



Code of Conduct

ADMISSION

Admission to the UG and PG degree courses is open to all students who possess necessary qualification.

FEE

Selected candidates shall remit the fee immediately. Fee once paid will not be refunded on any account. The second, third and final year students shall pay the fee before the reopening of the college.

If a student fails to pay the fee on the due date, the student's name will be struck off from the rolls. He/she is to be readmitted by paying the readmission fee.

CONDUCT AND BEHAVIOUR

1. Students shall maintain strict discipline on the campus.
2. Students shall attend the classes regularly and in time.
3. Students shall avoid bringing cell phones on the campus. Usage of cell phone in the instructional area is strictly prohibited.
4. Students are asked not to scribble on desk, table or walls nor do any damage to the college property. Students if found guilty will be punished severely
5. Late comers are asked to enter the class room only after getting permission from the teacher.
6. Students shall not wander on the verandas, portico, and staircases and anywhere on the campus during class hours.
7. Students shall not sit on the steps of staircase.
8. Students are instructed to get permission before entering the staff rooms and laboratories.
9. Students are prohibited from smoking or coming to the college in an inebriated condition.
10. Students are asked to look for new information and instruction put-up on the college/department notice board regularly.
11. Students shall park their vehicles only in the area provided for them.
12. No functions, conferences, meetings or gatherings should be conducted without getting prior permission from the Principal.
13. The Principal is empowered to take disciplinary action against any student found guilty of misconduct on and off the college campus.
14. Students may consult class in charge regarding any problem in academic or extra curricular activities.

PROHIBITION OF RAGGING

The students are always expected to have amicable relationship with each and everyone. However, the Government of Tamil Nadu has passed an act of prohibiting ragging. The act no. 7 of prohibition of ragging act 1997 curtails ragging. As per the act ragging within or outside the educational institution is prohibited.

Whoever directly or indirectly commits, participates in, abets or propagates 'Ragging' within or outside an educational institution shall be punished with **imprisonment** for a term which extends to two years and shall also be liable to a fine which may extend to Rs.10000/-.

Any student convicted of an offence under section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution. By the very fact of joining the college, students agree to observe the rules and regulations of the college. The decision of the principal shall be final in all matters of discipline and enforcement of rules.

DRESS REGULATION

Students must dress modestly and formally. All the I & II year students shall wear coat, suite on every Monday and Friday. Students shall wear shoes on all the days and wearing slippers are not allowed. Girls must be dressed in either sari with sleeved blouse (or) churidhar / salwar, kurta and dupatta. Wearing jeans, T-shirts and other casual wears is strictly prohibited.

IDENTITY CARD

Bar code ID cards will be issued to all the students soon after the admission. Students should wear the ID cards inside the campus.

PROGRESS REPORT

Session tests are conducted regularly for students. Model examination is conducted before University examinations. The progress report of the tests and attendance are sent to the parents to know about their wards' performance.

ATTENDANCE OF STUDENTS

1. Students are expected to maintain not less than 75% attendance for each semester.
2. Absence of one period during a session will be treated as absence for half a day.
3. The students will be allowed to take the University examination only after satisfying the minimum required percentage of attendance.
4. Attendance in college internal examinations is compulsory.
5. Leave application should be signed by Parent or Guardian.
6. Those who avail medical leave should produce a medical certificate.
7. Applications for leave should be addressed to the Principal and submitted to the class advisor concerned. The Dean /Students affair will sanction the leave on behalf of the Principal.

LIBRARY

Fully computerized and air-conditioned central library of V.M.K.V.E.C functions in a vast area of 15000 sqft. It is a centre the thirst for knowledge of students, researchers and members of staff.

It has 40,611 volumes, 12,458 titles, 110 national journals, 241 International journals Springer link, 520 CD ROMs and a digital library with 30 systems. Reading hall of the library could accommodate nearly 300 students.

1. The library functions from 8.00 AM to 8.00 PM on all working days.
2. Strict silence must be maintained in the library

3. Three books will be issued to each UG student and three books to each PG student.
4. Reference and rare books will not be issued to students
5. A time limit of 15 days is given to students with an option to renew twice for UG students and 30 days is given to PG students with an option to renew twice for PG students
6. For delay in return of books a fine of rupees two per day will be levied.
7. If the book issued is lost or damaged the student should replace it with a new book or pay triple the cost of the book to the library with fine.
8. The responsibility of the books borrowed goes only to the person in whose name it is borrowed.
9. No due certificate will be issued to the final year students only if they return the borrowed books to the library.
10. The members of staff of VMKVEC are given one month time for return of books and they have renewal option.

N.S.S

Our college has 4 Units of National Service Scheme with three Programme Officers and each with 400 student volunteers. The activity of NSS has two spheres i.e. Regular Activities and Special Camp activities. NSS units of VMKVEC adopt a village for special camp and conduct various activities like literacy drive, computer literacy drive, health camp, water - shed management, land development and rural reconstruction work etc to uplift the village.

NCC

A senior division NCC for boys is functioning in VMKVEC with 52 cadets which comes under 11(TN) SIG COY NCC. Regular annual training camps for the Senior division (Men & Women) and Junior division (Boys & Girls) is hosted by our NCC unit. Cadets of VMKVEC NCC unit also extend their service to community like conducting awareness rallies, blood donation camps, tree plantation programmes, traffic regulation and anti-ragging programmes. Cadets also take part in Army attachment camp and Trekking expedition.

HOSTEL

Separate hostel facilities for boys and girls are provided on campus. Both Hostels have got adequate number of rooms and other necessary amenities. Modern kitchen has been attached in both hostels and North, South Indian food is prepared in a more hygienic way with care. Other facilities like Modern Gym, Pay Phone, Mineral water, Stores, round the clock Medical assistance and Security service, etc are available to hostel inmates.