர்கள் மீது அரசாங்கக் கல்வி விதிமுறைப்படி நடவடிக்கை எடுக்கப்படும்.
15. மாணவ, மாணவியர் கல்லூரியிலிருந்து மாற்றுச் சான்றிதழ் (TC) பெற கீழ்க்கண்டவை இன்றியமையாதவை.
 - (அ) திருப்திகரமாகக் கல்வியாண்டை நிறைவு செய்திருக்க வேண்டும்
 - (ஆ) நன்னடத்தை உடையவராயிருத்தல் வேண்டும்.
 - (இ) செய்முறைப் பயிற்சிகளை அறிவியல்துறை மாணவ, மாணவியர் முடித்து இருத்தல் வேண்டும்
 - (ஈ) பருவக்கட்டணம் மற்றும் விதிக்க கட்டணங்களைச் செலுத்தி இருக்க வேண்டும்.

கல்லூரி வளாகத்தினுள் ராகிங் செய்வது சட்டப்படி குற்றமாகும்

கைபேசி (Mobile Phone) கொண்டுவர அனுமதியில்லை

மீறுவோர் மீது தக்க நடவடிக்கை எடுக்கப்படும்.


PRINCIPAL,
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MADURAI - 625 004





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RULES AND REGULATION

INSIDE THE CAMPUS

RAGGING AND EVE TEASING ARE STRICTLY PROHIBITED.

THEY ARE OFFENCES AND PUNISHABLE UNDER PROHIBITION OF RAGGING ACT 1997.

1. All students must wear identity cards, when they are inside the college campus.
2. Students shall enter the classes on time and late-comers will lose attendance. However, they will be allowed to attend the classes with the permission of the HOD.
3. Students shall not make noise while leaving
4. The first hour of each day will start with prayer.
5. Students are expected to give due respect to teachers when they enter the class room.
6. Loitering and making noise in the corridors during class hours must be avoided.
7. Students shall maintain order inside the class rooms even in the absence of the teacher.
8. Severe punishment will be given to those students who cause damage to the college property. Therefore, students shall handle electrical fittings, laboratory equipment, computers, library books and other college properties carefully.
9. No visitor (friend or family member) is allowed to meet the student during class hours without the permission of the HOD
10. Whistling and hooting are serious offences. Students must avoid these practices inside the campus especially during college functions.
11. Students are not allowed to take part in the social / family functions of their classmates during working hours.
12. Students are allowed to go tours / one day trips only after getting the permission from the parents, the HOD and the Principal.
13. Students found smoking, using drugs or alcohol inside the campus or during functions will be expelled from the college.
14. Students should not bring mobile phones to the college.

15. Organising and participating in unauthorised meetings / function, relating to our college inside the campus is punishable.
16. Students asked to receive their marksheet from the respective HOD with their parents.

OFF CAMPUS

Students are expected to behave decently in public places like bus stands, bus stops and during bus travel. Any incident detrimental to the interest of the college will be viewed seriously.

Crowding and indulging in undesirable activities near the college main entrance, causing nuisance to the public will be seriously dealt with.

DRESS CODE

Every student of the college shall follow the following dress code.

- a. Wear modest, decent and acceptable dress.
- b. Wearing T. Shirts and Black shirts are not permitted.
- c. Girls are expected to wear sarees or chudithar with dupatta properly pinned.

Under the Educational Rules of the Government, the Principal has full powers to impose fine, suspend or expel the students from the college, for the violation of any one of these rules.

ATTENDANCE

1. Attendance will be marked at the beginning of every hour.
2. No Student will be allowed to absent himself or herself from the college without submitting leave letter. He/she must apply for leave in advance, stating explicitly the reasons for his/her absence. In cases where absence is due to unforeseen circumstances, application for leave should be submitted on the first day of return to the College.
3. All leave letters should be countersigned by the parent or guardian in the case of day scholars and in the case of resident students, by the deputy warden concerned.
4. No student shall abstain himself/ herself from internal tests without the prior permission of the Head of the Department concerned.





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5. Students should take tests seriously. No student will be permitted to leave the hall before 10 minutes.

SPECIFIC RULE:

The name of the student who is continuously absent for fifteen days will be removed from roll and he / she will be permitted to attend the classes only after meeting the Principal with parents.

EXAMINATIONS

- In every Semester, two centralised internal assessment tests will be conducted and 3rd test will be decentralised for P.G. Courses.
- Semester examinations will be held in November and April for the odd and even Semesters respectively
- Application for the Semester examinations will be issued to the students from the Office of the Controller of Examinations.
- Students should verify the details in the application such as photo, name, Register number and title of the papers and their codes.
- Students should pay the examination fees in the college office.
- The application, signed by the student and forwarded by the Head of the Department, must be submitted to the Office of the Controller of the Examinations on or before the due date.
- Late application will not be accepted on any circumstances.
- Hall Tickets will be issued to the students by the college office on production of the "No Dues" Certificates.
- It is mandatory for the students to bring the Hall Ticket and Identity Card for all examinations.
- Indulging in copying, malpractice and exchange of answer sheets will be viewed seriously.

Examinations	Level	Maximum		Minimum		Total Pass %
		I	E	I	E	
Theory	UG	25	75	-	27	40
	PG	25	75	-	34	50
	M.Phil.	40	60	-	27	50
Practical	UG	40	60	-	21	40
	PG	40	60	-	27	50

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11. Tentative Programme of Semester Examinations

S.No	Programme	Odd Semester	Even Semester
1.	Notification of the Collection of fee	First week of November	First week of May
2.	Last date for payment of fee : i) Without fine ii) With a fine of Rs. 240	7 days from the date of notification 5 days from the previous date	
3.	Practical Examinations	Third week of Oct.	Third week of March
4.	Theory Examinations	First week of Nov.	Third week of April

Library and Reading Room:

- College Library follows Open – access system
- Strict silence shall be maintained in the library
- Students are allowed to use the library during 10.00 A.M. to 3.55 P.M.

Laboratory Rules:

- Students should do only the specified experiments given in the cycle.
- The interference of any students into other's work is prohibited and punishable.
- Student should handle the apparatus with care.
- The difficulty felt during the practical work should be brought immediately to the notice of the Staff Member.
- Any article or apparatus broken by students must be replaced. In fixing up charge, decision of the HOD shall be final.
- Each student should provide himself/herself with two note books. On any account loose- sheets of paper should not be used for record observations. Students should obtain the note book supplied in the laboratory.
- Students should have completed 80% of practical to appear for the summative practical examinations.
- The bonafide certificate for practical work required as per the University regulation will not be granted unless the attendance and the performance of the student in the laboratory is satisfactory.

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Library Rules and Regulations:

- ❖ Each aided course students will be given three tickets to borrow three books for UG Student. PG Students will be given four ticket to borrow four books.
- ❖ Books of reference should not be taken out of library.
- ❖ The students are required to bring the identity card positively. A students shall use the book for 15 days and renewal can be made for three times.
- ❖ Any marking, underlings, clipping of annotating in books is forbidden.
- ❖ Books should be returned on or before the last date stamped on the date – slip.
- ❖ A student who fails to return the book within the prescribed time shall be fined Rs. 1/- for each college working day of default. Library fine shall be paid to the librarian.
- ❖ If a book is lost the student has to pay three times of the current price of the book.
- ❖ Neither the Hall Ticket nor the Transfer Certificate and conduct certificate will be issued to those who fail to surrender their library books.
- ❖ Staff and students while entering the library are requested to enter their details.
- ❖ Books issue time 10.00 A.M. to 3.55 P.M. only.

Student Services:

Student services constitute an integral part of education. The following are some of the important services: Programme – Orientation for new students, Health Service, Guidance and Counselling including Vocation Placement and Student Services.

Associations:

1. The following Associations are functioning in the college.
 - a. The Amertyasen Economics Club
 - b. The Bhaba Physics Association
 - c. The Business Administration Association
 - d. The Charles Babbage Computer Association
 - e. The Chemistry Association
 - f. The Commerce Association

- g. The Corporate Secretaryship Association
 - h. The Ilango Nunkalai kazhagam
 - i. The Natana Gopalar Tamil Association
 - j. The premchand Hindi Association
 - k. The Ramanujan Mathematics Association
 - l. The Tagore English Association
 - m. The Valmiki Association
 - n. Ramurai Sourashtra Literary Association
2. The objective of the associations will be to foster and encourage among the members the habit of intelligent thinking and clear expression through constant practice in debate and discussion in elocution, social service and to cultivate the spirit of organization and leadership.

National Service Scheme

Students are eligible to become member of the National Service Scheme. Those students who are desirous of joining the NSS have to enroll their names with the Programme Officers. The main objectives of the NSS are services to the community. It is sought to arouse the social conscience of students and provide them with the opportunity to work with the people around the educational institution.

NSS Programmes cover four aspects:

1. Institutional work: The students may place in selected welfare agencies outside the campus to work as volunteers.
2. Institutional Project: Improvement of campuses, Construction of play fields, Swimming pools etc.
3. Eradication illiteracy, Minor irrigation work, Agricultural operation, Health, Hygienic sanitation, Development of rural co-operatives, saving drive, Construction of Rural roads etc., (Preferably by adopting a village within the reach of the college.)
4. Urban Project: Adult Education, Welfare of slum dwellers, training in civil defence, setting up first-aid, Hospital Work etc.

National Cadet Corps

National Cadet Corps training will be imparted to willing students in the college classes. Those students who are willing to join N.C.C. have to enrol their names with the N.C.C. officer.

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