

COLLEGE RULES AND REGULATIONS

General

- College works from Monday to Friday and on second, fourth and fifth Saturdays.
Working Hours: 08.30 a.m. – 04.45 p.m
- The periods in the morning and afternoon sessions are of 50 minutes duration.
- Students should follow strict timings for the class hours and laboratory sessions as per the given time table.
- Parents, Guardians and Visitors are strictly not allowed to meet the students during the College working hours.
- Students should obey the Rules and Regulations prescribed by the Anna University.
- All requisition letters for Bonafide certificates, Scholarship forms and Charitable Trust Scholarship forms should be addressed to the Principal through HoD.
- Each and every student will have a tutor. Students are requested to approach their tutors for their academic needs.
- Parents are requested to feel free and spend their time for discussions with the Student Counselor / Class Tutor / HoD / Principal.
- If there is any change in the address, contact number and email ID, parents should inform their respective Class Tutors.

Dress Code

- **College uniform should be followed on all working days except on Saturdays.**
- In case of male students, the dress code will be - properly tucked in shirt and pant. They should wear shoes.
- In case of female students, the dress code will be - salwar with waist coat.
- Every student should wear his / her Identity Card along with tag inside the College campus.

Personal Conduct

- Every student is required to observe disciplined and decorous behavior both inside and outside the College and not to indulge in any activity, in any manner, which will tend to bring down the prestige of the Institution.
- All students must follow professional dress code, as stipulated by the Institution.
- Usage of cell phone/camera and other recording devices inside the college campus are not permitted during class hours. However, students are permitted to use cell phone during lunch break.
- Smoking as well as consuming of intoxicants are strictly prohibited within the premises of the campus/ hostel and while representing the Institution.
- Cultural and student functions are restricted in timing. If, extension is required, formal permission from the Head of the Institution is compulsory.
- Refusal to identify one's self to any college authority is punishable. The preferred form of identification shall be a current, valid Institute Identification Card.
- Helmet is a must for students using two-wheeler to commute from their place of residence to college.
- The students should reach the college in time and be punctual in all academic related activities
- The students should attend all classes. However, for certain unavoidable reasons such as Medical / participation in sports/extracurricular activities, the student is expected to attend at least 75% of the classes subject to the condition that the candidate shall submit the medical certificate/sports/extracurricular participation certificate. Candidates who secure less than 75% overall attendance shall not be permitted to write the University examination at the end of the semester and are not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed by Anna University.
- Students should not leave the college during class hours without written permission of the HoD / Competent authority.
- The students are not allowed to form any type of unauthorized union/meeting.
- Students are not allowed to celebrate birthday and any form of parties within the college premises and hostels.
- Altering, improperly possessing, or lending the Institute identification card to another person for any reason is not permitted.

- Any student found indulging in malpractice in the tests/exams would be strictly dealt with. Any case of malpractice in the University examinations will be reported to the University.
- Students should not involve themselves in any political or religious activity inside the Campus.
- Students should not collect any money from other students without proper permission from the Principal.
- Students should take care of their belongings while within the campus.
- The Institution will not be responsible for loss of any personal belongings.
- Students should maintain discipline inside the College campus. In case of any disciplinary action or misbehavior in any manner, the decision of the Disciplinary Committee headed by the Principal be the final.
- Students are not permitted to use a motorbike with a capacity of above 125 cc inside the campus and are permitted to use a motorbike with a capacity of ≤ 125 cc. Two wheelers of capacity ≤ 125 cc are permitted to park the vehicle in the campus.
- Ragging or harassment of fresher or juniors by seniors of the college anywhere, in any form, is banned. In any case of ragging, the college will lodge police complaint against the miscreant which will be dealt with as per the order of Govt. of Tamil Nadu/UGC/AICTE.

Students Attendance and Leave

- All requisitions for leave, medical leave and on duty are to be applied through 'students.psgitech.ac.in' (student zone) and the hard copy should be submitted to the class tutor for approval. Tutors will be confirming the same through 'academics.psgitech.ac.in' after verification.
- Attendance shall be calculated on hourly basis i.e. in terms of each lecture period.
- Attendance is compulsory for the regular classes, internal tests and examinations.
- All requisition letters for medical certificates, special permissions, project permissions and industrial visit permissions are to be addressed to the Principal through HoD.
- Un-authorized absence is not permitted. However, leave letters for one or two days, with parent's signature will be considered. If physical ailment exceeds more than two days, a medical certificate has to be produced along with the leave application.
- Students are directed to maintain an attendance of 75% in each subject during each test period.

HOSTEL

Instructions to Hostel Residents

- Hostellers must follow decent dress code during their stay in the campus.
- Hostellers are not allowed to entertain any guest/ visitor in their rooms at any time.
- Laptops should be used for academic purposes only.
- The calm and peaceful atmosphere of the campus is not to be disturbed.
- The room and surroundings are to be kept clean and tidy.
- Additional member(s) admitted by the hostel authorities are to be accommodated in case of need.
- Hostellers are not allowed for any outings/ trips without the prior permission of the Warden.
- No student is allowed to stay in the hostel during college hours. However, in case of illness, a student may be allowed to take rest in the hostel.
- If a student is sick, a letter to that effect is to be written, forwarded through the tutor and warden, and submitted to the Head of the Department.
- If a student falls sick in the hostel, Warden should be informed immediately.
- If a student is involved in any work in the campus or any extra classes outside the campus, the same procedure as mentioned above should be followed.
- The study hour in the hostel is scheduled from 8.30 pm to 10.00 pm from Monday to Friday.
- Parents/guardians' visiting hours during weekdays in the morning is 6.00 am to 8.00 am and in the evening it is from 5.00 pm to 7.00 pm.
- During the weekends the parents/guardians can visit from 7.00 am to 7.00 pm.
- Television can be used during weekdays from 5.00 pm to 9.00 pm and during weekends TV can be used from 7.00 am to 9.00 pm.
- Mobile phones are strictly prohibited from 10.00 pm to 6.00 am (next day)
- Students can meet the Warden/Deputy Warden from 8.00 pm to 9.00 pm to get permission letters signed in the Warden's office.
- Attendance will be taken every day from 9.00 pm to 9.30 pm. Students will be marked present only if they are physically present, so they are requested to be in their respective rooms during this period.

- Expensive items should not be possessed in the hostel.
- Students should lock their rooms when they leave the rooms.
- Students should take care of their belongings. They have to use latches while they are inside the rooms. They should not keep them open without latching/locking.

Instructions to be followed in the Dining Hall

- Residents should not bring food from outside and eat in the dining hall.
- After eating, used plates are to be cleaned by the students. Kindly keep the plates in the place identified for that purpose.
- Ensure that the dining hall and tables are kept clean.
- Mess timings which are mentioned in the mess hall should be followed correctly.
- Wastage of food should be avoided.

LIBRARY

Rules & Regulations

- The library rules and regulations are introduced to regularize the use of the library resources and will be reviewed periodically to meet the changing needs.

General

- Students/Staff should scan their ID card in the e-Gate Register scanner, entry & exit during visiting the library.
- Books will be issued only on production of bar-coded ID card.
- All members of the library are required to produce their ID card when the library staff demands for checking.
- Complete silence is to be maintained inside the library. If conversation is necessary, that should be in low tone only.
- Personal belongings like files, folders, bags, jenkins, umbrella, issued books etc are not allowed inside the library.
- For the benefit of its users, the library is following the open access system.
- The books, current journals, back volumes taken out the racks shall not be replaced. They should be left only on the tables. Library assistants will replace them in the proper places.

- The arrangement of chairs and other furniture in the reading area should not be disturbed.
- All library users are advised to follow proper dress code.
- The librarian reserves the right to cancel the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.

Issues and Returns

- The books taken from the library are to be returned within 15 days or on or before the date specified on the due date slip pasted in the front page of the books.
- While borrowing the book, the member must make sure that the book is in good condition and the page numbers are intact.
- The staff/students are entitled to return the books as and when they are called by the librarian.
- If a book is not returned when due, another book will not be issued.
- Reference books will be issued on over-night issue.
- Non-book materials like CD/DVD is also issued on overnight issue.
- The borrower shall be responsible for any loss caused to the library items borrowed.
- If a book is lost by the borrower, the librarian should be immediately informed in writing and the same should be traced and replaced within 15 days from the due date.
- If the borrower is not able to replace the book for the book lost within due date they have to pay three times the cost of the book. If a book is replaced, current edition of the book with bill will only be accepted. If the book/resource forms a part of a series/volume, the borrower will be charged for the replacement of the entire set.
- No users shall deface the library books/journals/back volumes and other non book materials like CD/Pen drive etc.
- Library resources are the nation's assets and belong to all. All users are having the responsibility to protect the library resources against the wanton and wilful-damage, mutilation, theft and other malpractices.
- Current Journals/back volumes and locker books are not issued for home reading. They are to be referred inside the library only.

- Users are allowed to take the photocopies of the required articles as per norms.
- While accessing the e-resources of the library, proper entries are to be made in the records of the library. Downloading of the information is also permitted as per norms.
- Accessing non-educational content/information from the internet is strictly prohibited.
- Photocopying :- maximum 10 pages allowed.

Membership

Students

- Students joining PSG Institute of Technology and Applied Research are directly enrolled as member of PSG iTech library during the study period.

Book Borrowing Eligibility:

- Students - 6
- Faculty Members - 9

Issue Details:

- Lending books are issued for 15 days.
- One reference book will be issued for one day.
- Only one CD at a time will be allowed.
- During semester vacation, students can borrow two books for the entire vacation period.

Book Bank:

- Text books prescribed in the curriculum for all the courses are stored in the book bank. Faculty and Students can avail the facility for quick reference of text books.

Library timings

On all working days	8.00 am to 7.00 pm
Saturdays	8.30 am to 5.30 pm
Sundays	9.00 am to 1.00 pm

BOOK DEPOT

PSGiTech Book Depot provides the following services at concessional rates:

- Anna University prescribed text books at 10% discount wherever applicable.
- All stationery items including mini-drafter, drawing equipment, calculators, gift items and computer / postal stationery.
- The purchase of the above items may be made as and when required against the book depot deposit for cash.

Book Depot timings

On all working days	FN	8.15 am to 1.30 pm
	AN	2.30 pm to 5.15 pm

FOOD COURT

- The canteen functions from 8.30 am to 6.30 pm on all working days.

MEDICAL CENTRE

- Medical Centre is available in the food court block. Dr.Gangatharan is available for consultation/Emergency Treatment from 8.00 am to 2.00 pm on working days.