

Ref.No:/KSRCAS/IQAC/2023 / 2024 - 001

Disciplinary Guidelines Circular

Date: 28.08.2023

It is informed that the following disciplinary guidelines should be strictly followed from 29.08.2023 (Tuesday) onwards.

Violation of disciplinary guidelines will lead to fine and suspension from classes on a case to case basis.

- The college starts at 9.00 am in the forenoon session and 2.00 pm in the afternoon session. All students are asked to present in the classes by 8.55 am in the morning and 1.55 pm in the afternoon.
- Late comers will not be allowed to enter the classes.
- Students should behave in a decent manner inside and outside the classes.
- Misbehavior with faculty as well as fellow students will be viewed very seriously and may lead to dismissal from the college.
- Students should wear ID card inside the campus and should produce it when asked for.
- Students must come with proper dress code (only formal dresses are allowed on Monday to Thursday)
- Students may wear: Jeans for boys and leggings for girls on Fridays and working Saturdays.
- Students should maintain personality discipline as clean shaven and proper haircut and they are not allowed to color or spike their hair.
- Students are not permitted to wear any kind of metal bracelets, big ear studs and Chains etc.,
- Unruly behavior in the college bus will make the student ineligible to use college transportation. Most buses also have teachers or other staff members. Obeying the instructions given by them (regardless of the fact that they are your teachers or not) is a precondition to avail yourself of the college transport.
- There is no senior or junior category in availing the seats in the college bus. If anyone indulges in demanding junior should stand and senior will sit in the seats, it will be treated as ragging. And Police complaint will be lodged against those who involve in such activities.
- Student should not loiter in the campus during the class hours. And also, students should not visit other colleges inside the campus without proper permission. If found severe action will be taken.

- All College property must be taken care of and no student should scratch or spoil the desks or chairs or damage any other College furniture, write or draw anything on the walls or in any way damage things belonging to others. Damage done, even by accident, should be reported at once to the appropriate authority. Any damage done will be repaired by the one who does it. If the culprit cannot be identified/ refuses to confess, the whole class will be liable to pay the penalty fixed by the concerned College authority. Anyone who sees something damaged should report the matter even if he/she does not know who has done it. Each class will be responsible for looking after their class property.
 - ✓ No books other than textbooks or library books may be brought to the College.
 - ✓ Students are forbidden to bring crackers, explosives and other dangerous material to College. Disciplinary action will be taken against such offenders.
 - ✓ Money should not be lend or borrowed, or articles exchanged.
 - ✓ Students are forbidden to bring mobile/cell phones to College. However, in the case of campus interviews / Webinars / Online activities, it has to be kept switched off after the use.
 - ✓ Driving of vehicles to College by students is not allowed. In the event of them being caught doing so, the parent will be held responsible.
- The College is not responsible for goods or money lost. Therefore, it is not advisable to bring any valuables (like expensive watches or ornaments) to College.
- Students should behave in a courteous manner wherever they go. They should always remember that the College is judged by their conduct. They should greet teachers wherever they meet them.
- A student who uses unfair means and/or receives or gives assistance to other in any form during tests/exams will be given zero in that subject, and a warning letter. Repetition of the same will result in dismissal.
- Parents and guardians may not visit their wards or their teachers directly to the classrooms.
- Strict disciplinary action will be taken which may lead to suspension as well as dismissal from the institution for indulging in forbidden practices which include smoking, use of drugs or intoxicants, rowdyism, rude behavior, casteism and communalism.


 PRINCIPAL
 PRINCIPAL

K. S. Rangasamy College of Arts & Science
 (Autonomous)
 TIRUCHENGODE - 637 215,
 Namakkal-Dt. Tamil Nadu. INDIA.

Copy To:

1. Heads of the Department
2. Intranet