

GENERAL REGULATIONS OF *KIOT*

RULES OF CONDUCT AND DISCIPLINE

- Students are subject to rules of conduct and behaviour framed by the authorities of the College.
- Special emphasis is put on maintaining the discipline and good conduct in the institution and students should abide by it.
- Students should reach the college on time.
- Students should converse only in English inside the campus.
- Students should wear their I.D. Cards in the campus and in the college bus compulsorily.
- Students should maintain absolute discipline inside the class rooms as well as the college premises.
- Boys should wear only formal shirts and tuck-in their shirts when they are inside the campus. Wearing jeans, T-shirts and shirts with tattoos and any other form of symbols are strictly prohibited inside the campus.
- Girls should wear churidhars with dupatta pinned on either sides of the shoulder.
- During laboratory classes, students should wear their lab uniforms properly.
- Students should be punctual to classes and attend their work with devotion.
- Students should acquaint themselves in time with the notifications put up on the Notice Board.
- No student should be seen outside the class room or out of the college during class hours.
- During class hours, students are not permitted to visit office, Principal, HoD or Class Advisors.
- Student should keep the class rooms and college premises absolutely neat and clean. Disfiguring and scribbling on the walls, college buses and doors or breaking the furniture is a violation of discipline and will be severely punished.
- Students should use dustbins for throwing garbage and any unwanted material.
- No student is allowed to entertain outsiders inside the premises of the college without prior permission from the college authorities.
- Students shall not enter the college premises in intoxicated state and should not possess such materials.
- Usage of cell phones inside the classrooms is not permitted.

- If a student's behaviour goes wrong, the parent of the student concerned should come and meet the Class Advisor and the Head of the Department.
- Boys and girls interaction on personal grounds is strictly not permitted.
- There should not be exchange of greetings, photos, gift articles or letters between boys and girls.
- Students are not allowed to visit the residents of the students of opposite gender.
- Day-Scholars are not allowed to enter the Hostel without prior permission from the Principal.
- Students are not allowed to form any type of unauthorized union / meeting and not allowed to celebrate birthday and any form of parties.
- If a student is found guilty of indiscipline, the College reserves the right to take disciplinary action against him/her and inform the Parents/Guardians about the action taken.

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

- Both the hostels (Gents/Ladies) are managed by Deputy Wardens staying in the hostel.
- The students can approach the wardens for help, guidance and grievance redressal.
- At the time of hostel admission, a duly completed Personal Data Form of the student has to be submitted to the warden.
- Any change of address / telephone number of the parent / local guardian has to be intimated to the hostel warden.
- Rooms once allotted to the students will not be changed.
- During study hours, the rooms should be kept open.
- Watching TV is permitted only at leisure time.
- Lights, fans, water heater, etc. should be switched off when not in use.
- The rooms, common areas and surroundings should be kept clean and hygienic.
- In case of any damage or loss to hostel property, the cost will be recovered from the respective student.
- As per the Supreme Court order, ragging of students is totally banned. If there is any violation, the students will be dealt with very severely, including expulsion from the college.
- Consumption of alcoholic drinks/ smoking in the hostel premises is strictly prohibited.
- Students should not invite day scholar students to the hostel rooms.

- The visit of men students to the women's hostel and vice versa is restricted.
- If any student wishes to be away from the hostel during weekend, holidays or any other time, he/she has to get prior permission from the warden and has to be in the hostel before 7.00 pm.

STUDENTS' ATTENDANCE AND LEAVE

- As per Anna University regulations, 75% attendance is compulsory. Otherwise, students cannot appear for the University Examinations.
- Attendance for the Examinations, Tests, Assignments and Classes is compulsory.
- Leave of absence should be obtained from the Head of the Department in advance.
- Parents should inform the class advisor, in case of sickness or unanticipated absence of their wards.
- In case of sickness, a medical certificate has to be submitted.

PROHIBITION OF RAGGING

Ragging or harassment of any student of the college anywhere, in any form, is strictly prohibited. As per the Act No. 7 by the Government of Tamil Nadu for prohibition of ragging, if any student is found involved in the act of ragging, the college will lodge police complaint (as per the directive of the Supreme Court) and/or the student will be expelled from the college. The same will be intimated to the University, which may lead to cancellation of the admission of the student.