



ISLAMIAH COLLEGE (AUTONOMOUS)

VANIYAMBADI – 635 752

(Managed by The Vaniyambadi Muslim Educational Society, Vaniyambadi)


Affiliated to Thiruvalluvar University, Vellore

COLLEGE RULES

- At the time of admission the fee for the first term of the course concerned shall be paid. Subsequently fees must be paid without fail not later than 5 working days of every term.
- If a student fails to pay his fee on the day fixed for the payment he shall pay a fine of Re.1/- for each working day the payment is delayed.
- If he fails to pay his fee upto 15 working days of each term, he shall have his name removed from the rolls. If re-admitted, he shall in addition to the fee and fines due from him, pay a re-admission fee of Rs.25/- and lose attendance for the period for which his name was removed from the rolls.
- Fee once paid will not be refunded on any account.
- Students are advised to retain their fee receipt with them till the completion of the course, and should be produced if required.
- The College authorities reserve to themselves the right to increase the Special and other fee if they consider it necessary to do so.
- The fee to be paid by every student will be notified both in Prospectus and the Calendar of the year concerned.
- If a student leaves the college at the beginning of the year or later during the course, he will have to pay the fee due for the course as per rules before his transfer and other certificates are issued to him.
- The College authorities reserve to themselves the right to cancel the admission of a student without returning the fee (1) if there is any discrepancy between the certificates produced and entries in the form of application for admission (2) if any suppression of fact is discovered later on, and to issue the Transfer Certificate during the period of his study if his behavior is not conducive to the smooth working of the institution (3) if he does not agree to the nomination of the Office-bearers of the College Union and Secretaries of Subject Association by the Principal.

ATTENDANCE AND LEAVE RULES


- It shall be the duty of each student to attend the college regularly and punctually on all days and go through the programmed course satisfactorily.
- The teacher takes attendance every hour. It is obligatory on the part of the students to attend all the hours prescribed for the day.
- A minimum of 75% attendance is necessary for Theory examinations in each semester to appear for the End Semester Examinations (ESE).
- Students will be permitted to appear for Practical examinations only if they have attended 75% of the practical classes.
- Students who have attendance below 75% in Theory and Practical are to adhere to the following regulations:
 - a) Students who have an attendance of 65% to less than 75% are eligible to appear for the E.S.E on condone by the Principal by paying a Condonation Fee of Rs.375/-


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- b) Students who have attendance of 55% to less than 65% are detained for that particular semester. They will be permitted to write the exams in the consequent Semester by paying a Condonation Fee of Rs.375/- and also by paying the prescribed Tuition Fee / Lab. Fee.
- c) Students who have an attendance of less than 55% are detained and they shall REDO the semester after completion of the programmed course after getting re-admission that too at the sole discretion of the Principal. However, readmission will be allowed only once during the duration of the course.
- d) Those who are asked to redo the course can continue their studies without break, but redo that particular semester after completing the course by attending the special classes arranged by HOD concerned.
- No student shall be absent from the college without applying for leave.
- In extraordinary cases students shall apply for leave as early as possible and report to the members of the staff concerned immediately on their return to the college.
- Leave for more than two days on grounds of illness will be granted if the application for leave is accompanied by medical certificate.
- No leave will ordinarily be granted for days prefixed or suffixed to holidays, vacations etc.
- If a student absents himself for an hour in a forenoon session, he shall lose attendance for that session. Similarly for afternoon session.
- If a student absents himself without leave for 5 consecutive days his name may be removed from the roll.
- The Principal shall be loco parentis to the students of the college. It shall be open to him to adopt any procedure he thinks fit to punish the students by taking any disciplinary action including expulsion from the college for breach of discipline. The procedure and the nature of the punishment shall not be questioned either by the student or by the parent.

DISCIPLINE AND BEHAVIOUR

- Students shall wear clean, decent and respectable dress.
- No student will be permitted to enter the campus without the ID Card.
- Students shall not loiter in the verandahs. Gathering in groups and making noise in the college premises are strictly forbidden. While moving from one class to another they shall not create any disturbance or make any noise.
- If for any reason there is no class, students shall go to reading room.
- No student shall leave the college premises during college hours without the permission of the Principal.
- Every student shall greet the members of the staff whenever he meets them.
- When a member of the staff enters the classroom or leaves it, students shall rise and remain standing till he takes his seat or leaves the room.
- No student shall leave the classroom without the permission or till teacher has left the room.
- Students shall co-operate with the authorities in keeping the premises of the college clean and tidy. They are forbidden from smoking anywhere in the college premises, scribing on the wall, scratching


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and thumping the desks and throwing the litter in the college premises, disfiguring the walls, furniture, garden, etc., are strictly prohibited. Students are forbidden from displacing or interfering in any way with the arrangement of the furniture of the college. Any damage done to the furniture will be charged for and the students concerned severely punished. If the offender is not traceable, a collective fine will be imposed.


- Lunch shall be taken at the Dining Hall only.
- Students are strictly forbidden from entering the office room. They will transact all business across the counter.
- Students shall not organize or attend any meeting in the college or collect money for any purpose without the previous permission of the Principal.
- No student shall be a member of any association not connected with the college without the previous permission of the Principal. He shall not take part in any anti-social and subversive activity. A student contravening this rule is liable to be punished with cancellation of scholarships, fee concessions etc., granted to him, or is liable to be removed out from the college summarily. It will also be open to the Principal to issue the Transfer Certificate at any time during the academic year and the onus would be on the student concerned to secure admission in any other college or the principal may refuse to issue him conduct or progress certificate without assigning any reasons whatsoever. Further, the Principal may also expel a student for any of the following reasons:
 - For action on the part of the student which directly or indirectly affects the dignity of the institution.
 - Gross breach of the discipline.
 - For any other valid reason.
- The Principal may at his discretion require a student who does not show adequate progress in studies or who is irregular in attendance or whose behaviour is not conducive to the smooth working of the institution, to remove from the College and issue him the Transfer Certificate.
- Students should cultivate a sense of dignity, responsibility and order. They should learn to think straight and appreciate the good and the beautiful. In general, the students are expected to conduct themselves in and outside the College as gentlemen and maintain the honour and dignity of the academic community to which they belong.
- Students should avoid doing anything by word or deed that may disturb the working of, or the unity and harmony of life both in College. Therefore, they shall never bank themselves as a body to petition their demands but shall INDIVIDUALLY approach the authorities. Therefore, cliques and party groups will be severely dealt with even to the point of expulsion.

RAGGING

As per the University Grants Commission's letter No. F.8-1/99 (PP-II) dated 13.01.2000, ragging may include: Display of noisy, disorderly conduct, teasing incitement by rough or rude treatment or handling, indulging in rowdyism, undisciplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehension or fear in a fresher or asking the students to do any act or perform something which a student will not do in the ordinary course and which causes him shame or embarrassment or danger to his life.

G.O. on Ragging: The Government of Tamil Nadu has prohibited ragging within or outside any educational institutions by passing a Government Order "Tamil Nadu Prohibition of Ragging Act 1997" vide their Order No. 7 of 1997 dt. 14.02.1997 which says that whoever directly or indirectly participated or propagates "ragging" will be punished as follows:

- i) Imprisonment upto a term of two years


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ii) A fine of Rs. 10,000/-

iii) Students convicted of the offence will be dismissed from the institution and will not be admitted in any other institution.

As per G.O., any student found guilty of ragging and or abetting ragging shall be expelled from the institution.

National Anti-Ragging Helpline 1800-180-5522 (24x7 Toll free)

email: helpline@antiragging.in

WORKING DAYS

The College works on all days except Fridays, Saturdays and holidays declared by the institution. If necessary, classes may be held on some of these days also.

EXAMINATIONS AND TESTS

Examinations for all classes are held periodically. Further, Tests in all subjects are held from time to time. Attendance in these Tests and Examinations is compulsory.

Progress cards containing the marks secured in the Tests and Examinations are sent to the parents or guardians.

PUNISHMENT FOR MALPRACTICE DURING EXAMINATIONS

Punishment for malpractice during examinations will be as per the guidelines issued by Tamil Nadu State Council for Higher Education (TANSCH).

PROMOTION AND SELECTION

All students are required to take Tests and Examinations. No student admitted to College is automatically eligible for promotion and selection. Besides student's attendance, his progress in studies and conduct as assessed by the staff and the Principal will be the only consideration for promotion to the next class or selection for the university examinations. The Principal may, at his discretion expel a student from the college who does not show adequate progress in studies or who is irregular in attendance or whose conduct is not satisfactory.


The annual certificate of the progress and the attendance will not be forwarded to the University for admission to the University / Autonomous examinations unless (1) the Principal is satisfied with regard to student's progress and conduct and (2) the student has attended the number of working days required by the University.

COLLEGE FEE CONCESSION AND SCHOLARSHIP

Fee Concession:

The students belonging to the Most Backward Classes and Denotified Communities studying in Aided Courses are provided free education by the State Government irrespective of the annual income of their parents/guardians.

Studying in both Aided and Self Financing students belonging to the Scheduled Castes and Scheduled Tribe communities should pay only the special fees. Those belonging to Backward Classes should pay full fees on joining the college and could claim refund if concession is sanctioned on the production in time of the income and other necessary certificates. The income certificate should be signed by an officer of the Revenue Department not below the rank of a Deputy Tahsildar.


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Scholarship and other fee concession will be based on the good conduct, behavior, progress in studies and regularity in class tests and examinations as certified by the Principal on the reports of the Heads of Departments concerned.

LIBRARY

- The Library works on all working days from 9.00 am to 5.00 pm.
- The Library works on the Open Access System.
- A degree student may take three books at a time.
- No students shall keep a book for more than a fortnight. If the due date happens to be a holiday, the book shall be returned on the next working day.
- After a fortnight from the date of issue, a book may be re-issued to the same student only if there is no other applicant for it.
- Reference books are for consultation only and they shall not be issued under any circumstance.
- Absence from the college shall not be an excuse for delay in returning the books.
- The librarian may recall a book at any time even before the due date.
- Library books shall be handled with great care; students damaging the library books in any form will be severely dealt with.
- The attention of the librarian must be drawn by the borrower to damages, if any found in a book at the time of issue, otherwise, the borrower shall be held responsible for the damage found in the book when it is returned.
- A borrower shall replace any book lost by him or pay such compensation as decided by the principal.
- A fine of Rs. 1/- shall be paid for each day if a book is detained after the due date. The borrower shall not use the library till the book is returned and the fine is paid.
- Sub-lending of books is strictly prohibited.
- Strict silence shall be maintained in the library.
- The librarian may, for purpose of cataloging or for other reason, recall a book at any time even before the due date and may re-issue it to the same borrower after the purpose is over.
- Any book in great demand may be lent for a shorter period.
- Student losing the borrower's ticket shall make a written report to the librarian immediately. A period of one month will be allowed to trace and produce the ticket lost, If even after this period the ticket is not traced, an undertaking in writing shall be given to the effect that the student shall hold himself responsible for any unauthorized borrowing against the ticket lost. Duplicate ticket will be issued on payment of Rs. 5/-

BOOK BANK

Standard text-books will be issued to poor and deserving students from the Book Bank on the recommendation of the professor concerned for a period of one month. Further, extension could be considered afresh on returning the books subject to the demand and availability of the book.


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READING ROOM


- Reading Room will remain open on all working days from 9.30 a.m. to 5.00 p.m.
- No student shall take any book or note-book into the Reading Room.
- Strict silence shall be maintained in the Reading Room.
- Magazines etc. kept in the Reading Room shall not be removed by readers.
- No current periodical, magazine, etc., will be lent. Back numbers will be issued by the Librarian with necessary entries made in a separate register maintained for that purpose.
- Magazines, periodicals, etc. shall not be marked or disfigured in any manner, nor shall leaves be torn or removed.

UNION AND SUBJECT ASSOCIATIONS

The Office-bearer of the College Union and the Secretaries of the Subject Associations shall be nominated by the Principal on merit cum good conduct basis.

The College Union and the affiliate Associations are mainly intended to afford opportunities to students to train themselves in public speaking, to enable them to participate with credit in the numerous inter-class and inter-collegiate competitions and to prepare and present learned papers on specific subjects. All these activities will be permitted and the accounts and photos relating to these activities will be published only if the College functions normally and peacefully during the academic year.

The Principal will be ex-officio President of the Union and the other Associations. Heads of the Departments will be nominated Vice-Presidents for the same.


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