



VIDHYA SAGAR WOMEN'S COLLEGE

(Affiliated to University of Madras)

Accredited at 'A' Grade by NAAC

Rules and Regulations

SECTION – I

Admission and Withdrawal:

Application for admission to the Degree course must be made on the prescribed form. The forms can be had along with the prospectus, from the college office on payment to Rs.300/-

Applicants for the various Degree courses should send a copy of the Higher Secondary School mark sheet attested by some School Principal / Gazetted Officer along with their application.

Application not containing the marks in the qualifying examination and other particulars called for in the application form will be rejected. All admissions are only provisional until they are validated by the University. Admissions made subject to the approval of qualifications by the University are at the candidate's risk.

The management reserves the right to withdraw at any time without assigning reasons, before an admission is validated, the provisional selection made for admission.

Each student of the Vidhya Sagar Women's College is looked upon as an individual endowed with certain talents and a certain character and personality which must be developed and she is provided with an education that enables her to carve out a career that will be personally satisfying and enriching to society.

SECTION - II

General Discipline:

1. Students should greet the Management, Principal other superiors and the members of the faculty when they meet them for the first time during the day whether within the college campus or outside.
2. The forenoon session of the college will start with the invocation prayer.
3. There will be a first bell at 9 a.m., during which college prayer will be played and **SILENCE HAS TO BE STRICTLY OBSERVED.**

4. When a lecturer enters the classroom, all the students should stand and greet him/her. They should take their seats only when they are invited to do so. Likewise, students should stand when the teacher leaves the room.
5. During working hours, no students are allowed to leave the classroom or enter without the permission of the teacher.
6. During working hours, students shall avoid loitering on the verandas and college campus.
7. When moving from one class to other students should walk silently in an orderly manner.
8. Students are expected to read the notices put up on the boards regularly. Ignorance of any notice put up on the college notice board will not be accepted as an excuse for failing to comply with requirements.
9. Students should not tamper with the notices on the notice board. Nor shall they fix any notice on the notice board without the permission of the Principal.
10. Students should dress modestly and decently while coming to college. Dress code for students is to be strictly followed.
T-Shirts, Short top and tight fitting dress are not allowed.
11. **Mobiles are strictly prohibited.** If found with the students, mobile will be confiscated.
12. Students attending meetings and other gathering should conduct themselves with dignity and decorum.
13. The cleanliness of the college building, furniture and surroundings would be the personal responsibility of every student. Let the walls, the furniture, the floor and the premises be kept clean.
14. No student of the college shall be a member of any association or club unconnected with the college without the prior permission of the Principal nor can she take part in any antisocial activities of any kind.
15. Whether on or off the premises, the students are expected to conduct themselves in such a manner as to keep up the name of the college.
16. Under the Education rules of the government, the Principal has full power to inflict the following punishments; fine, loss of term certificate, suspension and expulsion from the college.
17. Those who happen to come late to the college should meet the principal before entering the class.
18. Whenever there is a change in residential address and mobile number the students are expected to bring it immediately to the notice of the college office.

SECTION - III

Attendance:

1. Although the University prescribes, a minimum of attendance to be permitted to sit for the University Examinations this college insists on regular attendance in the classes.
2. No student will be allowed to absent herself from the college without valid reasons. She must apply for leave in advance stating the reasons thereof.
3. In case where absence is due to unforeseen circumstances, an application of leave should be submitted as soon as possible. In case of failure, the student will not be permitted to the class.
4. All leave letters should be countersigned by the parent or guardian in the case of day-scholars and by the Warden of the Hostels in the case of residents.
5. Students should not absent themselves from internal assessments or any tests conducted in the college.
6. Submission of the assignments and conduct of seminars is compulsory.
7. Students who happened to absent themselves without authorized leave will meet the Principal prior to attending class on their return to the college.

Library Rules:

1. Membership is open to all the staff and students of this college.
2. The Library works from 9.00 a.m. to 4.00 p.m. From Monday to Friday.
3. Two Library cards will be issued for student members.
4. Library cards are not transferable.
5. Only one book can be borrowed for each card.
6. Members are responsible for all the books borrowed.
7. Student members should produce their identity card along with the cards at the time of borrowing books.
8. Books will be issued to student members for a period of 15days.
9. Two renewals of books will be provided if there are no reservations against those books.

For renewals, members should come in person along with the book to the library.

10. Members before leaving the counter must satisfy them as to whether the books, which they intend to borrow, are in good condition and any damage should be immediately reported to the librarian failing which the member to whom the book was issued will be held responsible.
11. Books that are in special demand may be recalled at any time, if required
12. Absence from the college will not be admitted as an excuse for the delay in the return of books.
13. On default of return of books on the due dates indicated on the date slips, the following rates of overdue charges will be levied.

Rs. 1/- per day per book up to 10days.
Rs.2/- per day per book from 11th onwards.
14. Loss of books, if any, shall be reported to the library immediately and it should be replaced by another good copy immediately.
15. All members shall sign in the gate register at the entrance as a token of their acceptance to adhere to the rules of the library.
16. On no account, personal books, files and other articles (except loose sets of paper) will be allowed inside the library. The name shall be deposited at the property counter at the entrance.
17. Strict silence should be observed inside the library.
18. Any marking or writing inside the books by the members is strictly prohibited.
19. A member shall be responsible for any damaged one by her to the books or other property. She will be required to replace the book or other property damaged.
20. Notwithstanding anything containing in these rules, the decision of the authorities of this college in all matters shall be the final and binding on all matters.
21. Loss of cards should be reported to the librarian immediately.
22. Duplicate cards will be issued on payment of a penalty of Rs.25/- in Respect from the student members for each card and on giving an undertaking that they will continue to be held responsible for any loss.
23. All student members should return their two cards at the end of the final year and obtain a "No Dues Certificate" from the Librarian.

24. All books must be returned on or before the last working day for the academic year.
25. No Books can be borrowed by students after the last working day for the academic year.
26. All Students should show their library cards and obtain a "No dues Certificate" from the librarian, only then Hall Ticket will be issued to appear for the exam.

SECTION - IV

Scholarships and Concession:

The Government of Tamil Nadu and Trust award fee concessions and scholarships to poor and deserving students. To avail these scholarships students should apply in the prescribed form.

The Government of Tamil Nadu sanctions scholarships for Adi - Dravidar (SC) and Scheduled - Tribe (ST) Students. These scholarships have to be availed through the District Collector.