



SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Accredited at "A" Grade (3rd Cycle) by NAAC)

Chatram Bus Stand, Tiruchirappalli – 620002.

STANDARD PROCEDURES FOR STUDENTS

RULES CONCERNING CERTIFICATES

- (i) Any certificates must be applied in the prescribed form which can be had from the Office.
- (ii) Ordinarily a notice of 48 hours is necessary for the issue of Certificates.
- (iii) Pass or Qualification Certificates can be issued only by the University.
- (iv) A Course of Study Certificate will be issued only by the University.

UNIVERSITY CERTIFICATES

1. Application for Eligibility or Migration Certificates should be made direct to the Registrar, Bharathidasan University, Tiruchirappalli.
2. If an application is made for the issue of any Certificate after 2 years, a search fee of Rs. 100 per year will be levied.

RULES CONCERNING TUITION FEES

The college fees shall be paid online within 10 days from the date of reopening for each Semester. If a student fails to pay fees even after the expiry of the stipulated date HER NAME SHALL BE STRUCK OFF FROM THE ROLLS and she shall not attend classes and if readmitted, she shall in addition to the fees and fine due from her, pay a Re-admission fee of Rs. 500/-.

Absence from College with or without leave, will not be accepted as an excuse for nonpayment of College Fees on due dates.

GENERAL CONDUCT OF STUDENTS

1. Every Student shall wear a clean and decent dress.
2. Every Student shall invariably greet the Members of the Staff on the occasion of her first meeting them for the day in the college premises and whenever she meets them in the public.
3. No Student is expected to leave the classroom during a lecture without the permission of the Assistant Professor.
4. Students shall be regular and punctual in their attendance.



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5. Students shall not make any noise while moving from Class to Class.
- 6. Students are warned that Ragging in any form is a serious offence and will invite serious disciplinary action. Any such event happens, contact the Anti-Ragging Committee immediately.**
- 7. No Student shall on any account be permitted to enter the College Office during class hours.**
8. Students are forbidden to write or mark on the walls or any part of the College premises or on any piece of furniture or to throw paper or ink on the floors of the classroom.
9. Students are not allowed to gather in groups and chat or loitering in the verandahs, passages, etc. particularly during class hours.
10. Students are expected to read notices posted on the College Notice Board. Ignorance of any notice thus posted will not be accepted as an excuse for failing to comply with it.
11. No student shall be absent from the College without leave letter.
12. No meeting of any kind shall be held in the College without the previous written permission of the Principal. Similarly, no money shall be collected by Students from their Classmates for any purpose without obtaining prior written permission from the Principal.
13. No notice of any kind is to be circulated among students or pasted on the notice board without the previous written sanction of the Principal.
14. No student shall take part in political agitation directed against the authority of the Government or engage prominently in any public movement with which it seems undesirable that students should be associated.
15. Each student must notify in the prescribed form to be had from the College Office her local address as well as permanent address and other particulars relating to lodging etc. within a week from the commencement of work for the Class. Subsequent changes should also be reported without fail.
16. All students shall answer the Periodical Tests to the best of their ability and satisfy at least the minimum standard prescribed by the University. They are not allowed the use of books of any kind except the 'Tables' in the Examination Halls. Students shall not lend or borrow pens, erasers, instruments, mathematical tables, etc., during the Examinations. Any candidates found guilty of copying or any kind of malpractice shall be sent out of the room forthwith. The candidate shall not be permitted to attend the subsequent examinations and shall be punished as the Principal decides.



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17. Students who skip the Mid Sem Tests or are absent for the tests without any Valid Reason will not be permitted to appear for the University Examinations.

18. In regard to all matters not specified in the foregoing rules, students shall aim at conducting themselves according to the highest standards of conduct expected of them.

19. Any property found on the premises, which is presumably lost must be handed over with full relevant details to the office.

NOTE: - Under the Government's educational Rules the Principal has full power to inflict the following punishments:

Fine, Loss of Attendance, Loss of Term certificates, Suspension, Expulsion.

ATTENDANCE AND LEAVE OF ABSENCE

1. Ordinarily a week consists of five Working Days. The working day is divided into two sessions. Work will begin at 9.00 a.m. and at 2.00 p.m.

2. Attendance will be taken every hour.

3. A Student who is not in class when attendance is taken shall be marked absent and shall lose attendance for the session. It shall however be open to the Assistant Professor to mark a late-comer present, if she is satisfied with the student's explanation.

4. The list of absentees without leave and the fines imposed will be posted every week on the college Notice Board. A student may get her number removed from the absentees list on production without delay, of an order from the principal. The fine shall be paid before the last working day of the month.

5.Attendance certificates shall be granted only to Students who have attended 75% of the number of working days for the semester, provided also they have completed the course of Instruction to the satisfaction of the authorities and their progress and conduct have been satisfactory.

6.As per the rules of the University, Students who fail to put in a minimum of 75% Attendance will not be permitted to take their Examinations for the relevant semester and they have to re-do the semester. However, students of the first semester failing to put in the required minimum attendance will have to discontinue the course. They can rejoin the course only in the next year, if they so desire.

7. Each student is expected to keep her own record of attendance.



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8. The attendance of each student will be totalled and entered in the Term certificate Register in the course of the first week of the succeeding month after which no alteration can be made.

9. **Leave of Absence:** No student shall be permitted to attend the class without the permission of the principal, if she is absent for more than 3 days.

10. A student who is continuously absent without leave for six working days or more shall have her name struck off the rolls. She will be eligible for attendance only on re-admission.

11. Even in such cases the University will require work to be put in on other days including holidays, to make up for the shortage.

12. Application for **condonation** (in cases of shortage of attendance) will not be recommended unless the Principal is satisfied that the shortage was due to causes beyond the student's control.

13. Every student is responsible for filling the University Examination Application Form and the students who have not filled the application forms within the due date prescribed by the University are automatically detained from the rolls.

14. Every Student is expected to note down the University Examinations Time Table carefully.