



No. 19-1, Arcot Road, ACS Nagar, Irumbedu, Arni - 632317, Thiruvannamalai District

STUDENT HANDBOOK



RULES AND REGULATIONS 2025

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Dr. M. G. R. Educational and Research Institute

OFF CAMPUS – STUDENT HANDBOOK

Irumbedu, ARNI

A Guide towards Holistic Development



Disclaimer: This handbook is intended as an informal document for preliminary information, and should not be taken to be a definitive statement of the rules and procedures applying to students at Dr. M.G.R. Educational and Research Institute, Arni, Off Campus.

Please send any suggestions/corrections to: dean-studentaffairs-oc@drmgrdu.ac.in with subject line Employee Handbook

Prepared by: HR Department, Off Campus - Arni

Acknowledgement: Various web resources, various administrative units and officers

ABOUT THE UNIVERSITY - OFF CAMPUS - ARNI

With over 35 years of ground-breaking expertise, Dr. MGR Educational and Research Institute is a multifaceted, globally recognized Private University (with Special Graded Autonomy Status), which has keen focus on Interdisciplinary Science Research and Holistic development of the 20000+ student community through a well trained cluster of 2000+ faculty members facilitating high end teaching learning process through technology driven ICT enabled learning environment.

Accredited with an A+ by NAAC, the University is offering more than 140 UG, PG and PhD programmes under fourteen different faculty including Medical, Dental Surgery, Engineering, Humanities and Science, Arts and Commerce, Law, Allied Health Sciences, Physiotherapy, Pharmacy, Nursing, Education, Management Studies, Computer Applications Hotel Management and Centre for Online Programs. The University has the best in class infrastructure spread across 07 campuses with an outstanding land area of 300+ acres and 100+ Lakh square feet built up architecture for teaching, learning and research deliberations. The University has its wings spread across the states of Tamilnadu (Chennai, Adayalampattu, Velapanchavadi, Arni) and Bengaluru.

The University has a very vibrant motto **“Our students are to be Job Creators”** which resonates on building a society with improved standard of living, drives economic growth, creates job opportunities widely and ensures community development and social change through innovation and technology. To facilitate the spirit of Innovation and Entrepreneurship, the University has collaborated with over 200+ eminent National and International Organizations through actionable MOUs and joint ventures.

The Founder Chancellor, Dr. A. C. Shanmugam is a world renowned Philanthropist has received an honorary Fellow of Royal College of Physicians and Surgeons (FRCPS) doctorate from the Royal College of Physicians and Surgeons in Glasgow, has been a visionary leader, promisingly offering affordable quality education to all which is closely knitted to the Sustainable Development Goal on Quality Education. Carrying forward the light of knowledge is our dynamic President Er. ACS Arunkumar, who has an unwavering vision to empower the society through Outcome Based Education coupled with Innovation and Research. We have now expanded to Arni as off campus, Thiruvannamalai district, approved by the Ministry of Education (MoE) Govt. of India in the academic year 2024-25 and by AICTE, New Delhi for the academic year 2025-26.

VISION, MISSION, QUALITY POLICY

VISION

To provide contemporary knowledge delivery of global standards, excellence in knowledge creation in emerging areas and mutually rewarding university – societal interaction

MISSION

- Our Mission is to make the Institution as a Resource Centre for Higher Level Teaching - Learning Process, in the fields of Engineering, Dental Surgery, Medicine, Allied Health Sciences, Humanities & Sciences, Architecture, and Management & Education
- We wish to impart relevant training and education to the youth to make them technically qualified, practically competent and skilled human resources, to suit the needs and demands of the modern industries, business or research and development organizations
- We also wish to promote ethical values and encourage creative ideas among the younger generation and thereby to develop their entrepreneurial skills which will ultimately benefit the Society and Nation

"Our Students are to be Job Creators and not Job Seekers"

MISSION

We strive to make our University as a Centre of Excellence for Quality Education and Research in the fields of Engineering and Technology, Dentistry, Medicine & Allied Health Sciences, Architecture, Science & Humanities.

We aim to impart technological competence and inculcate dignity, discipline and humaneness to all our students.

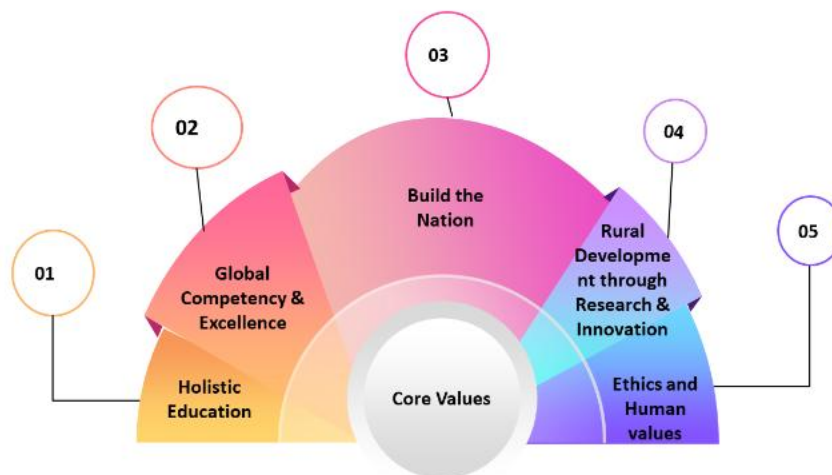
CORE VALUES AND STRATEGIC GOALS

CORE VALUE

Fostering a multi-faceted vision focused on holistic education, research, innovation and entrepreneurship, enabling a co-working society, nurtured with ethics and human values towards building a sustainable and better future for global well-being

STRATEGIC GOALS

- Provide world-class Holistic education to the rural community
- Create globally competent graduates through innovative education technology
- Indulge in impactful research focused on Sustainable Development
- Nurture the young minds with human values and compassion
- Collaborative learning through National and International Industries/Organizations



1. STUDENT BIODATA FORM

STUDENT BIODATA FORMAT	
AFFIX PASSPORT SIZE PHOTOGRAPH (RECENT)	
Name of the Student:	Date of Admission:
Enrollment Number:	Email ID:
Date of Birth:	Mobile Number:
Blood Group:	Gender:
Caste:	Religion:
Mother Tongue:	Community: OC/BC/OBC/MBC/ST/SC
Place of Birth:	Nationality:
State:	Aadhar No:
Batch:	Place of Living:
Degree/Branch:	Extra-Curricular Interest:
If NRI, specify country	Passport No:
Whether physically challenged: YES/NO	If yes, specify:
Father's Name:	Mother's Name:
Father's Occupation:	Mother's Occupation:
Father's contact No:	Mother's contact No:
Permanent Address	Communication Address
.....	
.....	
.....	
Email ID:.....	Email ID:.....
District:	District:
State:	State:
Pincode:.....	Pincode:.....
Guardian Name and Address	
.....	District:
.....	State:
.....	Pincode:.....
Phone:.....	
Signature of Student Signature of Parent/Guardian	

2. STUDENT AND PARENT DATA FORMAT

STUDENT AND PARENT DATA			
Name of the Student:			
Enrollment No:			
Degree/Branch:			
Father's Name:			
Mother's Name:			
Affix Passport Size Photograph:			
Particulars	Student	Parent	
		Father	Mother
Mobile Number:			

Enclosures:

1. Student Aadhar Card (Photocopy)
2. Father's Aadhar Card (Photocopy)
3. Mother's Aadhar Card (Photocopy)
4. Family Photo

Signature of Student

3. UNIVERSITY PROCEDURE:

The following instructions have been laid down in order to maintain discipline and decorum in the institute. All students are expected to strictly comply with these instructions. Students are expected to uphold the traditions inherited from the educational institutions they have come from and inculcate such habits as a sense of pride and belonging to this institution.

3.1 DRESS CODE

- Male students are permitted to wear pants and shirts only. The shirt should be neatly tucked in. Wearing of jeans and T-shirts is prohibited during working hours
- Girl students are permitted to wear only salwar kameez with dupatta or South Indian attire. They should not wear miniskirts or pants
- Students are permitted to wear only shoes/sandals with back straps. Hawaii chappals are not to be worn in the institute during working hours
- Male students are to have their hair neatly cut and combed. Long flowing hair and any other style not befitting that of a gentleman as well as wearing of ear studs etc., are not permitted in the institute
- Paramedical students must follow their college and hospital's specific dress code for scrubs, which generally requires them to be worn only in patient care areas, be changed daily or when soiled, and remain on hospital grounds to prevent infection spread. Scrubs should also be clean, fit well, and be worn with appropriate footwear.

3.2 IDENTITY CARD

All students are expected to wear the identity cards provided at all times. Boys should display it on the left shirt pockets and on the kameez for girls.

Students should report loss of Identity Card in writing to the Administrative officer within 24 hours explaining the circumstances under which it was lost.

3.3 PUNCTUALITY AND ATTENDANCE

All students are expected to be punctual and attend all classes. Late attendance and absence in one of the classes will be treated as absent for half a day.

Every student should have a minimum of 75% attendance to be eligible to take the University Examination. Parent/Guardians of students whose attendance is low will be intimated. It will be the duty of the parent/guardian to ensure that their wards attend classes regularly and avoid recurrence of low attendance by them.

3.4 CLASS WORK AND TESTS

It is mandatory for all students to appear for the model examinations prior to appearing to the University Examinations. Students failing to secure minimum qualifying marks in these examinations will not be allowed to take the University Examination.

Students will also have to complete assignments, tutorials and attend classes and cycle tests that will be conducted in the respective subjects from time to time. All students are required to get a minimum of 50% marks in these tests.

Parents/guardians are advised to periodically meet the class in-charge / HoD / to know about the progress of their wards.

If found violating these instructions, the students will be solely responsible for the consequences. Ignorance of these rules and regulations will not be accepted as an excuse for any non-compliance.

3.5 STRUCTURE AND DURATION

Each Course is assigned credit on the basis of one credit per lecture / tutorial period per week, One credit for three periods of labs, practical / seminar/ project per week and one credit for four weeks of industrial training during semester vacations.

3.6 PERSONALITY AND CHARACTER DEVELOPMENT

Every student will compulsorily enroll themselves either as NSS (National Service Scheme) or NSO (National Sports Organization) as part of personality development. This will include 40 hours of training and a camp of about 5 days with hygiene and health awareness and training in first-aid. 75% attendance in this discipline is compulsory.

3.7 DISCIPLINE AND ANTI-RAGGING

Rules framed under TN. Prohibition of Ragging Act, 1977 under Section 8.

- Any complaint of ragging should be made to the college management / appropriate committees by a student within three days of its occurrence.
- The management should complete the enquiry within 72 hours and file a complaint with the police if it is found a student or any other person guilty of ragging. On receipt of the complaint, the police will register a case and proceed further in accordance with law.
- The management should also report the details to the university to which it is affiliated and to the head of the department concerned and also to the Government. Similarly, in case of conviction, the officer-in charge of the police station would send a report to the college management, university, department concerned and the Government.
- A student, who was placed under suspension based on the complaint of ragging is ultimately not convicted, the management shall revoke the suspension and the period of suspension of such student shall be treated as if the student had attended the classes.
- A student who desires to discontinue the course in the middle of the curriculum will be bound by the decision of the University Authorities.
- Smoking is strictly prohibited in the institute premises. Students found smoking in the premises will face disciplinary action.
- Students should avoid bringing mobile phones to their classes. The institute seeks the co-operation of parents/guardians to discourage their wards in carrying cell phones to the institute.
- Those found violating this are liable to be debarred from taking the University Examination and their phones will be confiscated.

3.8 IMPORTANT INSTRUCTIONS ABOUT RAGGING

The Hon'ble Supreme Court of India, New Delhi by its order dated 16.05.07 in SLP (C) No.24295/2004 stated the following in order to curb the menace of RAGGING in Educational Institutions.

"If any incidents of Ragging comes to the notice of the authority, the concerned students shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institutions"

The above directions of the Hon'ble Supreme Court of India will be strictly implemented.

3.9 VEHICULAR MOVEMENT / PARKING

Rash driving of any vehicle within the university premises is strictly prohibited. The speed limit to be followed in the campus is not to exceed 10km/h. All vehicles should be parked only in places ear marked for parking.

3.10 REPORTING TIME:

Faculty of Engineering and Technology: 9:15 AM to 03:00 PM

Faculty of Humanities and Science: 09:30 AM to 02:30 PM

Faculty of Physiotherapy: 9:30 AM to 02:45 PM

Faculty of Allied Health Sciences: 9:30AM to 02:45 PM

4. REGULATIONS ON STUDENT CODE OF CONDUCT:

These Regulations may be called as “Guidelines on students Code of Conduct and students Ethics and Discipline”. These regulations apply to all the students’ community of Dr. M. G. R. Educational and Research Institute (Off Campus – Arni), Deemed to be University, in respect of every kind of indiscipline activities by the students. This is also a guideline for students’ ethics and their discipline. The other part, ragging, is governed by other mechanism adopted in the compliance of guidelines of Hon’ble Supreme Court of India and UGC Regulations. These Guidelines shall come into force from the date of establishment of this University.

The Student Disciplinary Guidelines are in accordance with the University’s Rules and Regulations and provide a framework for the enforcement of student discipline, in order to secure a proper working of the University.

The purpose of these guidelines is to establish equitable and consistent standards throughout the University, to ensure that disciplinary action is fair and reasonable in the circumstances of each case, and to produce due respect for and acceptance of University standards and reasonable instructions. Any student conduct, on or off campus, as individuals or as groups, that is deemed to be a misconduct/indiscipline may become a matter for action within the University’s system of student discipline.

Student misconduct may be simultaneously subject to external legal or administrative proceedings and the University's disciplinary system. The University is a private enclave, dedicated to a purpose that imposes additional and special obligations, but not in conflict with the legal-judicial structures of the general society. Therefore, the University's disciplinary system normally will proceed independently, notwithstanding the pendency of external formal and legal processes.

4.1 THE GUIDELINES ENCOMPASS FOLLOWING BROAD AREAS:

- Students Ethics and Code of Conduct
- Defining Misconduct and Indiscipline
- Mechanism for Handling Student Misconduct
- Disciplinary Action
- Outcome of Disciplinary Action- Appeal/Review
- Criminal Allegations
- Maintaining Files on Disciplinary Action

4.2 STUDENTS ETHICS

The aim of education is the intellectual, professional, personal and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness, and respect for the rights of all individuals. Self-discipline is necessary for the fulfillment of such goals. The Students' Ethics is insisted to promote this environment in any university has mentioned below:

- Respect for self
- Respect for others
- Respect for University Property
- Respect for University Authority
- Professional and Academic Integrity

4.3 CODE OF CONDUCT

- Students are expected to respect and observe these guidelines of the DU
- Students should conduct themselves in an orderly manner in their academic and recreational activities while they attend the DU, engage in any University activity

in hostels, university campus and / or outside the campus during their visits for training, excursion, sports, and project work etc

- Students should respect the rights and privacy of other members of the University at all times
- Students pursuing programs leading to a professional qualification are also required to conduct themselves in a manner appropriate to profession as they are required to follow professional conduct as future professionals in the field
- Dr. M.G.R. ERI DU (Off Campus – Arni) is dedicated to the following goals while promoting ethics and code of conduct amongst its students:
 - Fostering professional excellence
 - Promoting life for values and ethics
 - Creating responsible leaders and professionals
 - Inculcating a spirit of dedication to the service of humanity
 - Working for Nation and integrity building

These goals can only be achieved in a campus environment wherein the students feel safe, secured, engaged, challenged and appreciated. This environment is created by the active contributions of every member of the Dr. M.G.R ERI DU (Off Campus – Arni) family, be it a student, faculty, support staffs or others associated with University. The campus ethics demands integrity and compassion to promote a culture of learning, appreciation and understanding.

The faculty, administrators, staff and students of Dr. M.G.R. ERI DU all have the responsibility to take care of the intellectual, social, emotional, psychological and other resources of University that we proudly share. When students choose to accept admission to Dr. M.G.R. ERI DU, they accept to follow the norms of University, be it Ethics, Code of Conduct, Rules and Regulations and the Guidelines as may be notified from time to time. As members of Dr. M.G.R. ERI Deemed to be University, the students are expected to uphold its values by maintaining a high standard of conduct. The student disciplinary guidelines will be used, to address violations of the Ethics and Code of Conduct, provided that such violation or act of indiscipline warrants actions against the erring students.

4.4 DEFINING MISCONDUCT AND DISCIPLINE:

The general definition of „misconduct“ under these Disciplinary Procedures is unauthorized interference, in the broadest sense, with the proper functioning or activities

of the Dr.M.G.R.ERI DU, or those who work or study in the University; or action which otherwise damages the reputation of University.

Without prejudice to the generality of the power to maintain and enforce discipline under these Guidelines, the following shall amount to act of indiscipline or misconduct on the part of a student of the Dr. M.G.R. ERI DU and its Departments/ Constituent Unit/ Centers:

Physical assault or threat to use physical force against any member of the teaching and non-teaching staff of any Department/institution/Schools/Constituent Units/Centers and against any student within Dr.M.G.R. ERI DU

Unauthorized remaining absent from the class, test or examination or any other curricular or co curricular activity which she/he is expected to participate in; Carrying of, use of or threat to use of any weapons. Misbehavior or cruelty towards any other student, teacher or any other employee of the Dr. M.G.R ERI DU (Off Campus – Arni), a College or Institution.

- ✚ Use of drugs or other intoxicants except those prescribed by a qualified doctor
- ✚ Any violation of the provisions of the Civil Rights Protection Act, 1976
- ✚ Indulge in or encouraging violence or any conduct which involves moral turpitude
- ✚ Any form of gambling
- ✚ Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them
- ✚ Practicing casteism and un-touchability in any form or inciting any other person to do so
- ✚ Any act, whether verbal or otherwise, derogatory to women
- ✚ Smoking, use of narcotics, possession and consumption of alcoholic beverages or gambling in any form
- ✚ Any attempt at bribing or corruption of any manner or description
- ✚ Wilful destruction of the property of the University or its Departments/Institution/ College/ Constituent Unit/ Centre etc
- ✚ Behaving in rowdy, intemperate or disorderly manner in the premises of the Dr. M.G.R. ERI DU or the college or the institution, as the case may be, or encouraging or inciting any other person to do so
- ✚ Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so

- ✚ Causing disruption of any manner of the academic functioning of the University system
- ✚ Indulge in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the Dr. M.G.R. ERI DU, as the case may be
- ✚ Delays or Unpunctuality
- ✚ Violation of the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe or other backward class
- ✚ Any practice – whether verbal or otherwise, derogatory of women
- ✚ Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour of students
- ✚ Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be

5. MECHANISM TO HANDLE MISCONDUCT

In Pursuant of the provision as mentioned above, the following is the detailed procedure on Mechanism for Handling Indiscipline cases, including the roles and responsibilities at various levels the University to make sure the disciplinary action are initiated on time at the source of such act indiscipline.

At the Institutions/ Departments / Constituent Units Centers/ Hostels :

Every Department/Institute /Constituent Unit/Centre of the Dr. M.G.R. ERI DU shall constitute a Departmental Disciplinary Committee (DDC) with following members:

Description	Role
The Head of the Institution	Chairperson
Heads of Department/Senior Members of the Faculty, (not exceeding two to be nominated by the Hol)	Member
One senior lady faculty nominated by the Hol	Member
Class Representative (CR of the batch/section)	Member
One senior most Member of the Faculty	Member Secretary

The Hostel of the University will constitute a Hostel Student Disciplinary Committee (HDC) as follows:

HOSTEL COMMITTEE

Chairperson
Director / residential warden Senior
Professor of the University
Warden - One male and one female Hostel Warden
One senior lady faculty member
Class Representative (CR) Warden

ANTI-RAGGING COMMITTEE

Anti-ragging committee is formed every year to eradicate and prohibit ragging related issues inside and outside the university campus. Anti-ragging committee ensures compliance with the provisions of regulations and with the provisions of any law concerned with ragging.

Name of the Person	Designation	Mobile No
Dr.V.Peruvalluthi	Joint Registrar/ Convener	9443335041
Dr.K.Saravanan	Joint Registrar/Member	9444579849
Dr.E.Kavitha	Asst Professor/BPT/ Member	9363309332
Ms.P.Tharani	Asst Professor/AHS/ Member	9840776914
Mrs.P.Mohana Lakshmi	Asst Professor/CSE/ Member	9976163120
Mrs.U.Meghana	Admission	8220500362
	Co-Ordinator/Member	
Mr.K.R.Selvam	Transport In Charge/ Member	7550391349

WOMEN HARRESMENT COMMITTEE

As per the guidelines of UGC and the supreme court an anti-sexual harassment committee has been established to provide a healthy atmosphere to the students with in the campus. Anti sexual harassment committee deals with issues relating to sexual harassment. The committee is formed to prevent sexual assault, rape and other related crimes against girl students. Anti sexual harassment cell assures all the complaints of the students, and are treated with utmost dignity and respect. All the complaints will be maintained confidential.

Name of the Person	Designation	Mobile No
Dr.V.Peruvalluthi	Joint Registrar/ Convener	9443335041
Dr.S.Aswini priya	Asst Professor/MBA/ Member	8870220360
Dr.T.Kaviya	Asst Professor/BPT/ Member	7397002934
Mrs.L.Abirami	Asst Professor/CSE/ Member	9655863660
Mrs.V.Lakshmi Pratha	Asst Professor/CSE/ Member	9790147482
Mrs.S.Sindhuja	Admission Assistant/Member	6304889951
Ms.Allwin Ashika	Tutor/AHS/ Member	6381593548

Provided that the nominated members shall hold the office for a period of years and two third members including the Chairperson, shall form the quorum. In the absence of the chairperson, the senior most member of the departmental Student Disciplinary Committee shall act as the Chairperson.

6. ACTION ON DISCIPLINARY CASES:

In the event students are found indulging in such activities which tantamount to violation of standard of ethics and conduct, the Dr. M.G.R. ERI DU shall initiate disciplinary action as may be deemed appropriate without being prejudiced.

The Dr. M.G.R.ERI DU officials are expected to take sufficient care while handling Students" issues, with an open mind to educate the students as to how they must come

out of negativity and adopt positive approach towards self improvement making the students life truly enjoyable and enriching. Punishing the students must not be sole objectives while enforcing discipline. The students are to be encouraged and motivated to adopt a right path through proper counseling by Faculty, Mentor and Warden.

The disciplinary history and the impact of certain behavior on the peer group of students and the consequent impact on academic environment of University

Positive Advice/Counseling

Warning/Fine o Suspension/Eviction/Removal from Hostel

Rustication

Expulsion

Postponement/Cancellation of Conferring of Awards and Degrees

6.1 POSITIVE ADVICE / COUNSELING:

- ✚ These are stated to be the activities intended to engage the students in a positive learning experience related to a student's inappropriate behaviour and allow such students to reflect upon their inappropriate behaviour
- ✚ This type of action may include, but not limited to, engaging in a campus with Mentor, attending a program of Psychologist or Counsellor, Community Service
- ✚ It is mandatory for the students faced with disciplinary action, for the first time, to be engaged with Counsellor to ensure positive behavioural change during the tenure of punishment or for such period as the situation may demand
- ✚ On the recommendation of Psychologist or Counsellor, or a Committee constituted for the purpose, cases of drug addicted students who show reasonable improvement in their action and behaviour and are able to recoup the mental strength leading to
 - Gradual decline of intoxication and/ or drug addiction
 - Any other improvement
 - The authority concerned may take a lenient view on attendance criterion and grant exemption of shortfall of attendance as one time measure with sole motive of helping such students to come out of traumatic stage for societal cause

6.2 WARNING AND FINE:

If the student's behavior is found inappropriate a formal warning notice /show-cause notice will be issued by authority concerned in the University. In certain cases fines may be imposed. Such actions shall be placed in the student's file and may be used as

evidence of behavioral history, if the student engages in further inappropriate behavior and/or action. Fine is compensation required of students who engage in the theft, misuse, damage or destruction of institutional property. If the students are engaged in offences such as smoking, consuming alcohol and taking drugs, fines may be imposed in addition to other disciplinary actions leading to expulsion.

6.3 SUSPENSION/EVICTION/REMOVAL:

- Limited or Temporary Suspension from the university involves the exclusion of the student from participation in any academic or other activities of the university for a specified period. Such suspension order shall be issued to the student with copy marked to parent/guardian
- The action of suspension will be noted on the student's disciplinary record and if necessary; the student will be withdrawn from all courses. The student may forfeit fees. Suspension may include any other disciplinary action as may be deemed appropriate
- When a student has concluded the limited suspension period and completed the conditions accompanying the suspension, he/she must submit a letter to the Dean of Students' Welfare (DSW), requesting reinstatement and provide evidence that he/she has complied the terms of the suspension. The student may return to the university only after an affirmative decision has been made by the authority concerned
- A responsible living environment in the hostel requires all the students' community to respect other hostellers' rights for safety, security and reasonable quietness. Serious disruption of the peaceful hostel environment can lead to removal/eviction from hostel. Such actions may further cause forfeiture of fees according to the normal university refund policy which will be intimated to the student and the student's parents or guardian

6.4 RUSTICATION:

Rustication is a serious university disciplinary action and involves exclusion of the student from the university for a specified period, however, not beyond a year. Rustication involves the following:

- Forfeiture of all rights and degree not actually conferred at the time of rustication
- This involves expulsion from University for specified period and in such event the student is withdrawn from all courses and fees forfeited

- The Rustication order/notification shall be issued to the student with copy marked to parent/guardian. The notification of rustication shall be maintained in student's disciplinary record and academic transcript permanently
- The rusticated students are not allowed entry in the Dr. M.G.R. ERI DU campus

6.5 EXPULSION:

The students may face most serious disciplinary action involving permanent expulsion from University and in such event all the rights as student of University shall stand forfeited. The student is withdrawn from all courses and fees forfeited.

Expulsion also means the student may not be conferred with final degree or award of degree. Such Expulsion order/notification shall be issued to the student with copy marked to parent/guardian. The notification of expulsion shall be maintained in student's disciplinary record and academic transcript permanently. The expelled students are not allowed entry in the University campus.

6.5 POSTPONEMENT OF CONFERRING OF AWARDS AND DEGREES

The University reserves the rights to defer, postpone or cancel the conferment of any Award and Degree during pendency of any disciplinary action procedures or during period of suspension.

7. DISCIPLINARY ACTION- APPEAL/REVIEW

No Appeal:

The decision of the Disciplinary Committee shall be the final one and cannot be challenged in any court of law. No appeal of any kind shall be heard on behalf of a student thus punished and the college shall not be held responsible for the consequences that may fall upon such a student thereafter. The College does realize that although such decisions are harsh and painful for it to take but at the same time it also deems it most essential to keep the sanctity of the College and medical education above everything

8. CRIMINAL ALLEGATIONS:

Where the offense is considered under the Criminal Law such cases will be dealt appropriately taking into considerations the applicable law and as may be advised by the University Lawyer. Cases involving an offense within the campus under the Criminal Law will be reported to the Police by the Dr. M.G.R. ERI DU Lawyer. The student will be informed accordingly.

9 CODE OF CONDUCT FOR LABORATORIES

1	Students will be permitted inside the laboratory only when the instructors are present
2	Display of ID card and wearing lab coat is mandatory
3	Students should bring graph sheet, calculator and other required stationary materials
4	Students are allowed to enter the lab only after the completion of previous experiments
5	Students are requested to sign in the lab entry register as soon as they enter the lab
6	Students are instructed to sign in the register while receiving and returning the apparatus from the instructor
7	Students are strictly instructed to get signature from the faculty in the observation note for their respective experiment before leaving the lab
8	The received apparatus should be handed over to the lab instructor without causing any damage
9	Do not bring or consume food and drinks inside the laboratory
10	All bags are to be left on the specified location inside the laboratory
11	Inside the computer laboratory, use only the computer allotted to you. Students who do not obey this rule will be held seriously
12	Inside the computer lab, playing of computer games is strictly prohibited
13	Use of mobile phones is strictly prohibited

10 CODE OF CONDUCT FOR LIBRARY USAGE

- Students must strictly observe silence while in library
- Students must enter in the register provided by the library about the usage of the books
- Log in and log out time register must be maintained
- Students must return the book after the usage
- Excessive talking, noise bleed from other electronic equipment's must be avoided
- Consuming food is not entertained in library
- Mobile phones must be in silent mode
- Usage of tobacco, cigarettes are prohibited
- Loitering in and around the library hall must be avoided.
- A student does not cause any nuisance to others while they are using library.
- Wear your ID card while entering the Library always.
- Keep your personal belongings like bag, files, personal books, note books etc., at the property counter. However they are advised not to leave valuable things like cell phones, purse, laptop etc. outside the Library.
- If the borrower is unable to return the book due to loss or damage the recovery is made on the following basis: Replacing the lost or damaged book with another good copy having similar descriptions. In the absence of replacement, the recovery is made by collecting the double the amount of the existing price in the market if the loss is reported within the due date.
- After the expiry of the due date the recovery is made by collecting double the amount of the existing price in the market plus overdue charges.

11. PROFESSIONAL SOCIETIES

Professional societies exist to advance a particular profession, support the interests of people working in that profession and serve the public good. It facilitates innovation, communication and connection. Students Chapters of Professional Bodies conduct various technical activities like Paper presentations, conferences, workshops, contests, Special Lectures by eminent academicians and experts from Industry, group discussions, and seminars. The following student chapter's exist for First year B.Tech students.

- **IEI (The Institution of Engineers (India))**
- **IEEE (The Institute of Electrical and Electronics Engineers)**
- **ISTE (Indian Society for Technical Education)**
- **CSI (Computer Society of India)**
- **ACM (Association for Computing Machinery)**

12. INDUSTRIAL VISITS

Industrial visits provide the students an opportunity to learn practically through interaction, working methods and employment practices. It gives the students an exposure to the current work practices apart from the theoretical knowledge gained from the classrooms. We arrange Industrial Visits for the first year B.Tech students from the First year of the study to make the students learn about the latest trending technology and equip their minds for the future. It Provides an insight into the real working environment.

13. INTERSHIPS

Having a good degree is no longer enough to secure a job offer in today's world. Internships have become quintessential way to help students to make them stand out. By partaking in an internship, student will be able to gain real-life exposure, grow knowledge and determine to choose the right career field. Internships provide with the first-hand experience in the real working world.

14. CAREER GUIDANCE

Career Guidance Cell provides relevant academic and career information. Our focus is to provide learning/training opportunities in the areas of academic, career, personal, social development and to prepare students to meet their future challenges.

15. LIFE SKILL TRAINING PROGRAMS

Students are given an opportunity to enroll in any of the personality and character development programs

16. STUDENT INDUCTION PROGRAM

The Student Induction Programme aims to adjust the students to the new environment and make them feel comfortable. The programme engages Students to inculcate in them the ethos, institutional policies, process and culture of the Institution before the regular classes start. It helps to develop an everlasting bonding between the faculty members and with the students. Student Induction Program empowers the aspirant learners to face the Competitive world. It opens new horizons of life leading to character building based on Universal Human Values such as Truth, Righteous conduct, Love, Non-violence, Peace and assist in developing self awareness, compassion and oneness.

17. CO-CURRICULAR ACTIVITIES

'Co' rather than 'Extra' Curricular forms a core part of the College experience. It is an additional opportunity for all those who are interested. The Co-Curricular programme offered by our university gives real opportunities for the students to take a lead, take responsibility for their activity, for them to positively build enthusiasm for their chosen pursuit, and build a passion for their life. It plays an important part in the lives of all students as they grow up. The real education is much more than absorbing bookish knowledge. It's about learning to get on with people, it's about picking up useful experience from the mistakes, triumphs of others, having the rougher edges knocked off by rubbing up against peers who are not fearful of telling you that you are wrong.

18. EXTRACURRICULAR ACTIVITIES

We provide ample opportunities to arouse curiosity to gain deeper knowledge of academic subjects, refining non-academic skills, gaining potential career options, participating in team activities to hone leadership and other interpersonal skills. Subject lectures, symposiums, conferences, workshops will be conducted by each department for their students.

18.1. National Service Scheme (NSS)

The National Service Scheme (NSS) is a voluntary program in Indian colleges aimed at fostering community service and personal development among students.

The NSS program aims to:

- Develop a sense of social and civic responsibility among students.
- Encourage students to understand community needs and participate in problem-solving.
- Enhance leadership qualities and promote teamwork through various activities.
- Foster personal growth by providing hands-on experiment in community service.

18.2. National Cadet Corps (NCC)

The National Cadet Corps (NCC) is the youth wing of the Indian Armed Forces with its headquarters in New Delhi, India. It is open to school and college students on voluntary basis as a Tri-Services Organization, comprising the Army, the Navy and Air Force. Cadets are given basic military training in small arms and drill. Officers and cadets have no liability for active military service once they complete their course.

19. THE UNIVERSITY CLUB HOUSE

19.1 ABOUT US

The University Club House is a creative space where students can explore and express their personal interests beyond academics. Its mission is to turn passions into purposeful pursuits, promoting relaxation, creativity, and holistic development.

- Venue space for meetings
- Mini Library
- Event Calendar
- Venue booking facility
- Art Gallery
- Photo gallery
- Wall of Fame

19.2 Literary Club

A literary club is a student-run organization for those passionate about reading, writing, and literature, providing a platform for intellectual growth through discussions, debates, and creative writing activities. Its main objectives include enhancing students' communication and creative skills, fostering a deeper love for books, and developing critical thinking and confidence in a collaborative, interactive environment. The club organizes events like literary quizzes, short story writing, poetry recitation, and presentations, offering opportunities for students to explore diverse literary works and share their own perspectives.

19.3 Science Club

A science club is an extracurricular group where students can explore their scientific interests through hands-on activities, experiments, and projects that go beyond the standard classroom curriculum. The main goals of a science club are to foster a love for science, develop scientific reasoning and creativity, and promote deeper understanding and practical skills in various scientific fields, providing a collaborative space for students to learn and share their curiosity.

19.4 Entrepreneurship club

An entrepreneurship club provides a supportive ecosystem for individuals, especially students, to develop, nurture and launch innovative business ideas into successful ventures. These clubs offer platforms for learning, networking and gaining practical experience in entrepreneurship through workshops, seminars, mentorship and real world projects, ultimately fostering the skills, confidence and ethical mindset need to become future business leaders.

19.5 Photography Club

A photography club is a community for people who want to learn, share, and celebrate the art of photography through activities like workshops, photo walks, exhibitions, and competitions. These clubs provide a supportive environment to improve technical skills, exchange ideas, and connect with like-minded individuals, regardless of their experience level. Members can develop their creativity, build a portfolio, and participate in events that capture memories or promote the institution or community.

19.6 Coding Club

A coding club is an extracurricular group, where participants learn to code in a collaborative, team-based environment, focusing on skills like logical thinking, problem-solving, and creativity to build games, apps, or websites. These clubs provide a supportive community for individuals to develop computational thinking, gain exposure to in-demand industry skills, and prepare for future technology-driven careers.

19.7 AIML Club

An AI/ML club is a student community focused on exploring, learning, and applying Artificial Intelligence (AI) and Machine Learning (ML) through hands-on projects, expert-led seminars, and collaborative efforts to solve real-world problems. The primary goals are to provide practical exposure to trending AI/ML technologies, enhance members' skills, foster a collaborative environment for innovation, and prepare students for professional careers in the rapidly evolving AI and ML fields.

19.8 ECO Club

An Eco Club is a student and teacher group dedicated to fostering environmental awareness and promoting sustainable practices through engaging activities like tree planting, recycling initiatives, and community outreach. By working beyond the formal curriculum, Eco Clubs empower future generations to understand and address environmental issues, develop eco-friendly habits, and become active stewards of the environment.

19.9 SDG Club

An SDG (Sustainable Development Goals) Club is a student-led initiative focused on addressing the United Nations' 17 Sustainable Development Goals, which aim to promote global well-being and environmental health by 2030. These clubs empower students to organize projects, campaigns, and activities that foster local action on critical issues like poverty, climate change, and sustainable practices, thereby nurturing future leaders equipped to tackle pressing global challenges.

19.11 Media and Publication Club

A Media and Publication club is a student-run organization focused on developing and sharing content across various platforms, fostering creativity, journalism, and

communication skills in fields like photography, writing, audio, and video. The club provides hands-on experience, trains members in technical and soft skills, encourages critical thinking about media messages, and offers opportunities to organize events, publish content, and even host inter-collegiate media festivals.

19.12 Community Service Club

A Community Service club is a volunteer organization focused on improving society by addressing social issues through unpaid work, fundraising, and community projects. Members gain valuable skills, build connections, and foster civic engagement while making a tangible difference in their local or broader community.

19.13 Health Sciences Club

A Health Science club is a student- and teacher-managed organization that promotes health, wellness, and scientific inquiry within the university community, aiming to foster a deeper understanding and appreciation of health-related topics and careers through hands-on activities, educational sessions, and community outreach, thereby creating a healthier and more informed environment. Health Science clubs are vital for developing critical thinking, teamwork, and communication skills, essential for future healthcare professionals and for promoting overall community well-being.

19.14 Forensics Club

A forensic club is a group that educates its members about forensic science and its application to crime scenes and investigations. Members learn to use scientific principles to collect and analyze evidence, such as fingerprints, DNA, and bloodstains, to solve simulated crimes. Through practical workshops, competitions, and events, clubs aim to build members' knowledge of forensic techniques and their importance in the legal system.

19.15 Arts and Culture Club

An Art and Culture club is a community-focused group that fosters creativity, cultural understanding, and personal growth by providing a platform for artistic expression and cultural exchange through various activities, workshops, performances, and exhibitions. Its goals include developing creative and artistic talents, promoting tolerance and respect for diverse cultures, enhancing social skills, and preserving heritage. Such clubs offer a vital space for students and members to explore their interests, experiment with new techniques, and connect with others who share their passions in a supportive environment.

19.16 Drone Club

A drone club is a group, often associated with a college or university, that brings together enthusiasts to learn about, build, and program drones for various applications, fostering innovation, practical skills, and knowledge sharing through workshops,

competitions, and collaborative projects. Members gain experience in drone operation, safety, flight techniques, and the integration of technologies like Artificial Intelligence (AI), aiming to advance the field of unmanned aerial systems (UAS) and contribute to the growing drone industry.

19.17 Space Tech Club

A Space Tech club is a student group focused on space technology, space science, and aerospace engineering by building, innovating, and learning about space-related projects and concepts. These clubs promote hands-on learning through activities such as building model rockets, developing nano-satellites, participating in sky observation, and fostering collaborations within the space community. They aim to develop technical skills, scientific literacy, and collaborative abilities in aspiring space enthusiasts and future space professionals.

To foster holistic development, the University Club house is launched with the vision of developing the student in all aspects. It is mandatory for each student to become a member of any 02 clubs of his/her choice and maximum of 05. The class in charges should monitor the student in involving in such co-curricular and extra-curricular activities.

19. STUDENT DECLARATION FORM

I, (Degree/Branch/Year)
hereby declare that, I have read and understood the various standing guidelines and regulation of the University. I will give my fullest support in carrying forward the legacy of the Institution in all academic, research, co-curricular and extracurricular activities.

I assure that, I will abide by the rules and regulations of the University at any point in time and I am aware of the consequences in case of any breach of the same. Apart from this, all the academic procedures and information are available on the website <https://arnioffcampus.drmgrdu.ac.in/>

I have completed the required induction training and aware of the procedures and code of conduct.

SIGNATURE OF STUDENT

SIGNATURE OF CLASS INCHARGE

SIGNATURE OF HEAD OF THE DEPARTMENT