

K.L.N. COLLEGE OF INFORMATION TECHNOLOGY, POTTAPALAYAM.

**POLICY for students Admissions, Issue of Certificates, Scholarships & Award,
Insurance & Ragging-Eve Teasing**

1. ADMISSION

- Students who seeks admission for B.E./ B.Tech. /M.E. /M.Tech Degree programmes, have to ensure their qualifications and eligibility as per the norms of Government of TamilNadu and Anna University (Refer : 1. www.tndte.gov.in & 2. www.annauniv.edu)
- He / she submit the filled in prescribed applications along with photo with copy of certificates mentioned in application on or before the due date for admission in Government Quota / Management Quota (as applicable).
- The TamilNadu Engineering Admission will conduct the single window system for selection of candidates on the basis of ranking / reservation policy. The allotment order issued to the candidate by TamilNadu Engineering Admission stating through Date of joining.
- Candidates for admission to M.E./M.Tech programmes have to write the TANCET Exam conducted by the TamilNadu Engineering Admission and their score are published in the specified dates. Directorate of Technical Education (DOTE), Chennai will conduct the single window system for selection of candidates on the basis of ranking / reservation policy. The allotment order issued to the candidate by DOTE, Chennai stating through Date of joining.
- After the scrutinizing of the applications the college will intimate the candidate to submit the filled in application to Consortium of Self financing professional Arts and Science Colleges in TamilNadu, Chennai on or before the due date for admission under Management Quota for UG Programmes.

- Consortium of Self-financing professional Arts and Science Colleges in TamilNadu, Chennai publish the rank and allotment order to the candidates for admission under Management Quota for UG Programmes.
- Candidates for admission M.E./M.Tech programmes have to write the CET Exam conducted by the Consortium of Self-financing professional Arts and Science Colleges in TamilNadu, Chennai and their score are published in the specified dates for admission under Management Quota for PG Programmes.
- Selected candidates for admission produce their original certificates with six set of photo copies of certificates, student's Photo, family photo, medical certificate and pay applicable tuition fee & other fee before the due date for the respective Programmes.
- All details pertaining to the student regarding the qualification, personal details will be uploaded into the Anna University web portal (coel:annauniv.edu) after completing admission.
- Students verify details furnished by them with details uploaded in the website (coel:annauniv.edu) and request for correction (if any).
- The original certificates are returned to the students after approval accorded by the DOTE, Chennai.
- On the day of admission, they are given Roll Number and ID card issued to the students within 10 days from the date of opening.
- Student report to the HODs for the regular academic activities of the programmes and the nominal roll is issued by the principal office.

- College uniform norms should be followed. The hippie look in dress and hair style must be avoided. Students violating the dress regulations will not be permitted to attend the classes and marked as absent.
- The following certificates are issued by the Principal to the students on the request through HODs.
 - Bonafide Certificate
 - Attendance certificate
 - Educational Loan Certificate
 - Concession certificate for Transportation
 - Railway concession certificate for going to native place / Educational Tour / Industrial Visit / Attending sports event / and games.
- Senior students of UG / PG program Pay their prescribed Tuition fees and other fees on or before respective due date. However the decision of Management / Principal is final in this regard.
- Students are informed their university Register Number and any other communication related to Examinations, Revaluation, other fee details with due dates. Students pay the prescribed university fee along with verified and signed applications within the due date through the respective department.
- A daily attendance and monthly attendance report of the student are sent to the HODs for circulation to student. It is also updated in the college website and Anna University website which can be viewed by student login. Any rectification regarding their attendance and other details may be reported to student section/office through concerned department within 7 days of notification.
- Intimation about university examination schedule for theory / practical examinations will be circulated among students through HODs. The norms of the Anna University to be adhered to writing the examinations are also circulated to students.
- Semester Mark sheet / Consolidated Mark sheet / Provisional Certificate / Degree Certificate are issued to the students.
- The outgoing students clear all dues and contribution for alumni membership. After completion of the programme, Course Completion Certificate and Transfer Certificate are issued in person by the office on submission of request letter along with No Dues Certificate within 15 days.

2. SCHOLARSHIP & AWARD

➤ The details and eligibility norms for various scholarships schemes of Government of TamilNadu, Government of India and private agency are provided in our bulletin & calendar and College Website.

➤ Eligible students of B.E. / B.Tech. / M.E./M. Tech Programmes apply for scholarship through respective scholarship application form with their Savings Bank Account Number to Government of TamilNadu, Government of India and any other agency scholarships through online / offline (as applicable) through the respective department and scholarship. Sanctioned scholarship amount of the above agencies is directly credited in the Savings Bank account of the student & sanctioned detail are forwarded to the College. Student verify the receipt of sanctioned scholarship amount in their savings bank account and sign acknowledgement of the scholarship mentioned in the office within 10 days on received of scholarship amount.

➤ Students with more than 90% Attendance and Odd & Even semester Academic performance will be ranked for each Branch & each year 5% of Topper will be awarded to 1st Rank Rs.5,000/-, 2nd Rank Rs.3000/- and 3rd 4th 5th Rank Rs.2000/-. Student who received the above Award for all the years of study, are awarded additional amount as follows.

B.E. / B.Tech 4 year courses - Rs.10,000/-

➤ 100% , 75% & 50% Tuition fees is waived for those who bags 1st Place, 2nd Place and 3rd Place in the TIES / National level sports tournament.

3. INSURANCE

- All students of B.E / B.Tech / M.E / M.Tech Degree program and lateral entry students are covered under Accident policy / Medi-claim insurance every year for their study period.
- This information are circulated to the students to create awareness about this policy. If anything happens under coverage of Insurance, concerned department report to the office within 15 days of the event for further process and claim.

4. RAGGING AND EVE-TEASING

- Ragging, Eve-teasing and smoking are totally prohibited. Any violation will result in dismissal from the college and consequent legal action for this offence.
- Ragging is prohibited within or outside of any educational institution and Government of Tamilnadu has passed Act 7 of 1997 prohibiting ragging in any form.
- As per the Act wherever participated in ragging directly or indirectly within or outside the educational institution shall be punished with imprisonment and also liable to a fine upto Rs.10,000/-
- An exclusive Anti-Ragging cell is constituted to monitor and redress such incidents inside / outside the campus.
- Prevention of Sexual Harassment (POSH) is constituted for preventing sexual harassment by sensitizing students and staff on the law and complaint mechanisms.


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