

PGP COLLEGE OF ARTS AND SCIENCE, NAMAKKAL

Rules and Regulations

Class Hours

1. The working day is divided into two sessions. The forenoon session has 3 hours (9.30 am to 12.30 pm) and the afternoon session has 3 hours (1.30 pm to 4.30 pm).
2. The first bell for the class is given ten minutes before the commencement of the forenoon & afternoon session and the second bell at the hour fixed for the commencement of the class. A bell is given at the end of each period. A long bell is given at the end of the each session.
3. At the first bell before each session, students shall go to their respective classes and take their seats.
4. No student shall leave the class room during a lecture without the permission of the faculty.
5. No student shall leave the campus between 9.30 am and 4.30 pm without written permission from the Head of the department and the Principal and also should get out pass to leave the campus.

Dress Code

Men : Pant and Shirt neatly tucked in with ID card and shoes.

Jeans, fancy shirts and T- Shirts are strictly not permitted.

Women : Sarees, Salwar / Churidar with dupatta, ID Card and cut shoes.

Leggings and short tops are strictly not permitted.

Laboratory: As per the dress code with specified over – coat.

ID Card : All students should wear their identity card when they are in the campus. When the Identity is lost, they should apply for a new Identity – card by getting permission from the HOD & Principal.

Good Manners & Behaviour

1. Students attending classes, meetings or other gatherings within the college should be in the prescribed formal dress.
2. When a student meets a member of the staff for the first time in the day, he / she must greet him / her.
3. Smoking is strictly prohibited.
4. Students should not make any mark on the walls, desks and buses, throw papers or spray ink inside the class rooms and corridor.
5. Usage of Mobile phones is strictly prohibited during working hours inside the college campus.
6. Keep the class rooms clean and tidy.
7. Students do not loiter in the corridors during the class hours.

Disciplinary Regulations

1. Students should not participate in political activities or Communal politics.
2. The College authorities may frame and implement from time to time the disciplinary rules of a permanent or temporary character to regulate the conduct of students whenever necessary.
3. The Principal is the final authority in the matters related to discipline in the campus.

Attendance:

1. Attendance will be taken each hour and absentees will be registered every day. Students absent for one hour will be taken as absent for half day.
2. Students should earn attendance of 80% in theory subjects and 100% in practical subjects. Those who earn less attendance are not eligible to appear for the University examinations. They have to rejoin the course in the subsequent year.

Leave of Absence:

1. Students requiring leave for one or more days, must apply for a leave and submit leave letter to the Head of the department one day in advance signed by the parent .

2. The leave letter for hostellers must be countersigned by the Warden / Deputy warden.
3. Students applying for a long leave on grounds of illness must produce a medical certificate from a registered medical practitioner. (Medical Certificate will not be considered for condonation fee for the shortage of attendance).
4. If a student absent continuously without any intimation, his/her name will be liable to be removed from the roll.

Tutorial System

Each student will be assigned the **faculty counselor**. Students must meet their respective **counselors** outside regular class hours for personal advice and guidance. Attendance particulars or any other certificate shall be routed to the Principal through the counselor and Heads of the Department. **Counselors** will closely monitor the progress of students in studies, regularity in attendance and behavior in and out of the campus. The Principal will take appropriate action, if any adverse remarks are received from the counselors against their wards.

Examinations

Schedule of examinations to be held during the course of the academic year will be notified in the departments. It is obligatory on the part of the students as per the rules of the college to appear for the examination.

Internal Assessment Tests

The college will conduct two internal assessment tests and one model examination for each semester. Internal Marks will be given to the students purely on the basis of their internal & model tests, attendance, class seminars and submission of assignments.

Ragging

1. The Act No. 7 of 1997 of the Tamil Nadu legislative Assembly, published on 14th February 1997 prohibits ragging in the educational institutions in the state of Tamil Nadu.

2. The Act expresses “Ragging means display of noisy, disorderly conduct, doing any act”. which causes or is likely to cause physical or psychological harm, raise apprehension, fear, shame, or embarrassment to a new student in any educational institution.
3. Ragging is strictly prohibited in and out of the educational institution. Whoever directly or indirectly involves, participates in, abets or propagates Ragging shall be punished with imprisonment for a term which may extend up to Rs.10,000/-
4. Any student committing such an offence shall also be dismissed from the educational institution and such a student cannot be admitted in any other educational institutions.
5. Whenever complaints of ragging are received, an immediate inquiry will be made and if found true, the student concerned will be expelled forthwith.

Members of Anti-Ragging Committee

1. Dr.S.Raja, HOD/Management Studies - Convener
2. Mr.C.Ajithan, AP/Biotechnology - Member
3. Dr.V.Reka, HOD/Tamil - Member
4. Mr.T.Gobi, AP/Mathematics – Member
5. Mrs.R.Suguna, AP/Computer science - Member
6. Mr.M.Ruthramoorthy, Physical Director - Member

Library

PGP Library provides comprehensive information about Library resources and services Links to electronic resources are subscribed for the benefit of staff and students.

Our role is to provide access to the information resources required by members of the college for research , learning and teaching. There is a wealth of material to support learning and research at the University level and over 25,000

printed volumes and an extensive range of high quality electronic resources are available.

The library offers the following services:

- :: Circulation Service
- :: Reference Service
- :: Current Awareness Service
- :: Photocopy Service
- :: Inter-Library Loan Service
- :: Online Public Access Catalogue (OPAC)
- :: Internet access to electronic full – text journals
- :: Internet Search

Laboratories

A laboratory is a facility that provides controlled conditions in which scientific research, experiments, and measurement may be performed. The modern art laboratories in the college is also used for certain other facilities where the processes or equipments used are similar to those in scientific laboratories.

- Computer lab
- Biotech lab
- Biochemistry lab
- Physics lab
- Chemistry Lab
- Language Lab
- Microbiology lab
- Catering lab
- Food Processing lab

Internet Access (Wi-Fi)

Our college is providing Wi-Fi facility to the student community. Wi-Fi is a mechanism for wirelessly connecting electric devices. A device enabled with Wi-Fi, such as a personal computer, smartphone, or digital audio player, can connect to the Internet via a wireless network access point.

Most agree that wireless networking represent the future of computer and Internet connectivity worldwide. Wi-Fi continues to be the pre-eminent technology for building general- purpose wireless networks.

Value Added Programmes

The college offers value added programs such as cookery & bakery, Medical Lab Technician, DTP & Tamil Typewriting, Tally, Hardware, Jewel Making, Stitching, Placement Training etc., in which students can join any of the courses of their interest. These Value Added Programs help the students to have self confidence and motivates to become a young entrepreneur.

Placement and Training Cell

The Placement and Training Cell of the college had an integral role in the recruitment and the Cell was provided with complete infrastructure support. Training programmes were organized throughout the year to prepare students to face the recruitment process. Students were also guided in improving skills to meet industry needs.

Sports and Games

Sports & Games have a very important role to play in the growth and development of mind and body. Sports can improve one's strength , speed, skill, stamina and suppleness. Our college encourages the students to participate in sports and games and also plays an important role in producing university level players.

Associations

Each and every department has its own student association and through the association the departments arrange seminars, guest lectures, workshops, conferences etc., to enrich and enlighten the knowledge of the students in their field of study.

Fine Arts Club

The major role of the Fine Arts Club is to bring out the student's hidden talents like music, dance, speech, drawing, painting etc., and make them to participate in the intercollegiate meet.

YRC Society

Young volunteers can make a significant contribution to meet the needs of the most vulnerable people within their local communities through Youth Red Cross Programme. This Society is formed to involve young people as much as possible to promote life and health through training and education on safety , primary health care and healthy living. and to promote international friendship with activities that cultivate a humanitarian spirit movement.

NSS

Our College has 4 units of NSS (boys 3 units, girls 1 unit). NSS volunteers generally work with villages, slums and voluntary agencies to complete 120 hours of regular activities during an academic year. The major roles of NSS are,

- (i) Adoption of welfare institutions and helping the inmates and staff by arranging camps, outings, fund collection drives for people affected by natural calamity, providing service for those who are physically challenged etc.,
- (ii) Propagation of the message of aids , health education, savings, road safety, blood donation etc., in the rural areas.
- (iii) Working for improvement of physical environment.
- (iv) Programme of non-formal education and general literacy classes.
- (v) Organization of economic development activities.
- (vi) Establishment of hobby centre.

Alumni

The college has alumni association . Every year a get together of Alumni will be conducted. It's a path to make the friends to meet, visit the college and share their memories. Alumni meet the students and guide them in placement and also help to facilitate projects in industries and companies and making the students industry ready .

PTA

The college has a Parent Teacher's Association and once in a semester a PTA meeting will be organized. Suggestions from the Parents will be taken into consideration and we work to fulfill their real need.

Hostels

There are hostels inside the college campus, separately for Men and Women. Admission to the hostel will be on first come first serve basis. Students desirous of admission should obtain the application form from the office . Rules and Regulations in- force at the time of admission and subsequent changes will be made to regulate the stay of the student in the hostel.

Canteen

There is a separate Canteen for the students where the students can enjoy variety of food and snacks all over the day.

Internal Quality Assurance Cell (IQAC)

The NAAC proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing the goals of quality enhancement and sustenance.

Members of IQAC:

1. Dr.P.Kalaiselvi, Vice Principal - Coordinator

2. Dr.S.Sivakumar, HOD/Computer science - Member
3. Dr.Arun K Das, HOD/Microbiology - Member
4. Mr.K.Gokulakannan, HOD/Commerce - Member
5. Mr.N.Karthick, AP/Computer science - Member
6. Mr.G.Vijaybaskar, AP/Computer science - Member

Students' Counselling & Grievance Cell

Women's Cell:

The Functions and activities of this cell are specifically meant for dealing with the problems of women on their personal problems possibly lies in the mentality attitude and also campus relating to sexual harassment and violence at the workplace. This women's grievance cell was established for creating an environment in the campus where girls can feel safe and create self-confidence on themselves.

Members:

1. Mrs. N. Rajeswari, AP / Management Studies
2. Mrs. M. Preetha, AP / Comp. Science
3. Mr. R. Nithya, AP / Comp. Science
4. Mrs. R.L. Priya, AP / Mathematics
5. Mrs. M. Kalpana, AP / English
6. V. Deepika - III B.Sc. Computer Science
7. R. Manisha I B.Sc. Computer Science
8. P. Nithyasri III B.Sc. Chemistry
9. N. Varsha Nivethini III B.Sc. Chemistry

Men's Cell:

The Grievance Redressal Cell is functioning for Men also to deal with matters relating to their behaviour, personal problems , academic and examination etc., and suggest corrective measures.

A systematic enquiry is made into the written complaint lodged by a student regarding his in disciplinary activities and counseling will be given to take necessary corrective measures.

Members:

1. Dr. S.Sivakumar , HOD/ Computer Science
2. Mr. S. Sivakaminathan , HOD / Mathematics
3. Mr. K.R. Dhanasekar , AP / Tamil
4. Mr. T. Murugesan, AP / Physics
5. Mr. S. Karthick Raja, HOD / English
6. M. Boobalan III BBA
7. S. Sivabalan III BBA
8. D. Suriya Balaji II B.Com.
9. M. Sabarishwaran II B.Com. CA

Transport

Our Colleges have about 50 buses which covers five districts Karur, Salem, Trichy, Erode and Namakkal. Students can utilize the college transportation by submitting the application form and getting bus pass .

Scholarships

College is arranging for all kinds of scholarships like community scholarship, farmers scholarship, Weaver's scholarships etc for the students. Students can get the applications form in office and submit on time.

Bonafide Certificates

Students may apply for bonafide certificate for the purpose of getting educational loan, scholarship, income tax submission, etc., by submitting the requisition letter to the Principal through the Heads of the Department.