



## Rules, Policy and Procedures

### 1: PREAMBLE

#### Short Title and Commencement: -

- ❖ These rules shall be called the ‘Service & Conduct Rules’ of Mohamed Sathak Engineering College.
- ❖ These rules shall come into force with effect from 01.04.2019 and will be revised as and when Necessary.

**Extent of Applicability:** - These rules shall apply to all teaching/non-teaching employees including all employees who are in service of the Institute in to those who join their appointment subsequent to that but not applicable to contract and daily wage Labour.

#### Definitions

1. “Management of MSEC” means in relation Governing Body members, Secretary, Director, Principal, Dean, Vice Principal and other Officers in the Institution directly under Administrative Control of Educational Society.
2. “MSEC Staff Member” means an Employee who is a Member of the service and who holds a post in the Institution, but not included the daily wage / causal labour.
3. “Organization” means The Establishment of MSEC including all employees who are in service in the position of Director/Principal, Officers, HODs, teaching and Non-teaching Staff members, who work for student services.
4. “Governing Body” means the supreme body of the Institution.
5. “Director” means the chief officer of the Institution appointed by the management / Secretary.
6. “The Principal” means head of the institution appointed as per the procedure laid down by ANNA UNIVERSITY CHENNAI.
7. “AICTE” means the All India Council of Technical Education.
8. “HOD” means Head of the Department of any academic department in the Institution.
9. “Competent Authority” in relation to exercise of any such powers under these Rules means any authority to whom such powers are delegated by the GOVERNING BODY .

10. “Disciplinary Authority” In relation to punishment (as specified in these rules) means the appointing authority/ Director/ Principal. Management will have to delegate his powers to impose such punishment.
11. “Section In charge” means a Supervisor of Independent charge appointed for administrative control of a Section like Examination Branch, Library, Placement Cell, Administrative Office, College Attached Hostel, etc.
12. “Family member” of an MSEC Staff Member means Spouse or children or other members actually staying with the Staff Member.
13. “Controlling Officer” mean an officer so appointed by the Governing Body which is directly responsible for the management of the college/ Institution.
14. “Leave” Means authorized absence from duty.
15. “Appointing Authority” means the authority empowered to make appointment.

## 2 APPOINTMENTS & SERVICE MATTERS

### Classification of Employee:-

Employees can be classified as:

- ❖ **A Permanent Employee:** Means one who has been appointed in a substantive capacity on a permanent post and treated as permanent after the successful completion of the probationary period of two years without absent.
- ❖ **A Probationary Employee:** Means one who is on probation period of two years for all Academic Staff.
- ❖ **Contract Employee:** Means an employee who has been employed for a particular job under the terms of contract of employment / appointment which automatically ceases after the expiry of period or completion of job.
- ❖ **A Casual Employee:** Means one who has been engaged on an occasional nature of job/post, on day-to-day basis.

### Classification Of Services:-

- ❖ **Intermittent Service:** All faculty & staff working in day time with an interval of Minimum 30 minute’s duration are called Academic or Intermittent Service and they will avail weekly rest on Sunday.  
**Ex:** - All Teaching & Non Teaching Staff.
- ❖ **Continuous Service:** A Staff member who will work continually in shifts without interval is called as Continuous service staff and they will avail rest on different days in a week. They will available in institution duty in shift for 24 hours in a day.  
**Ex:-** Asst. Wardens, H.K Supervisor etc.

## **Appointments:-**

- ❖ **Source of Manpower:** - For recruitment purpose, the following methods for recruitment may be followed viz:
  - Inviting Applications through Open advertisement in leading Newspaper.
  - Selected through Walk-in-Interview by open advertisement.
  - Referrals in case of emergency.
  
- ❖ **Appointing Authority:-** is the Management / The Secretary or his authorized officer who have the powers for appointment of a particular category of employee.
  - All appointments to any categories of post shall be made by appointing Authority on the recommendation of the selection committee constituted by competent authority.
  - Qualification and experience - For the appointment of teaching & non teaching staff, AICTE norms wherever applicable shall be followed.

**Selections & Joining:** - Every applicant for employment as teaching faculty is required to fill up and sign the prescribed/Bio-data information form and undergo:

- A test / interview of proficiency in the job he seeks in the manner considered if necessary, for the purpose.
- The applicant should present a demo on the technical or on the subject of the concerned field before Selection Committee.
- Every person appointed must sign on the duplicate copy of the appointment order to indicate his/her acceptance of the Service Rules of the College governing his/her employment.
- Appointments shall be subject to prior submission of original certificates of proof of academic qualifications, D.O.B, etc. as may be necessary for verification at the time of joining.
- The services of any employee on probation may be terminated without assigning any reason whatsoever.
- An employee may resign for his services in the college even after his confirmation by giving one month notice in advance or by paying an amount equal to one month salary in lieu of notice period provided there are no dues outstanding against the employee.

HOD's / Section In-charges will circulated the Service & Conduct Rules to staff after appointment and it is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the Institution.

## **Increments and Promotions:-**

**Performance / Self Appraisal / Review Process:** - Performance Self Appraisals shall be done for all the teaching staff members of the Institution. The self appraisal will be concurred by the immediate Head of the Department, Head of the Institution and will be considered at the next level evaluation.

**Grant of Increment:-** Increment of any members of staff, Teaching or non – teaching will depend upon the performance of his working ability satisfaction he gives to the management in discharge of his duties which include Teaching Feedback, regular in attendance, self appraisal and his contribution to growth of the dept. or organization etc.

### **Promotion**

- The faculty up gradation shall be considered strictly as per AICTE norms.
- Up gradation of other staff will not necessarily depend solely on seniority. The following factors will also be taken into account:
  - a) Past performance record
  - b) Potential for higher responsibilities
  - c) Punctuality and good conduct in the institution premises
  - d) Requirement of that particular categories of staff member.

## **Resignations, Retirements and Terminations:-**

### **Resignations:-**

- a) An employee, desirous of leaving the institution, shall give one month advance notice or pay back one-month salary in lieu of notice period to the institution before leaving.

Notwithstanding what is stated above, the management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him for any such reason

### **Retirement:-**

All the faculty members and non-teaching staff shall retire on completing the age of superannuation, which is 65 for faculty member and 60 for non- teaching staff.

- ❖ When a faculty member or non-teaching staff completes the age of superannuation on a day falling during the academic year, shall be retired on the 1<sup>st</sup> of May of the succeeding year.
- ❖ The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.

- ❖ If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
- ❖ The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

### **Termination of Service**

- The Management reserves the right to terminate the service of an employee by giving one month notice in writing without assigning any reason whatsoever or by paying one month pay to the employee for the equivalent period in lieu thereof as agreed upon.
- The Management shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of organization in-obedience or addiction to drugs or alcoholism or dishonesty or neglect of duty or moral turpitude or erosion of conduct etc. which are considered detrimental to the institution.

## **DUTIES & JOB RESPONSIBILITIES**

### **Holidays & Festivals: -**

- i) The working days of the Institutions shall be from Monday to Saturday. The Institutions shall observe a minimum of 90 working days per semester which means at least 180 working days during an academic year. However, special classes / additional working days may be arranged, as and when, need arises.
- ii) Festival holidays of the Institutions shall be as per holiday's schedule of ANNA UNIVERSITY calendar.

## **3. Duties of Officers & Staff**

### **Principal**

- Define & delegate responsibilities of various positions in the organization
- Ensure periodic monitoring & evaluation of various processes & sub- processes
- Ensure effective purchase procedure
- Define quality policy and objectives
- Prepare annual budget
- Conduct periodic meeting of various bodies
- Manage accounts and finance
- Employee recruitment process

## **HOD**

- To ensure smooth functioning of his department.
- Conduct of class work and adjustment of staff in case leaves.
- To arrange required equipment and other Instruction materials in the Laboratories.
- To assign the Lab In-charges in the department.
- Arranging guest lecturers / Seminars/ adjunct faculty.
- To see the completion of syllabus as per the university Academic calendar.
- Maintenance of staff & student's attendance records in the Department.
- To Guide teaching faculty and nonteaching staff in the department.
- Conducting internal and external lab exams.
- To analyze the results of students and take improvement measures

### **Teaching Faculty / Lab Incharges:**

- To conduct lectures and Lab Experiments' as per the time tables.
- Maintain the class attendance Registers.  
Maintenance of lab equipment and stock registers
- Prepare and issue lab manuals for experiments / practical's to the Students.
- To guide the students in organizing seminars.
- To guide students in mini / main project work.
- Student counseling and contacting the Parents as class Incharge.
- To ensure the completion of syllabus in time.
- To attend any other duty assigned by the HOD / Principal time to time.

### **Non teaching / Supporting Staff**

- To assist the Faculty and HOD of the concerned department.
- Guiding the students in the laboratory in conducting the practical's/ experiments.
- To handle and maintain the stock registers in the labs.
- To assist the Lab in charges in the Lab's.
- To maintain the Lab equipment in good condition.
- To issue & maintain the Lab manual in the lab's.

### **In charge Examination Cell**

- Constant pursue with examination portal of Anna University.
- Smooth conduct of internal / external examinations & submission of sealed answer scripts to University.
- To drive the Examination schedules of External labs & mid terms.
- Analyzing of Results of Semester exams.
- Collecting Exam stationery in time.
- Maintaining academic schedules connected with Examinations.
- Maintaining invigilators record and students attendance.

**Library In charge**

- Procurement and stocking of all text books & reference books.
- Documentation and Monitoring of library and Information centre.
- Issue and receiving of books to from the students.
- To maintain the Journals and Periodicals.
- Display of all important notifications and Job Opportunities in Notice Board.
- Maintaining of previous question papers of Anna University.
- Maintaining of record of CD's /Cassettes/Soft Copies.

**Training & Placement Officer**

- To conduct on campus interviews in college premises/off campus Interviews.
  - To develop continuous rapport with industries/ Companies for Interaction of the students.
  - Provide short term training courses to the students.
- To pursue the higher education opportunities to students
- To arrange a seminars/Counseling on educational opportunities.
  - To motivate / guide the students to improve their soft skills to attend Interviews.
  - Collecting and maintaining student data base and organize Alumini.

**Director (Admin) / Administrative Officer**

- Admission activities of UG / PG / MBA/MCA Courses including Admission Register.
- Student services for Bonafides / TCs, issue of original Certificates and Xerox copies etc.
- Control of Administrative Office activities.
- Public Information and Public Relation Officer.
- Arrangement of Stationery / Stores / Purchase Orders to Department
- Maintaining the Inward and Outward registers.
- To prepare Staff Salary Bills and arrange salary payments every month duly approved by Principal.
- Maintaining Accounts Transaction and Fees Transaction and Audited records.

## 4 LEAVE RULES

### VACATION LEAVE

The faculty member / staff member of the college will be eligible for vacation leave on the following basis:

<b>TEACHING STAFF</b>			
<b>Year of experience</b>	<b>Total Days of Vacation</b>	<b>ODD Semester</b>	<b>EVEN Semester</b>
Below Six months	Nil	Nil	Nil
Above six month & Below one Year	7 Days	Not Applicable	7 Days
1 Year – 2 Years	14 Days	Not Applicable	14 Days
More than 2 Years	33 Days	10 Days	23 Days

<b>NON- TEACHING STAFF</b>			
<b>Year of experience</b>	<b>Total Days of Vacation</b>	<b>ODD Semester</b>	<b>EVEN Semester</b>
Less than one Year	Nil	Nil	Nil
1 Year – 2 Years	7 Days	Not Applicable	7 Days
More than 2 Years	14 Days	5 Days	9 Days

Note:

- Faculty member/ Staff member will forfeit vacation leave during the semester if in that semester they are under loss of pay for more than 3 days and will also forfeit Vacation Leave during the academic year if their Loss of Pay exceeds 5 days during the year.
- ❖ The annual leave can be availed during the annual vacation period, unless under special circumstances the Principal grants it on the basis of the merit of the case.
- ❖ The Annual leave can also be adjusted against leave due to sickness or maternity.
- ❖ Where the staff member leaves the service under the circumstances that he had left the College causing any pecuniary loss to the college, encashment of leave at the time of separation will not be available.



## **CASUAL LEAVE**

All employees of MSEC are eligible to avail 12 days of casual leave in general in a calendar year, calculating in the basis of one day casual leave for each month and the leave will be credited in their leave accounts. Prior written approval should have been obtained from the Principal/Director for availing the casual leave. If the necessity for the casual leave could not have been foreseen and in such cases the leave letter may be submitted to the principal/Director through fax and the fact may be intimated over phone to their HOD for making alternative arrangements. Such Leave e application through fax should not be as a matter of routine and only in extraordinary circumstances on emergency basis, such leave will be admitted as a “Special Case” duly making entry in a register, maintained for this purpose i9in the “Administrative wing” of the college. IF an employee is having a routine habit of leave requisition sent through fax, it will be watched through the entries made in the register and appropriate “action deem fit” will be initiated against the employee concerned.

### **SYSTEM OF CASUAL LEAVE ACCOUNT CALCULATING AND AVAILING THE LEAVE**

- 1 Leave account will be calculated from Jan to December in each calendar year and one day leave will be credited for each month and such leave account will be closed on 31st December every year.
- 2 Two days continuous casual leave may be permitted to avail in a month during “Class work Period” without affecting routine work.
- 3 Max. no. of 5 days Accumulated casual leave may be permitted to avail in a month during “No class work period” without affecting routine work.
- .4 If the employee is taken leave on both the days of “prefix” and “suffix” on the recognized holiday (either weekly or other holiday) all the days including the holiday will be counted as Leave and arrived the loss of pay accordingly.
- 5 All the casual Leave available in the credit will be lapsed at the end of the December 31sr in each calendar year.
- 6 Casual leave may be granted for half a day at a time on application. In such cases, the half a day period should be either four hours

from the commencement or before the closure of college hours (i.e, Half a day leave will be admitted from 9am to 1pm in the morning or 1pm to 5pm in the evening)

- 7 One hour permission will be admitted to all employees either in the morning or in the evening twice in a month. Such written “permission granted” application may be forwarded to the Administrative wing” of the college as well to the network administrator (finger print)
- 8 Three lates (including the permission) in a month should be counted as half a day casual leave.
- 9 For office staff, the excess leave may be adjusted in the eligible vacation leave.

### **COMPENSATION LEAVE**

- 1 The employees in the office, cash counter, faculty members and Lab. assist may be called for “duty” on weekly holidays or other prescribed holidays as and when necessity arises.
- 2 A “Turn duty” register should be opened and maintained in the “administrative wing”
- 3 All entries for the calling of duty on holidays will be made available in the turn duty register and got signed by the employee concerned.
- 4 The employee who attended the turn duty on holidays should sign in the attendance register and finger print should also be made.
- 5 On written, compensation leave can be availed within one month otherwise, it will be lapsed.
- 6 Compensation leave should not be combined with weekly or recognized holidays.
- 7 Compensation leave is restricted to 12 days to a particular employee in a calendar year.

### **STUDY LEAVE**

- ❖ The faculty member/staff member of the College can be granted leave for upgrading their education, in India or abroad.
- ❖ The faculty member/staff member who is going on leave as aforesaid will have lien on employment, and is eligible for 50% (Full-time) or 100% (Part-time) salary during such leave of absence.
- ❖ The faculty member/staff member will sign an agreement with

the College specifying the terms and conditions of leave as aforesaid, as determined by the Principal/ Correspondent on case to case basis.

- ❖ Faculty members/Staff members availing facilities for full time study need to sign agreements with the Management to serve the Institution for five years, along with sureties. In case of breach of agreement, faculty member/staff member has to repay the fees; salary availed along with breakage amount as per the bond or agreement.
- ❖ Faculty members/Staff members availing facilities for part time study need to sign agreements with the Management to serve the Institution for five years, along with sureties. In case of breach of agreement, faculty member/staff member has to repay the fees; salary availed along with breakage amount as per the bond or agreement.
- ❖ Faculty members/Staff members undergoing part time study can have flexi-timing and On-Duties. They can't leave the Institution during the program tenure and have to serve minimum one year after completion of higher education. In case of any pre-mature departure, they have to repay amount equivalent to the number of on-duty days and with breakage amount as per the bond or agreement.
- ❖ Higher educational programs need to be completed in the stipulated time of two, three or five years.

#### **ON DUTY PROCEDURES**

All employees are allowed to work under the basis of "on duty" as detailed below

- a. Deputed OD's by Management/Director/Principal- No restriction
- b. Co-curricular (paper presentation/FDP etc..)- Discretion of Principal.
- c. Ph.D/Research work- Discretion of Principal.
- d. Remunerative exam related ODs- External Invigilator, Laboratory external paper valuation, AUR, etc. Odd or Even semester 7 days per semester.
- e. Extra, paper valuation period should be adjusted in the vacation.

## MATERNITY LEAVE

Maternity leave on full pay may be granted to a woman faculty member/staff member for a period not exceeding 90 days, to be availed twice in the entire career.

## 5 EVALUATION OF FACULTY FEED BACK

**:- Performance/Teaching** :- Feed-back on Faculty teaching is assessed in the following three stages and the faculty with the poor feedback will be given opportunity for improvement of teaching ability before terminating the services.

**:- Monthly Feed Back from the Students** :- Subject-wise students 'feed-back' on the teaching of Faculty members will be assessed in 1<sup>st</sup> week of every month during the instructions period directly in the class review meetings in presence of HOD & Class Representatives of Each class. Improvement areas required, if any, will be notified to the faculty concerned.

**:- Confidential Feedback** :- One time Confidential feedback from the students will be collected from the students of regular Attendance in the middle of each semester only by the Principal/ Dean/Vice Principal Faculty with less percentage of Feedback will be notified to take improvement steps.

**:- HOD Feedback** :- All Faculty members will submit their self appraisal reports to the Principal at the end of the Academic year through their HOD's concerned. The HOD will write these confidential reports of the department faculty members while forwarding self appraisal reports.

**:- In additional to the above:** - A staff appraisal report, Publication / Participation of the faculty, contribution to the Institution / Dept is also part of the Feedback.

## 6. INCENTIVES FOR HIGHER

### QUALIFICATIONS/PUBLICATIONS

**Higher qualifications** : To encourage the MSEC Staff member, a Staff member is eligible for award of one additional increment as incentive for acquiring higher qualifications, i.e. M. Phil / Ph. D, etc. provided ;

- (i) That higher qualification is in his relevant field of Engineering or Science and useful for the academic class work to teach the students of the Institution.
- (ii) That the Staff member has acquired that additional qualification only after joining in this Institution.

**Sponsoring On duty for conferences:** Whenever an MSEC Staff member is Presenting / participating in a conference/workshops with a prior permission from Principal, he/she is permitted to go on duty for that conferences/workshop, provided, no disturbance to the Class work/exams is ensured and the Staff member should produce the evidences for presentations / Participation for the Conference / Workshop.

**On duty to Ph.D/M.Phil Project viva:** In case the Staff member of MSEC is attending for his thesis/Project Viva-Voce exam of Ph. D or M. Phil in his relevant field, he / she will be sponsored on duty on the day of viva-voce examinations.

**Credentials Due To Publications :** In case the MSEC Faculty Member has presented/published a technical papers in National or International Conference/ Journals and if the topic is published in Journals, this will be considered as additional credentials, while awarding of next increment, provided that date of conference/ publication is only after joining in this institutions.

## **Code of Conduct For Students**

### **General Discipline**

- Students must wear I.D card in the campus.
- Students must have their breakfast before the commencement of the first hour.
- Parents are requested to advice their ward suitably in this matter.
- Students should not celebrate any function by themselves like Friendship day, Birthday, Valentine's Day, Annual day, Teachers day, New Year's Day, Holi, etc. within the College campus.
- Students littering (throwing any kind of items such as waste paper, fruit peels, tea cups, plates etc.) are not permitted inside the campus.
- Entry into and exit from the College and hostel should only be through designated points/gates.
- Walking on the lawns and playground is strictly prohibited.
- Use of cameras is not permitted inside the campus, without the written permission from the College authorities.
- Students indulging in ragging, smoking/consumption of alcohol and physical assault within the campus and college bus is prohibited and students indulging in the same will be dismissed.
- Scooters/motorcycles usage inside campus is not permitted (and parents are cautioned, in the interest of the safety of their wards, not to permit their wards to travel by scooter/motorcycle/any other two wheeler)

## **Dress Code**

### **BOYS**

- Should wear only formals with shirts tucked in.
- Jeans should not be worn.
- Only formal shoes; sports or canvas shoes are not allowed.
- Dhoti/ lungi/ shorts are not allowed.
- Lab coats and prescribed shoes are to be worn during laboratory classes.
- Wearing short chains around the neck, plastic bracelets are not permitted.

### **GIRLS**

- Should wear only Chudidhar with Dupatta pinned on both sides.
- Ornaments like anklets, glass bangles, etc. which will cause distraction will not be allowed.
- Loose hair is not allowed. Hair should be plaited or tied.
- Lab coats and shoes are to be worn during laboratory classes.

## **Bus and Transportation**

- Students must carry the College bus pass and individual ID card while travelling by college bus.
- Students should travel only by the bus route indicated in the bus pass and they should board and alight at the same point in the route.
- Students should be seated during the journey and footboard travelling is strictly prohibited.
- Students should not move inside the bus or lie down on the seat during the journey.
- Students should refrain from dancing, singing, shouting, disturbing other students etc. which disturbs the decorum inside the bus.
- Celebration of bus day, birthday, Holi or any other functions/festivals is strictly prohibited.
- The instructions given by the faculty members travelling by the bus should be strictly adhered and students should not indulge in any kind of unruliness inside the bus.
- Students are not allowed to talk with the other gender.

## **Canteen/Mess**

- Seating arrangements should not be altered by students inside the canteen/mess for any reason.
- Canteen is meant for limited purpose of dining and should not be used for academic or recreational activities.
- Misbehavior inside canteen/mess services is an offence and is punishable.
- Students should be polite and courteous to the canteen staff.
- Boys and girls should stand in separate queues to collect tokens.

- Canteen timings should be strictly adhered.
- Students are not allowed to go to canteen during class hours.

### **CANTEEN TIMINGS (only on working days)**

Breakfast : 7:30am-8:15 am

Lunch : 12:00am-12:30 pm (First year), 12:50pm-1:25 pm (Higher semester)

### **RULES AND DISCIPLINE IN HOSTEL**

- ❖ Students residing in the hostel managed by MSEC shall strictly observe all the rules and regulations in force from time to time. Breach of rules/regulations may invite rustication / fine.
- ❖ During their stay in the hostel they will be under the control of Dy. Warden / Hostels officials of MSEC.
- ❖ Smoking, consumption of alcoholic drinks and spitting is strictly prohibited in the hostel premises.
- ❖ No guest or visitor of the inmate will be permitted to visit rooms. Visitors and guests should be received in the visitors room or reception area only between 4.30 p.m to 6.00 p.m. Every student shall be in his / her hostel by 8.00 p.m. if he / she has to stay out after the said timing owing to any special reason , he / she must obtain prior permission from the Principal /Director
- ❖ Poster, Pamphlets etc. should not be put up anywhere, either in rooms or lobbies.
- ❖ Students are not allowed to play any kind of sports inside the room / corridor.
- ❖ Allotment of the room, furniture etc. will be entirely at the discretion of the Principal / Director and no complaint in this regard will be entertained.
- ❖ Every student will keep the room allotted to him clean and neat. He / she shall proper care of the furniture and fixtures handed over to him / her. The hostel authorities have the rights to enter and inspect the room at any time, even in the absences of students.
- ❖ Students are expected to switch off the lights and fans in their rooms every time they go out and take Precautions to economics electricity consumption.
- ❖ No music system is allowed in hostel.
- ❖ Cell phones are strictly prohibited inside the campus.
- ❖ Student should strictly follow the dress code (Wear ID card &Shoes).

### **Mess Timings**

Breakfast : 7:30am-8:15 am

Lunch : 12:00am-12:30 pm (First year), 12:50pm-1:25 pm (Higher semester)

Snacks : 4.30pm-5 .00pm

Dinner : 7:30pm-8.30 pm

## Curricular Activities

- Students should be punctual to the classes (expected to be inside the classroom at least five mins before the commencement of the class) they should attend all classes regularly and participate fully in all learning and assessment activities.
- Attendance for tests and Model examinations is compulsory.
- Test Schedule is as mentioned below:

S. No	Test	Portion	Probable day of exam
1	Unit Test – I	Unit I	15 <sup>th</sup> Working day
2	Internal Assessment – I	Unit I & II	28 <sup>th</sup> Working day
3	Unit Test – II	Unit III	39 <sup>th</sup> Working day
4	Internal Assessment – II	Unit III & IV	50 <sup>th</sup> Working day
5	Internal Assessment – III	Unit I to V	70 <sup>th</sup> Working day

- They should go to library only during the library hours with the accompaniment of the teaching staff or when there are no classes.
- Submission of records, observation notebooks and assignments on time is compulsory.

## Leave Application

- Students cannot absent themselves from the classes without prior approval of the Class Advisors/HoDs.
- Leave application in the prescribed format should be submitted with the signature of Class/Faculty advisor and HoD. Hostellers should get the leave letter signed by the Class/Faculty advisor, HoD and Warden during holidays. On the other days it has to be submitted with the signature of Class/Faculty advisor and HoD. Those who stay alone in outside hostels will have to obtain approval of their parents/guardians.
- When students fall sick, intimation should be given to HODs or Class Advisors about the nature of sickness, duration of leave required, etc. On the next day of the absence leave applications (letters) signed by the parents along with doctor's certificate should be submitted.
- Students should ensure a minimum of 75% attendance in each subject as they are otherwise not eligible to appear for the University examinations.



## **Leave On Duty**

Permission or leave on duty will be given only in the following cases:

- Students who are permitted to take part in paper presentations.
- A limited number of students will be permitted to take part in cultural, sports and other competitions in other colleges on a 'first come first served' basis and the criteria of 'no arrears' may also be applicable as appropriate.

The institution reserves the right to amend the code of conduct for students as and when the situation warrants.