

9. RULES AND REGULATIONS

RULES REGARDING



ATTENDANCE

All the students are expected to attend classes everyday without fail. However, if there are some important and genuine reasons such as family celebrations, ill-health etc., students can avail of leave after obtaining permission from the Vice Principal.

1. Daily attendance of students is marked in a register by individual teachers for every period.
2. All students are expected to check their attendance in the Computer touch screen available in the Students common room daily in the morning of the following working day. In case of any discrepancy, they should get it rectified by contacting the teacher concerned and the Vice Principal within two days.
3. 80% attendance is a pre-requisite for ;
 - I. Permission to write the Semester Exams
 - II. Award of Scholarships of any kind.No exemption will be granted.
4. After the final attendance list is put up on the notice board at the end of semester, no request for correction of attendance will be entertained.
5. If a student is absent for one period in a day, he/she will be marked absent for one period only. Two such one periods of absence will be marked as half a day and three such single periods of absence will be marked as full day.

Other Duty Attendance:

6. Students involved in Co & Extra - Curricular activities and hence missing regular classes, should contact the respective authorities (HODs, Faculty Advisors of various

groups, Physical Director, NCC Officers, Dean of Students) who will recommend the case to the Vice Principal for attendance within four working days.

7. A maximum of only 15 days per semester is permitted for a student on other duty attendance. However, specific cases which are likely to exceed this maximum will have to be referred to the Principal well in advance for his special written permission.

Students before undertaking these activities must obtain written permission from the authorities concerned and on the completion of the activities they must submit a prescribed application form to the same authorities to claim the other duty attendance.

LEAVE

1. Students should apply for leave only **in the prescribed leave application** form available in the college office.
2. The leave must be sanctioned by the Vice Principal.
3. If leave is asked for reasons of illness for more than two days, the leave application along with a medical certificate should be submitted by the parents/local guardian on or before the 3rd day of illness. A fitness certificate from the Doctor who treated the student should be submitted on the day of rejoining the college.
4. Leave letters submitted after the time limit will not be accepted.
5. The name of the student will be removed from the rolls if he/she is absent continuously for more than 10 days without leave.

N.B: Submission of leave application with/without medical certificates does not entitle a student to earn attendance for the days of his/her absence.

CURRICULUM - EVALUATION

Evaluation System :

Evaluation is based on **Continuous Assessment** and **Terminal Assessment** with equal weightage of 50% each.

- 1) Continuous Assessment includes Organised Tests and Other categories such as quiz, seminar, assignment, etc.
- 2) Terminal Assessment consists of End Semester Examination.

Courses	Continuous Assessment (CA)			Terminal Assessment (S.E.)
	Organised Tests		Other Categories	
	Conducted	Considered for final CA		
U.G.	2	Both	As decided by the Course Teacher	One for each course in a Semester
Weightage		80 %	20 %	
P.G.	2	Both	As decided by the Course Teacher	One for each Course in a Semester
Weightage		70 %	30 %	

Retest: Any request for retest will be considered only with the recommendation of the individual teacher concerned and the Head of the Department. The request should reach the Vice Principal during the C.A Test-II. Only students who have more than 80% attendance will be eligible for retest.

REGULATIONS FOR PROMOTION

1. No student who is admitted to the college is automatically eligible for promotion. Besides the attendance, his/her progress in studies (credit obtained) and conduct assessed by the staff and the Principal of the college will be the only consideration for promotion to the next year.
2. A student having a minimum of **12 academic credits** in a year and at least **80% attendance** in each semester of that year is promoted.
3. If a student fails to secure **12 credits** in an academic year, he/she will be detained for one year.

N.B: In calculating the academic credits, those credits acquired through NCC, NSS, Outreach, Sports, Rotaract, AICUF, etc. are not considered.

TIME CEILING FOR COMPLETION OF DEGREE (UG/PG)

The Academic Council permits UG Students to complete their course within **six years (3+3)** and PG Students within **four years (2+2)**. If there is any change in the papers, they will take the new paper in the external examinations and the marks of continuous assessment of the same paper taken previously will be considered.

A Minimum of 140 credits are required for a UG student and 90 credits are required for a PG Student to qualify for the degree Diploma.

ELIGIBILITY FOR SUPPLEMENTARY EXAMINATION

Special Supplementary Examinations are conducted in June every year **ONLY FOR THE OUTGOING STUDENTS** of UG and PG programmes.

A UG student can take a maximum of only two papers of Semester VI.

A PG student can take a maximum of only two papers of Semester IV.

This does not apply to Practicals and Continuous Assessment Courses.

DISCIPLINARY RULES

The following are strictly forbidden: Any violation of these rules will result in dismissal / suspension from the college :

1. Ragging of any kind and magnitude inside / outside the college campus.
2. Possession / use of camera cellular phones within the campus.
3. Use of cellular phones inside buildings / corridors.
4. Any kind of wild noisy and disturbing behaviour/celebrations in the campus.
5. Smoking in the campus (including the college hostel).
6. Possession / use of drugs, alcohol or peddling drugs in the campus or anywhere else.
7. Racing the vehicles or use of vehicles with defective silencers or parking the vehicles of any description outside the parking area in the campus.
8. Taking tuition from the teachers of our college without written permission from the Principal.

9. Tampering with the contents or misuse of the college/library identity cards, train / bus identify cards, passes, tickets and tokens.
10. Any kind of misconduct / misbehaviour inside / outside the campus (in public places, buses, trains, etc.) or detection of foot - board travel, blocking the traffic, unruly behaviour in buses / trains or any kind of annoyance to the public will also result in the immediate withdrawal / permanent cancellation of all student travel concessions and the scholarships.
11. Malpractices such as cheating, bribing, gambling, copying in tests and exams, giving false declarations, spreading rumours / unfounded accusations / writing / printing / distributing / displaying unauthorised notices of any kind, etc., in the campus or anywhere else.
12. Inviting / meeting strangers or unauthorised person(s) inside the campus without written permission from the Principal.
13. Causing damage to college / public property.
14. Standing in parking places and chatting during class hours.

DRESS CODE

Every student is expected to be in simple and modest formal dress. Girls are expected to be either in saree with sleeved blouse or churidar or salwar kameez with sleeved long kurtha with duppatta. Boys are expected to come in full pants with bush shirt. Round neck T-Shirt with or without any message is not allowed.

FEE REGULATIONS

1. The academic year for the purpose of fees shall be divided into two semesters. The first semester commences from the re-opening of the college after the summer vacation

and continues till about the **middle of November** and the second semester **from the end of November** till the summer vacation.

2. Every student shall be liable to pay the whole fees for each semester as long as his/her name is on the rolls of the college.
3. The fees should be paid on the date indicated in the College Calendar.
4. If a student leaves the college during the semester he / she shall have no right to claim remission of any portion of the semester fees.
5. Students who do not pay the fees on or before the last date indicated shall pay a fine as may be imposed by the Principal.
6. The names of students who do not pay the prescribed fees on or before the last date will be struck off the rolls.

LIBRARY RULES

1. Library is 'The Temple of Learning', Hence absolute silence must be maintained in and around the library. Loud consultation, animated conversation etc., are strictly prohibited.
2. The Library will remain open between 8.00 a.m. and 8.00 p.m.
3. The Library is fully computerized. Searching, issuing and returning are done through computers.
4. While entering the library, students should show their identity card for borrowing books.
5. The students are advised to keep their barcoded identity cards safely and not to lend their I.D. to any other student and do not make xerox of the original I.D. After borrowing

a book, the student is advised to check the book before leaving the counter.

VEHICLE PARKING

Students who come to college by a two or a four wheeler must contact the contractor at the college cycle stand for registration and other details. The vehicles must be parked only in the parking lot.

TO PARENTS

Parents and Guardians are requested to co-operate with college authorities in the formation of good character, in maintaining regularity in attendance and progress in studies of their children / wards. Attendance of students is available on the internet at the home page www.loyolacollege.edu

Warning letters will be sent to parents of the students who are irregular in attendance. At the same time, Parents and Guardians are advised to check in person with HODs/ Vice-Principal regarding the attendance of their children/wards.

The results of even and odd semesters are published in the months of June and December respectively. All the parents/ guardians have to come with their wards for parents - teachers meeting and receive the mark sheets from the departments concerned.

GENERAL INFORMATION TO STUDENTS (SHIFT - I)

Nature	Contact Person	Time Limit
Academic		
1 Optional Courses : (GE/AO/CP) Registration / Change	Academic Deans	Refer to Academic Deans office

2. Registration for Repeating Continuous Assessment (CA)	Academic Deans	Refer to Academic Deans office
3. Semester Examination (SE)		
A.Registration for regular/ arrears/ semester improvement	Controller of Exams	Refer to the schedule in college calendar
B. Publication of results of I,III, V Semester Exams	Controller of Exams	on the first working day after Pongal Hoildays
II, IV, VI Semester Exams	Controller of Exams	On 15th June for outgoing students and on the reopening day after the summer vacation for other students
C. Distribution of cumulative mark sheets	Controller of Exams	30 days after the publication of the results

D. Applying for Provisional Certificate and Degree Certificate	College Office	Within 7 days after the Publication of the results
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Non - Academic

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| 4. Attestation of Certificates | NCC Officers / Vice-Principal / Academic Deans | At their convenient time |
| 5. Student Bonafide Certificate / Transfer certificate / Conduct certificate | Principal / Vice-Principal Prof. G.Ramamurthy | After verifying with the clerk at the certificate counter in College office. |
| 6. General Scholarships | Vice-Principal Rev. Dr. Albert William S.J. | After contacting the clerk at the Scholarship counter in the college office |
| 7. Endowment Scholarships | HOD's | -do- |
| 8. Bus/Train/Air Concessions | Vice-Principal Prof. G.Ramamurthy | After contacting the clerk at the concessions counter in the college office' within ten days from the beginning of the semester. |

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| 9. Leave application - | | Regarding leave rules refer to the College Calendar and Handbook |
| a. Day scholars | Vice-Principal Prof. G.Ramamurthy | |
| b. Self Financed | Rev. Dr. John Pragasam S.J. Deputy Principal | |
| c. Hostellers | Vice-Principal Rev. Fr. P. Susai S.J. | |
| 10. Rectification in the daily attendance | Vice-Principal / Course-Teacher | Within 2 days of the display of the daily attendance |

FEES PAYMENT

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|----------------------------|----------------------------|---|
| a. College Fees | At IOB, Loyola Branch | Refer to the College calendar |
| b. Exam Fees | At IOB, Loyola Branch | Refer to the College calendar |
| c. All other cash payments | Cashier in Bursar's Office | As per the advice note related to individual cases. |

GENERAL INFORMATION TO STUDENTS (SHIFT - II)

Nature	Contact Person	Time Limit
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ACADEMIC REQUIREMENTS :

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|----|---|--------------------------------|---|
| 1 | Optional Courses :
(GE/AO)
Registration /
Change | Academic Deans
(Shift - II) | Refer to
Notice
Board |
| 2. | Registration for
Repeating
Continuous
Assessment (CA) | Academic Deans
(Shift - II) | Refer to
Notice
Board |
| 3. | Semester
Examination (SE) | | |
| | A.Registration
for regular/
arrears/
semester
improvement | Controller of Exams | Refer to
college
calendar |
| | B. Publication of
results of I,III, V
Semester Exams | Controller of Exams | on the first
working day
after Pongal
Hoildays |
| | II, IV, VI
Semester Exams | Controller of Exams | On 15th June
for outgoing
students
and on the
reopening day
after the summer
vacation for other
students |

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|---|-------------------------------|---|
| C. Distribution of
cumulative
mark sheets | Controller of Exams | 30 days
after the
publication of the
results |
| 4. Applying for
Provisional
Certificate and
Degree Certificate | College Office
(Shift - I) | Within 7 days
after the
Publication
of the results |

NON - ACADEMIC REQUIREMENTS :

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| 5. Attestation
of Certificates | NCC Officers /
Vice-Principals /
Academic Deans | At their
convenient time |
| 6. Bonafide
Certificate /
Transfer
certificate /
Conduct
certificate | Deputy Principal | After verifying
with the clerk
at the certificate
counter in
Shift - II office. |
| 7. General
Scholarships | Deputy Principal | After verifying
with the clerk
at the
Scholarship
counter in
Shift - II office. |
| 8. Endowment
Scholarships | HOD's | |
| 9. Bus/Train/Air
Concessions | Vice-Principal
(Shift - I)
Prof.
G.Ramamurthy | After verifying
with the clerk
at the
concession
counter in |

		Shift - II office within ten days from the beginning of the semester.
10. Leave application -		
a. Day scholars	Vice-Principals (Shift - II)	Refer to the College Calendar regarding leave rules
b. Hostellers	Vice-Principals (Shift - II)	
11. Rectification of Daily Attendance	Vice-Principals / (Shift - II) Course-Teacher	Within 2 days of the display of daily attendance
12. On duty (OD)	Deputy Principal	Refer to the College Calendar

FEES PAYMENT

a. College Fees	IOB, Loyola Branch	College calendar
b. Exam Fees	IOB, Loyola Branch	College calendar
c. All other cash payments	Bursar's Office	As per the note given by officials



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I, III, V SEMESTER JUNE - NOVEMBER 2008					
Day	1st Hour	2nd Hour	3rd Hour	4th Hour	5th Hour
1st					
2nd					
3rd					
4th					
5th					
6th					

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II, IV, VI SEMESTER - NOVEMBER 2008 - APRIL 2009					
Day	1st Hour	2nd Hour	3rd Hour	4th Hour	5th Hour
1st					
2nd					
3rd					
4th					
5th					
6th					

