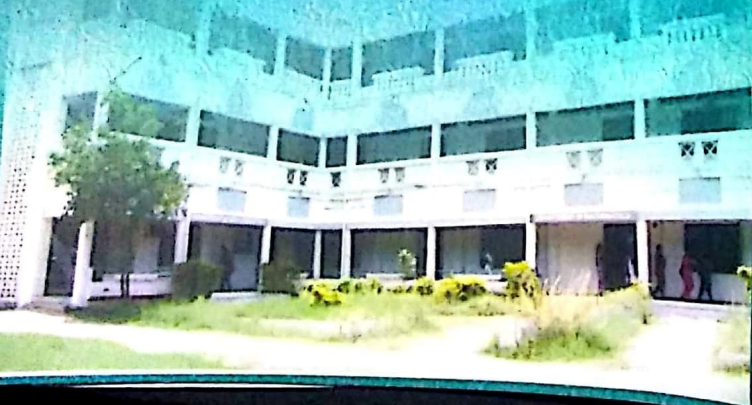




**S** Striving to Reach  
**R** Reaching to Create  
**C** Creating to Serve



## **SEETHALAKSHMI RAMASWAMI COLLEGE**

(A Unit of Padmabhushan Ayyar Educational Complex)  
 (An Autonomous Institution Accredited by NAAC)

Affiliated to Bharathidasan University  
**TIRUCHIRAPPALLI - 620 002, TAMILNADU**



**HAND BOOK : 2012-2013**



(iv) Registered, but marks not submitted - marked as "\*" (marked as "GEN" in the SE column of result copy)

For Final Semester CGPA  $\longrightarrow$  OGPA

OGPA	Grade
9.0 - 10.0	O - Outstanding
8.0 - 8.9	D+
7.5 - 7.9	D
6.5 - 7.4	A+
6.0 - 6.4	A
5.5 - 5.9	B+
5.0 - 5.4	B
4.5 - 4.9	C
4.0 - 4.4	C+
Below - 4	F

### GENERAL DISCIPLINE

1. Students are expected to conduct themselves in such a manner as not to bring discredit to the college or to themselves. Students, whether on or off the premises, should preserve the standard and good traditions of the college.
2. Students should wear clean and decent dress conforming to the rules of modesty. The students should wear either saree or half saree on all Fridays and important occasions. This rule should be strictly enforced by members of the staff.
3. The members of the staff also are expected to have regard for conventional dress and not to resort to modern dress.

4. The members of the staff are always expected to set the example for the students in matters of dress, conduct and courteous behavior.
5. Students are expected to be courteous and reverential to the members of the staff, distinguished visitors and invitees to the college.
6. Students are expected to be attentive and silent while attending class, meeting or any other gathering. They are requested to spend their leisure hours in the reading room or library. They should not loiter on the verandahs or the college campus and disturb classes at work.
7. The cleanliness of the college buildings and surroundings should be the responsibility of every student. No student should write or mark on the wall or any part of the college premises or any piece of furniture and throw paper or ink on the floor. Any student, found doing so, is liable to be punished. Every student should do her best to keep the room and the college premises quite neat and clean.
8. Perfect silence should prevail during congregational prayer every morning. Students should assemble in their respective places in order at 9-20 a.m. Late comers shall not disturb the congregation. The students coming after 9.35 a.m. will lose their attendance for the morning session.
9. Students are expected to read the notices pasted on the college notice board carefully every day in the morning as soon as they arrive and in the evening before they leave. Ignorance of any notice thus pasted will not be accepted as an excuse for failing to comply with it.
10. No meeting of any kind shall be held in the college without the previous written permission of the authorities.

11. No student shall take part in political agitation directly against the authority or the government, or engage prominently in any public movement.
12. No notice of any kind shall be circulated among students or pasted on the notice board without the previous written sanction of the Principal.
13. Private collection of funds must not be made without the prior approval of authorities.
14. Genuine grievances may be brought to the notice of the authorities by the class teachers.
15. In regard to all matters not specified in the foregoing rules students shall aim at conducting themselves according to the highest standard of conduct expected of them.

#### NOTE

Under the Government's Educational Rules the Principal has full power to inflict the following penalties - Fine, loss of attendance, suspension and expulsion.

#### LIBRARY

##### Rules of Library

1. The library is open to all members of the college.
2. The library will be kept open from 8 a.m to 8. p.m. on all working days.
3. The Library will be closed on Sundays and other public holidays.
4. No student can ordinarily borrow more than two books at a time.
5. Members of the staff may borrow 6 books at a time besides the table copies. They will return the books at the end of each term.



6. The Library books will be issued for different classes as follows:

Class	Day of Issue	Time of Issue
III B.A., B.Sc., and B.Com.,	Monday	4 p.m. to 5 p.m.
II B.A., B.Sc., and B.Com.,	Tuesday	Do
I B.A., B.Sc., and B.Com.,	Wednesday	Do
II M.A., M.Sc., and M.Com.,	Thursday	Do
I M.A., M.Sc., and M.Com.,	Friday	Do

7. Application for books shall be made in the prescribed form (can be had from the library) between 1 p.m. and 2 p.m. Books will be issued on week days between 4 p.m. and 5 p.m. only.
8. A student is not entitled to keep books for more than a week from the date of issue and they may be renewed consecutively twice if there are no requests for them. Fine will be levied if the books are retained beyond the period allowed. The student will not be permitted to use the library till the fine is paid and the books are returned. If a book is overdue by one week the librarian will report the matter to the Principal.
9. No one is allowed to sub-lend the books.
11. Books are to be handled with great care. Fine will be levied for mishandling of books. Students must, on receiving books, examine them and report to the librarian about any damage found therein. Otherwise they will be responsible for any damage that may be detected later on.
12. In the event of loss or damage to a book the person responsible shall either pay its cost or supply the library with a new copy within a fortnight.

13. Books, Periodicals etc must not be underlined, written upon, tampered with or defaced in any manner.
14. The Librarian, for the purpose of cataloguing or for any other purpose may recall a book at any time even if the normal period of loan has not expired.
15. The Librarian may from time to time, reserve certain books for reference in the library and the book or the journal thus reserved must not be taken out of the library.
16. All books must be returned to the library five days before the end of each semester.
17. No Transfer Certificate or Conduct Certificate shall be issued to the student until she returns all the books and pays the dues in her name.
18. Reference books may however be issued to the members of the staff for class use and they should be returned immediately after use.
19. Periodicals should not be removed from the library. They should be referred only within the library. Taking clipping from the journals & any other forms of mutilation of library property are strictly forbidden.
20. All payments including fines shall be made to the librarian who shall issue receipt for the money taken.
21. Strict silence must be observed in and around the library.

### **BOOK BANK**

In addition to this, students can get a loan of text books from Book Bank, functioning with the monetary help of University Grants Commission.

## HOSTEL

### RULES AND REGULATIONS

Seethalakshmi Ramaswami College provides hostel admission for the bonafide students of the college. Warden and deputy wardens are in-charge of these hostels, under the control of the Managing Trustee and Coordinator. The Management's decision regarding rules and regulations is final.

### ADMISSION

The candidates will be admitted in the hostel only after they secure admission in the college. During admission, the parents should accompany their wards.

1. Students will be allotted rooms in the beginning of every year by the deputy wardens.
2. Admission to the hostel and allotment of rooms will be done every year.
3. Caution deposit will be refunded for all the hostel students. Second and third year students cannot claim hostel admission as a matter of right.
4. Students cannot change their rooms allotted to them without warden's permission.
5. Hostel furniture should not be removed from one room to another.
6. Inmates are responsible for the care of the furniture and fittings in their rooms.
7. Inmates are advised not to keep valuables or huge sum of money in the rooms.
8. No transistor, walkman or cell phone is permitted.
9. Inmates should keep their rooms and surroundings clean and tidy.

## VISITORS

1. Soon after the admission, the inmates will be issued with 2 visitors pass, besides one for the parents. The visitors pass should carry the photograph with signature of the parent/authorized visitor/Guardian and the candidate.
2. A separate visitor's pass will be issued to the authorized local guardian who also should bear the same as above.
3. Visitors are permitted to meet their wards only on 1<sup>st</sup> & 3<sup>rd</sup> Sundays of every month between 9.30a.m. and 2 p.m.
4. Visitors are not permitted inside the hostel.
5. Visitors will not be permitted without pass at the time of their visit.
6. A hosteller who wants to go outing with her visitors should get the outpass after signing the outgoing register. However she should return before 6.00 p.m. She should write the time of leaving and returning in the register.
7. Hostel girls should not meet visitors other than the authorized ones.
8. If the parents / authorized visitors have to meet their wards on emergency during working hours, they should get previous permission from the warden through the receptionist / securities at the main gate.
9. Whenever the students go to their local guardian's place / native place, they are expected to produce the visitor's pass and permission letter from their parents well in advance.
10. Hostellers will be allowed to go to their native place / local guardian's place only once a month.



### **GENERAL DISCIPLINE**

1. Hostellers are permitted to go out for study trips. But they will be escorted by a staff member after getting prior permission and outpass from the warden.
2. The inmates will be permitted to go out for project work unescorted if they produce permission letter from their parents counter signed by the project guide.
3. However the students are not allowed to go alone for attending the examinations like TNPSC, Hindi etc., at Trichy centre without proper escorts.
4. Evening prayer at 6 p.m. is compulsory for all the hostellers.
5. Attendance will be taken every day before 9.00 p.m.
6. Students are not permitted to wear any modern dress except 'choodidar' with dupatta'. They can wear informals only in their rooms after dinner.
7. No student is allowed to contact service men without permission.
8. She is not permitted to stay back in her room during working hours of the college.

### **STUDY**

1. Every day after 6 p.m strict silence should be maintained during study hour.
2. Inmates should remain inside the rooms and should not loiter in the verandah during study hours.
3. Lights will be switched off at 10.30 p.m.

### **MESS**

1. TIMINGS
 

Coffee	- 6 a.m
Break-fast	- 8 a.m - 9.30 a.m
Lunch	- 12 noon - 3 p.m
Tea & Tiffin	- 4.30 p.m - 5.30 p.m
Dinner	- 7 p.m - 9 p.m
2. Inmates should strictly adhere to the timings in the mess.
3. They should produce the token for coffee, tiffin etc., at the time of their visit to the dining hall.
4. They should take their food only in the dining hall.
5. They should not waste food. They should throw the wastes only in the dust bins and not in the wash basins
6. Mess fees should be paid in the mess office before 10<sup>th</sup> of every month after which late fine will be levied
7. Full reduction will be allowed only when the mess is closed during vacation and on specific holidays.

### **OTHER FACILITIES**

1. A part - time lady doctor is available on hostel campus between 5 p.m and 6 p.m everyday.
2. Any illness should be informed to the deputy warden so that medical care can be given immediately.
3. A sick room is attached to the hostel. The inmates who are sick will be nursed and taken care of in the sick room.
4. Library books, magazines and news papers are available in the hostel library.
5. Facilities are available for hostel students to acquire proficiency in different areas. Interested students may join the classes which shall be conducted only after the regular working hours.