

CIRCULAR FROM SECRETARY OFFICE Date-19.04.2022

All the students are hereby instructed to adhere the rules & regulations as mentioned in this circular in order to ensure discipline in our campus.

Discipline, Code of Conduct and Punctuality

1. Students must abide by the rules and regulations in force as well as other rules prescribed by the college from time to time. Thus, in the interest of the students, strict discipline has become the watch word of the college.
2. Students should be regular and punctual in attending the classes and all activities connected with the college. No student is allowed to enter the classroom or leave the class room during class hours without the permission of the HOD.
3. Avail leave/permission on time only if need with prior approval/permission. Late comers will be marked absent for half-a-day.
4. Students are expected to have respect for their peers and be sensitive to differences among themselves due to physical, cultural and economic considerations.
5. Strict action will be taken against students who are found using illicit or narcotic substances and behaving inappropriately on the premises.
6. Students are expected to take care of the college property and help in keeping the premises neat and clean. Disfiguring of walls, doors or breaking the furniture is a breach of discipline and will not be tolerated.
7. Eve-teasing is strictly prohibited & eve-teasers will be dismissed from the college. According to TamilNadu eve-teasing ordinance of 1998 whoever commits or participated or abets in eve-teasing, in or within the premises is liable for imprisonment for term which may extend to one year or shall we liable to a fine which may extend to RS.10000/- or both.
8. Ragging, Bullying, aggression or violence in any form is gross misconduct for which the college will take strict disciplinary action. Students should not use foul or offensive language.
9. Students are not allowed to use the mobile phone inside the class room, bus, cafeteria and inside the college campus.
10. If any student wants to possess mobile phone, he/she must bring his/her parents to college at once and get permission from the HOD through a requisition letter. Before commencement of the classes, the student can surrender the mobile phone to the class in charge and get back in the evening.
11. Students coming by two wheelers are instructed to wear helmet. They should possess a valid driving license. The vehicle must be parked in the allotted space only, if the vehicle is found anywhere other than the allotted area, the vehicle will be seized.

Dress Code

Boys:

- ◆ Should wear formal lengthy pants (should cover ankle) and shirts (half or full sleeves), complete with shirt tucked in and shoes. Jeans, casuals and T-Shirts are not allowed.
- ◆ Should wear Identity (ID) card
 - ◆ Should wear only formal shoes. Slippers, sports shoes, etc are not allowed.
 - ◆ Should not wear ear rings / bracelets (wire and iron metal rings)
 - ◆ Should trim hair, moustache, beard regularly and neatly.

Girls:

- ◆ Should wear only chudidhar with long top and dupatta.
- ◆ Dupatta should be neatly pinned on both sides.
- ◆ Should not wear leggings / short tops / sleeveless / net shawl/whole net dress
- ◆ Should wear normal shoes with socks. High heel fancy shoes and chapels are not allowed.

G.S. PILLAY GROUP OF INSTITUTIONS
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Civil - *[Signature]*

CSE - *[Signature]*
19/4/22

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