



LOGANATHA NARAYANASAMY GOVERNMENT COLLEGE

(AUTONOMOUS)

44, T. H. Road, Ponneri - 601 204, Thiruvallur District, Tamilnadu.

(Affiliated to University of Madras, Chennai - 600 005)

Phone & Fax : 044 - 2797 2266 Email : principal@lngovernmentcollege.com

English Version of CODE OF CONDUCT

Dress code and Discipline:

1. Students must wear appropriate clean dress.
2. Students must come to class in time and behave properly inside the classroom. Students must complete all the academic tasks responsibly.
3. Students must be seated in their respective seats before the first bell is rung.
4. Students should not gather as groups and loiter near Principal's room or college entrance/exit or ground or garden.
5. As a cultural symbol the students must greet the teachers, fellow students and non-teaching staff with "vanakkam" when they meet them for the first time in a day.
6. Students who are late to the class should wait outside the class until being permitted by the teacher to enter the class. After the class gets over the student can request to be marked present.
7. Students can move from one class to another only during allotted time. While moving, the students have to move silently and in a disciplined manner.
8. Students have to greet the teacher at the beginning and at the end of the class by standing up and giving way.
9. While participating in college festivals or other festivals, students have to behave properly and follow decorum adding prestige to the student community and our institution.
10. Students must remain standing during National Anthem. Students must not litter in the campus. Students must not smoke or spit. Students must not indulge in any uncultured activities like howling, whistling, shouting or smoking inside the campus.
11. Students should not enter the labs during unscheduled time.
12. While using college properties, students must be careful and be responsible. If any college property is broken by a student deliberately or accidentally, the cost of the property will have to be paid by the student and penalty may also be levied.
13. Students can inform the Principal regarding their concerns through Heads of the departments. While doing so the students have to inform only by writing and individually.
14. Students should not move any wooden furniture. If the students are found damaging the college properties they will be punished and the cost of the property will have to be paid by the student.
15. As per the rules of the Tamil Nadu Government, following disciplinary actions may be taken against students who indulge in undisciplined activities:
 - a. To impose fine
 - b. To suspend
 - c. To expel on disciplinary grounds
16. If a student indulges in Ragging directly or indirectly, the student will be expelled from the college summarily and appropriate criminal action as per IPC will be initiated.
17. If a student hurts or tries to hurt physically, emotionally or psychologically a fellow student or a teacher or a non-teaching faculty of the college, the student will be expelled from the college immediately and criminal proceedings will be initiated.
18. Students must always be wearing the college identity card inside the campus. The students not wearing the identity card will not be permitted inside the campus.

19. If any student indulge in indisciplinary activities outside the campus or if there is any action/complete against a student by the Police, the student will be expelled summarily.

DISCIPLINE COMMITTEE

Members - All HODs

Library Rules:

1. General library:

- a. General library will be under the control of collegelibrarian. Teachers and students are members of the college centrallibrary
- b. There are three sections in the college library:
 - i. Reference books
 - ii. Lending books
 - iii. University library bank
- c. Each student will be given individual library card andstudents can use the card to borrow books.

2. Borrowing book:

- a. Students who have borrowed the books is responsible forthe safe keeping of the books that he/she has borrowed
- b. Students must not lend the books that he/she hasborrowed from the library.
- c. Students will be lent books by the library on the allottedtime based on the request submitted by the students.
- d. While borrowing books students must ensure the book is in a good condition. If the book is not in a good condition, the librarian must be informed. After borrowing the book if the books gets damaged the student must replace the book with a new one.
- e. Students must not mark anything in the book.
- f. Students must make entry in the register for mentioning the preferred borrowing books. Students will be issued books only based on the entry.
- g. Student will be re-lent a borrowed book only after returning the book. A student will be re-lent a book only twice.

3. Time:

- a. College library functions from 9.00 a.m. during college working days. Special arrangements have been made for students studying in second shift.
- b. Students are not permitted to keep a book more than 15 days.
- c. If a student wants a book after more than 15 days, the book will be lent if no other student wants it.
- d. It is not acceptable if the student has not returned a book intime citing his leave of absence.

4. Demand to return the book:

- a. Librarian can demand the student to return the book lent anytime.

5. Loss of books:

- a. If a member has lost a book, the book must be replaced by the member with a new copy or else twice the amount of theoriginal price has to be paid as penalty.
- b. If one book of a volume is lost, the member has to replace the entire volume of books.

6. Penalty and Punishment:

- a. If the student fails to return the book before the deadline, a penalty of Re.1/- per day will be levied as penalty until the date of returning.
- b. If a student does not behave properly in the library or if the student has not returned the books in time or failed to pay the penalty, the Principal may stop the

student from using the library.

7. Holiday:

Books are not lent during the summer vacation.

8. Peace:

Students must maintain absolute peace in the library. Student should not indulge in any action that disturbs the library environment.

9. Teachers:

Except for the books used in a particular semester, teachers shall not keep books for more than one month.

10. Reference Books:

Students can refer reference books between 12 noon and 1 p.m. Post Graduate students are advised to use reference books available in their respective department library.

Health Checkup

Health condition of the students who have joined the college will be checked immediately by doctors after they join the college. If the students who are detained in the first year wish to continue their study their health condition will be checked once again/

Lab Protocol:

It is not easy to learn science lessons without proper periodical planning. Therefore students are instructed to pay attention in the process of learning in this stream. Laboratory/practical lessons will be taught in tandem with theory lessons.

The students will be permitted to appear for the semester practical examination if only he/she is well versed in practical lessons. Students must handle lab equipments carefully. Students have to pay damage fees or penalty if equipments are damaged due to carelessness.

Students counseling and advisory council

The college has a student counseling and advisory council. This council is under the Head, Department of Plant Biology and Bio technology. The main activities of this council:

1. To provide necessary guidance and counselling for the students to participate in competitive exams and entrance examinations.
2. To provide guidance and counselling to students related to education.
3. To inform students about job opportunities and future welfare available in newspapers and journals.
4. To address the student problems related to their subjects.
5. To provide special classes for students.
6. To provide necessary assistance to maintain general welfare of students

Tutorial System (Mentor – Mentee System)

- 1) This provides opportunities for teachers and staff members to worktogether for the betterment of the college.
- 2) This helps students to develop many skills and in their overalldevelopment through regular monitoring process.
- 3) Each student will be under the monitor of a tutor. Students can approachthe tutors regarding their educational and various other concerns.

Responsibilities of Tutors

- 1) Tutors will meet the students who are under their supervision every week.
- 2) Tutors will record the details of the students who are under their supervision regularly. The details of students which includes their address, their academic records, leave records and other records will be maintain in this record.
- 3) Tutors will inform the parents regarding the absentees and other related problems with their parents.
- 4) Tutors will help the students regarding library activities.

Student's responsibilities

- 1) Students have to meet their tutors regularly.
- 2) Students can go on leave only with the permission of the principal via tutors and head of the department.
- 3) Students will have to get the signature of the tutor and the head of the department in the railway concession form and education fees concession forms.

Associations and other Associations

Following Associations available in this college

- 1) College counsel
- 2) Tamil Association
- 3) Telugu Association
- 4) English Association – Zeal
- 5) History Association
- 6) Political Science Association
- 7) Computer Science Association – Swift
- 8) Mathematics Association
- 9) Physics Association
- 10) Chemistry Association – PANNING
- 11) Plant Biology & Plant Biotechnology Association
- 12) Zoology Association
- 13) Physical Education Association
- 14) Cultural Association – Siragai Virippom
- 15) Planning Committee

These associations will help develop the knowledge of the students of their respective departments. Principal of the college will be head of all these associations. Each association has a deputive head. Each association will be appointed with a secretary and deputy secretary from the third year and second year students respectively by the principal.

College Association

All the students of the college are the members of this association. College principal is the head of the association. College principal will appoint the deputy president of this institution. A college faculty will be appointed as deputy president by the principal. A secretary and a deputy secretary will be appointed by the principal among the student community. All the regulations mentioned earlier regarding other associations will be applicable for this association also. Students in charge for various branches will be appointed in the following manner,

- 1) Each class will have class representative, irrespective of medium of study. Class representative of third year of the department will be the secretary of their branch. The second year class representative will be the deputy secretary.
- 2) Similarly, each class will elect their representative for the following association Cultural association, Planning Committee, Physical Education Association, Tamil Association and Telugu Association. These representatives will discuss among themselves and elect a secretary and a deputy secretary.

Important Instructions for students based on Tamil Nadu Government policy regarding Admission and the getting TC:

1. Students willing to join the college will be admitted only upon the submission of the TC issued by

- the institution where the student has studied previously.
2. Students who have been admitted in college on the basis of false documents will be removed from the roll and will lose the fees paid to wards admission.
 3. Students will be admitted only at the beginning of the first semester.
 4. Students failing to pay the First semester exam fees of other fees will not be permitted to continue the course.
 5. Students leaving the college without completing the course do not have any right to claim refund of the fees paid.
 6. Students who have paid all their due will have to apply for TC within one year of their last day of attendance. Students applying after one year has to pay the penalty charge of Rs.6/-.
 7. Duplicate TC and Conduct certificates will be issued only based on the certificate issued by Revenue Inspector or Police Inspector certifying that the original certificate is lost or damaged beyond repair. Penalty charge for Duplicate TC is Rs.8/-

Payment of Tuition Fees:

Government of Tamil Nadu have waived tuition fees for UG courses from 2007-2008 and PG courses from 2010-2011 onwards.

Instructions regarding the payment of other fees:

1. Other charges applicable for each semester will have to be paid either in a single or double installment. First installment has to be paid within the first 10 days of the semester and the second installment within the next 15 days.
2. Instead of waiting for the last day of payment, students have to pay special fees, exam fees and other related fees at an earlier date itself.

Paying fees with penalty:

1. Re.1/- will be charged per day as Penalty for late payment of fees. If the student has failed to pay the fees within the first month of the admission, his name will be removed from the register. A student whose name removed from the register will have to seek permission from the Principal through the Head of the Department to be reinstated. The student will be reinstated only if he is permitted by the Principal after paying the fees and an additional penalty of Rs.5/-.
2. If the student fails to pay the semester fees before the last date the application submitted by the student will not be processed and will not be permitted to appear for the semester examination.

Important instructions to be followed by the student while paying the fees:

Students have to pay the fees in the college office in a silent and disciplined manner in a queue. The student has to mention clearly the name, register number, subject, year of study, medium of study, shift and other necessary details. Students are also instructed to mention clearly the denomination of the fees paid. The students have to keep the fees receipt safely.

Attendance Rules:

1. Each semester has 90 working days. Each academic year has minimum of 180 working days.
2. Students who have attended minimum of 68 days (75%) out of 90 days will be permitted to appear for their semester examination.
3. Students who have attended less than 68 days but more than 60 days (65%-74%) will be permitted to appear for the semester only upon paying Rs.500/- as condonation fee.
4. Students who have attended less than 60 days but more than 45 days (50%-64%) will not be permitted to appear for the semester. They will be permitted to continue their studies during the subsequent semesters. They will be permitted to write those papers upon paying condonation of Rs.500/-
5. Students who have less than 45 days of attendance (less than 49%) will be permitted to continue their studies during the subsequent semesters. However, the student will have to do study the same year during which he/she lacked attendance after the completion of the course.

6. Students who have chosen science degrees must have a minimum of 75% attendance for their lab classes separately. Students who do not have necessary attendance will be permitted only after paying the condensation fees or if the attendance is lesser will have to redo the semester.
7. As per the University of Madras guidelines, students who have less than 50% attendance will have to redo the course attending the classes regularly after their completion of course.
8. Students who have less than 50% attendance in two or more semesters will be considered as a student who has voluntarily discontinued the course.

Scholarship:

Various Scholarships sanctioned by the Director of Collegiate Education, Chennai 600 006:

1. State Collegiate Scholarship
2. Post Graduate Scholarship

Eligibility to apply for Scholarship:

1. Students who study UG courses in Government Arts and Science Colleges belonging to Backward Community whose parents do not have an annual income of over Rs.50000/- and if their family do not have any graduates are eligible to apply for scholarship. If the family has a graduate and still do not have an annual income of Rs.50000/- the student is eligible for scholarship. The students who come from Most Backward Community (MBC) and Denotified Community (DNC) are also eligible to apply. This scholarship will compensate the current semester's tuition fees, semester fees, special fees and other non-refundable fees.
2. Students who belong to SC, ST and SC (Converted to Christianity) communities whose parents do not have an annual income of over Rs.100000/- are eligible for scholarships provided by the Central and State governments. Students who belong to SC, ST and SC (Converted to Christianity) communities whose parents have an annual income of over Rs.100000/- are also eligible for free education scholarships.
3. While applying for the scholarship, the student has to enclose the following documents along with the scholarship application form,
 - a. Community certificate issued by the Tahsildar
 - b. Income certificate
 - c. Nativity certificate
 - d. First generation learner certificate and
 - e. Attendance certificate for the previous year
4. While submitting the scholarship renewal application, the student need not enclose any documents along with the application.
5. 10% relaxation in attendance will be provided for married girl students who are pregnant.
6. Students who are eligible for scholarship are instructed to apply within one month of joining the college. Since the college administration has to claim tuition fees and other related fees of the students from the government, the students are instructed to apply for the scholarship promptly. Failing to apply for scholarship will not only make the students lose the scholarship, but also will lead him or her to pay those fees.
7. The students have to submit the filled in scholarship application along with necessary documents to their class tutors (Mentors).

For the attention of students:

1. Students who wish to apply for scholarship must have a minimum attendance of 75%. Students who do not have over 75% attendance will not be given scholarship.
2. Scholarship will only be deposited in the Nationalized Bank accounts of the students. Students are therefore instructed to open an account in a Nationalized Bank.

Attendance and Leave:

1. Students have to submit leave letter/application to the Principal to avail leave. Students are not permitted to remain absent without applying for leave. If the student did not apply for leave due to some unavoidable circumstances, he/she has to submit the leave letter on the day of his/her attending the class without fail. If the leave taken is more than three days and is due to health reasons, the student has to submit medical certificate.

2. Students are not permitted to enter the class after the first bell in the forenoon or afternoon session. Students who want to enter the class in between will be permitted inside the class only if the teacher permits or else the student will be considered absent.
3. Attendance certificate for the students to appear for the University Semester examination in the prescribed format issued by the University of Madras will be issued only under the following conditions,
 - i. The Principal must feel satisfied by the development and discipline of the student
 - ii. The student must have attended at least 3 out of 4 quarters of total classes takenThe student must have attended at least 3 out of 4 quarters of total practical classes taken.
