



# STUDENT HANDBOOK 2024



WHERE YOU  
WANT TO BE.



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# Message from Office of Student Affairs

## Mission



Our mission is to provide social, psychological support to the students and to empower them to achieve their full potential.

## Vision



We aspire to create an environment conducive to student success and a culture that supports cognitive development and ethical well-being of all the students at KCLAS.

## Core Values

- Student centered
- Fairness and inclusiveness
- Excellence
- Personal Responsibility
- Accountability

This office will provide a proactive and responsive representation of the college, about ways of enhancing the quality of student's life. Your journey at KCLAS will be unforgettable, probably amazing. It will be a time of learning, exploring and discovering yourselves, your peers and everybody around. Make best of the opportunities both in and out of class. Take part in clubs, forums, connect and step up. Your capabilities will outshine what you first thought of yourself. The plethora of activities we have designed will allow you to become not just future leaders ready to take on the world, but compassionate human beings with a heart for others. To know your passions and talents is only the half way mark; realizing how to serve others with them will be your true worth.



Welcome Aboard!

**Dr. Sheela Srivastava**

Assoc. Director – OSA, KCLAS

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**“Learn as much as you can from others,  
as they learn from you and let's create a  
meaningful impact together”**

# Founder Arutchelvar Dr. N. Mahalingam

Arutchelvar Dr. N Mahalingam is the Founder Chairman of Sakthi Group, an industrial conglomerate operating in sugar, automobiles, finance, power and logistics. Dr. N. Mahalingam was a philanthropist, educationalist and a statesman. He established a number of educational institutions and is known for his support to various spiritual and cultural organisations.

He was born on 21 March, 1923 in an agriculture family at Pollachi to P.Nachimuthu Gounder, who started the Sakthi Group in 1921 by diversifying his traditional business of hiring out bullock carts to starting passenger transport services. Nachimuthu Gounder's only son Dr. N.Mahalingam joined the business in 1943 and helped grow the business to its current level. He was the founder of many educational institutions, from schools to colleges. Some of his educational institutions are Nachimuthu Polytechnic College, NGM College, Kumaraguru College of Technology, Mahalingam College of Engineering, Kumaraguru Institute of Agriculture and in his vision, Kumaraguru College of Liberal Arts and Science was started in 2018.

He held several important positions and played major roles fostering the development of agricultural, industrial, human resource and institutional development at the State and National levels. He served as a Member of Legislative Assembly of Tamil Nadu from 1952 to 1967 and was on the Tamil Nadu State Planning Commission for two terms. His social and humanitarian considerations took his journey beyond the boundaries of industries and scholarly tenets he nurtured. He received the Padma Bhushan award from the Government of India in 2007 for his contributions to the nation in the field of Trade and Industry. His other honors include Honorary Consul from the Government of Mauritius during 1989 to 1992 and a number of other recognition and awards. The enigmatic life merged into the light on October 2, 2014, the birth anniversary of Mahatma Gandhi. Until the last moment, Dr. NM was doing what he believed in and envisioned talking about Saint Vallalar's philosophy. Throughout his life Dr. NM carried the twin torches of Gandhian values and Vallalar's way of life and his life is a pathway to lead a life of consciousness.



Your **Vision.**  
Our **Path.**

## About **KCLAS** and its **Vision**

Kumaraguru College of Liberal Arts and Science (KCLAS) is a dynamic, young entity of Kumaraguru Institutions that include Kumaraguru College of Technology, KCT Business School and Kumaraguru Institute of Agriculture. As an institution dedicated to learning, we invest in intellectual vitality and engage with stakeholders to make a difference locally and nationally. Our contribution to this shared effort is the unique knowledge, transformative approach and skills generated by our core activities of education and research.

KCLAS is rooted in the cosmopolitan city of Coimbatore in Tamil Nādu which is traditional, resilient and vibrant. The city is an engine for entrepreneurial spirit and export, flourishing since Roman times and also a hub for innovation, arts, culture, business, science and technology. Higher education, research and innovation play a crucial role on supporting social cohesion, economic growth and global competitiveness.

KCLAS is affiliated college of Bharathiar University, a state university in Coimbatore, Tamil Nadu, South India. Named after Tamil poet Subramania Bharathiar, the university was established in February 1982 under the provision of Bharathiar University Act, 1981 (Act 1 of 1982) and was recognized by the University Grants Commission (UGC) in 1985. Bharathiar University is ranked 20 overall in India by National Institutional Ranking Framework of 2018 and 13 among universities.

The vision of KCLAS is to Become a progressive research focused institution that instills passion for life-long learning and mould the young people to impact the world. KCLAS offers unique liberal arts education through which students think and learn across disciplines, literally liberating or freeing the mind to its fullest potential. A liberal education helps students develop a sense of social responsibility, as well as strong and transferable intellectual and practical skills and a demonstrated ability to apply knowledge and skills in real-world settings. The focus of liberal education of KCLAS has made a deliberate move from making “I” shaped individual, focused on particular knowledge and skill-set to developing “T” shaped students who will gain deep functional expertise and a broad skill set and awareness.



# Values of **KCLAS**

KCLAS's values remain our threshold standards for the way we do and the way we behave. The Four pillars of core values guide everything we do and make KCLAS an outstanding and supportive place to work and study.

## **Sincere**

Truthful to oneself and moral values; Earnest to one's commitments to self and others, dedicated to the vision of KCLAS; Genuinely Serve the students' needs; building trustworthiness through right actions.

## **Respect**

Respect oneself –mind, body and soul; work together and support one another to share success; Respect community values; Achieve through respectful actions; Care about the environmental sustainability.

## **Progressive**

Creative, curious and deeply committed to pursuit of knowledge; Embrace diversity and inclusivity; Engage with local, national and global community, Courage and confidence to take risk in pursuit of progress.

## **Passionate**

Passion to excel in all we do; Embrace intrapreneurial spirit and welcome responsibilities; motivated to learn, improve and accomplish the goals; Promote positive and energizing work environment; Serve the local community and the country.



# **Student Wellness**



# Kumaraguru Counselling Services:

Counseling at Kumaraguru College of Liberal Arts and Science helps students address personal and emotional challenges that can hinder their academic and personal success. Counseling at KCLAS began in 2018. Students receive one-on-one guidance in a confidential setting.

Working with a counselor can help students gain clarity about their problems, gain insight into their origins, and develop strategies for moving forward. Counseling may not solve all problems, but it can equip students with new ways of thinking and help them to mobilize their resources and feel more in control.

Reports are kept confidential, and student information is never disclosed to anyone at any time.

KCLAS counseling services provide supports under four broad categories:

**Academic:** To help students clear their backlogs, overcome exam anxiety and fear, maintain attendance, and address any issues that may lead them to discontinue their studies.

**Emotional:** To address issues related to family, personal, health, self-awareness, and gender related.

**Behavioral:** To address behavior patterns that limit emotional well-being, such as peer issues, communication styles, and value-based conflicts.

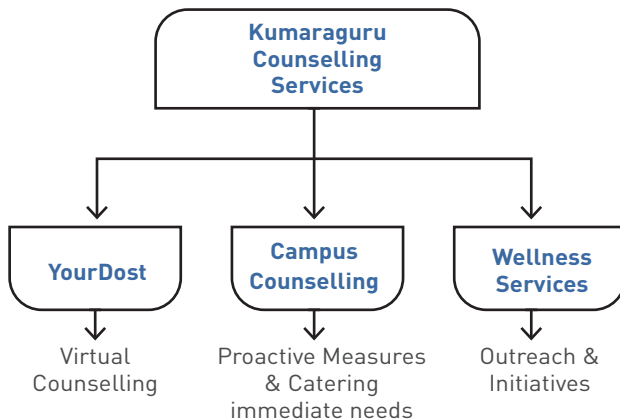
**Self-growth:** To help students understand their personality, preferred learning and working styles, enhance communication, and upskill soft skills.

Contact :

**Mrs. Vallikala S**, Senior Student Counselor, vallikala.counselor@kct.ac.in | 98420 47424

**Mrs. Swathi Priya D**, Student Counselor, swathipriya.d.psy@kclas.ac.in | 9791906270

**Mrs. Dharani M**, Student Counselor, dharani.m.psy@kclas.ac.in | 8073456693



The existing Counseling focuses more on proactive measures to ensure the wellbeing of all our stakeholders, particularly the students. The Student Counsellor on campus will be readily available to cater to any immediate needs.

# Your DOST Features



YourDOST is a virtual platform that supports the required students with the expert caregivers like psychologists, psychotherapists, counsellors, career counsellors and life coaches.

YourDOST address any issues that the student faces with respect to his emotional wellbeing including career counselling, conflict management, trauma, anxiety, sleep disorder, academic and non-academic challenges.

Your **DOST**

## YourDOST offers



24x7 support Live Counselling



Technology - To reach the expert instantly



Unlimited audio/ video sessions



Anonymous interaction



Discussion forums



2000+ articles



Awareness workshops & Webinars on positivity



Self-help content and tools

The students, staff and faculty members of Kumaraguru Institutions can visit **yourdost.com** and use their official email IDs to authenticate and connect to the YourDOST Counseling services. Further details will be shared with you through your mentor.

## The Student Mentoring

The Student Mentoring program has been designed to connect the students with their mentors seamlessly with a focus to meet the career goals and continuously enhance in their academic, co-curricular and extracurricular pursuits. It also acts as a platform for the faculty to ensure the wellbeing of the student which has now become the most important factor than ever before in this new normal.

*Dear parents, we request you to be in touch with your ward's mentor who will be the single point of contact until the completion of the programme. Kindly ensure that your contact details are updated with the mentor and you also have the mentor's contact details. You can always reach out to the mentor to clarify any of your doubts and you can also register your concerns and suggestions for betterment of the system.*

## Structure

### Enrollment

Mentors from the respective departments are assigned with the students from the 1st semester.

### Mentor - Mentee Ratio

1:30 PM

Each faculty will have 30 students to be mentored.

### Period - First to Final Year

3 years

### Schedule

One hour mentor session every week

### Agenda

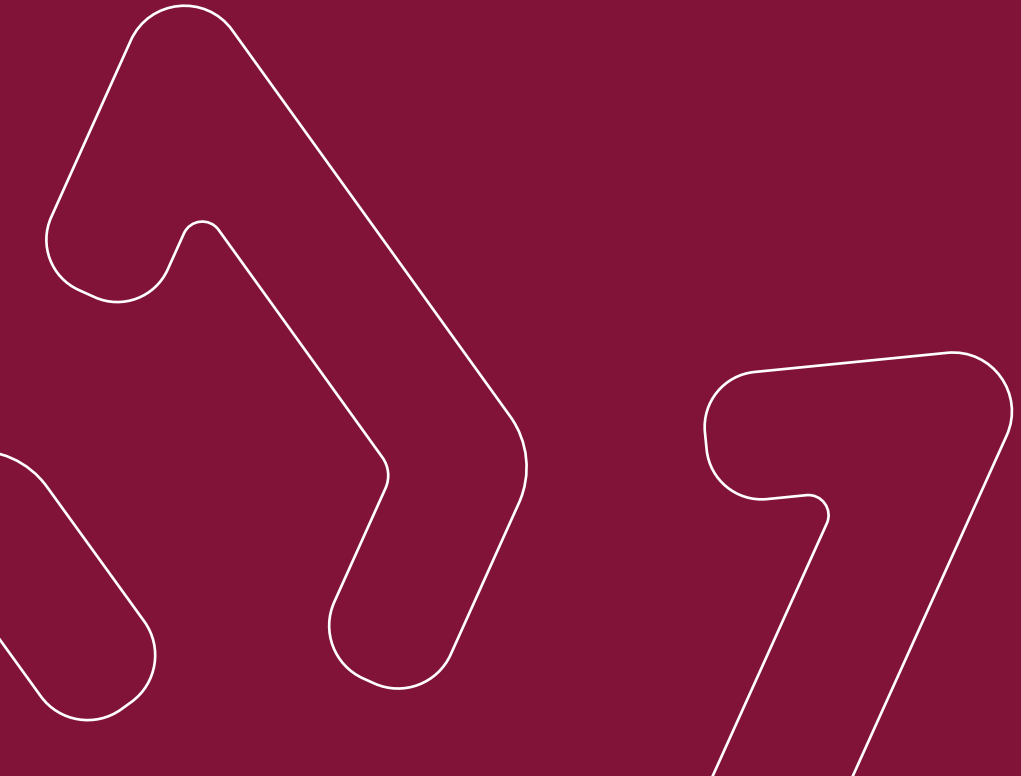
1. Check on Wellbeing
2. Update on the academic progression
3. Action plans for the upcoming month
4. Suggestion on resources for the action plans
5. Addressing on queries



# 4

## Values of a **KCLASite**

As a member of the Kumaraguru community, we believe that a student will develop skills that will chart his/her in a path for academic excellence, professional excellence, personal excellence, leadership, communication and social excellence. Upon completion of the course, these are the attributes that a student must strive for and achieve.



### Professional Values

- Exhibits ethical values in both professional / campus life
- Takes positive decisions towards excellent professional

### Careers

- Actively acquires professional skills and competencies
- Develops professional values

### Inter-personal Values

- Has healthy relationship & harmony with others
- Respects every person
- Collaborates with others for excellence
- Actively Listens with empathy and encourages divergent views
- Communicates in a healthy and effective manner.

### Personal Values

- Intellectual, physical, psychological and behavioral self-awareness
- Expresses Gratitude, Sincerity, Empathy, motivation and resilience
- Practices simple physical fitness, Punctuality, and healthy lifestyle
- Manages the emotions for positive outcomes
- Moral conviction to stand against unethical issues
- Drive and eagerness for personal growth

### Inspirational

- Understands Indian democracy
- Contributes for a prosperous India
- Propagates the contribution of youth for Nation Building

### Family Values

- Maintains the harmony in the family members
- Takes effort for healthy family relationships
- Be receptive to the needs of family members. Appreciates the family value.

### Social Values

- Understands the transformation from self to society
- Appreciates social values and differences
- Understands social issues and is eager to contribute to reduce
- Engages in social projects for mutual benefit

### National Values

- Appreciates regional/ national traditions and values
- Knows the great Indian personalities who are inspirational

# 5 Academic Information

## 5.1. Duration of the Course

The course shall extend over a period of three years comprising of six semesters with two semesters in one academic year. There shall not be less than 90 working days for each semester. Examination shall be conducted at the end of every semester.

## 3 Course of Study

The course of study for the UG degree courses of all branches shall consist of the following respective subjects.

### Part - I

Tamil or any one of the following modern/classical languages i.e. Telugu, Kannada, Malayalam, Hindi, Sanskrit, French, German, Arabic & Urdu.

The subject shall be offered during the first four semesters with one examination at the end of each semester (4 courses – 12 credits). For para-professional branches it shall be offered for the first two semesters with one examination at the end of each semester (2 courses – 6 credits).

### Part – II: English

The subject shall be offered during the first four semesters with one examination at the end of each semester (4 courses – 12 credits). For para-professional branches and courses there will be only two papers for the first two semesters with one examination at the end of each semester (2 courses – 6 credits).

During second semester part II English will be offered as communication skills.

### Part – III Core subjects

- The programmes with 4 semester languages: 15 courses – 60 credits
- The programmes with 2 semester languages: 19 courses – 72 credits
- Allied Subjects (each course in I, II, III & IV semesters) 4 courses – 20 credits
- Project or electives with three courses are offered in the 5th and 6th semesters.
- For project – 15 credits. For electives with 3 courses – 15 credits.

### Part - IV

Tamil language of non-Tamil students, Yoga/ Human Excellence/skill-based courses/ environmental studies/ value education

### Part - V

Extension Activities

## 6.1 Attendance requirement

- Students are required to attend all the classes.
- If leave is required, students are required to apply for the same through KITE.
- In case of medical leave, students must produce a doctor's certificate and a letter from the parents.
- A student will be permitted to appear for the CEE for any semester (practical/theory) if
  1. He/she secures not less than 75% of attendance in the number of working days during the semester.
  2. He/she earns a progress certificate from the head of the institution, of having satisfactorily completed the course of study prescribed in the subjects as required by these regulations, and
  3. His/her conduct has been satisfactory.

A student who has secured less than 65% but 55% and above attendance in any semester has to compensate the shortage in attendance in the subsequent semester besides, earning the required percentage of attendance in that semester and appear for both semester papers together at the end of the latter semester.

A student who has secured less than 55% of attendance in any semester will not be permitted to appear for the regular examinations and to continue the study in the subsequent semester. He/she has to rejoin the semester in which the attendance is less than 55%.

A student who has secured less than 65% of attendance in the final semester has to compensate his/her attendance shortage in a manner as decided by the concerned head of the department after rejoining the same course.

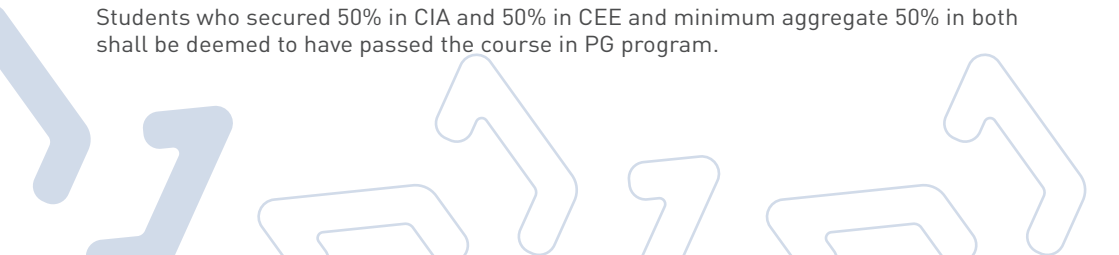
## 6.2 Examinations

The policies and norms for examinations are governed by Bhartiya university. The assessments will include Continuous Internal Assessment (CIA) and Comprehensive External Examination (CEE).

CIA will include tests, assignments, seminar, quizzes etc, which will be conducted throughout the Semester.

Students who secured 40% in CIA and 40% in CEE and minimum aggregate 40% in both shall be deemed to have passed the course in UG program.

Students who secured 50% in CIA and 50% in CEE and minimum aggregate 50% in both shall be deemed to have passed the course in PG program.



## 6.3 Award of Degree

- Students who have secured a minimum of 7.5 out of 10 CGPA, comprising of CIA and CEE shall be deemed to have passed in First Class with Distinction.
- Students who have secured a minimum of 6.0 out of 10 CGPA, comprising of CIA and CEE shall be deemed to have passed in First Class.
- Students who clear all courses in the first attempt shall be eligible for distinction and University rank.

## 6.4 Classroom policies and norms

1. Students should wear ID card when in classroom and in campus.
2. Students are expected to be polite, dignified and professional.
3. Should not use mobile phones to call/ text when during the lectures. However, students are encouraged to browse/ read for academic purpose as suggested by the faculty facilitating the class.
4. Students are expected to be seated in the lecture hall five minutes prior to the commencement of the class.
5. Students should maintain discipline inside the lecture hall / library/ lab. Chewing gum, inside the classroom is strictly prohibited.
6. Students will attend the lectures in allotted rooms and hence there will be movement between two lectures.
7. The students shall be regular and punctual in attending classes and all activities connected with the College.
8. The college timings are from 8.30 to 4.30 pm which includes KCLAS EDGE/ Club which is mandatory for all students and students are required to be in classes during the working hours.
9. Fall in attendance will be communicated to parents as per the directives of TN Dept of education.
10. Students are required to bring their laptops for academic learning & work.
11. Students are required to apply for leave in the KITE for approval from the Class advisor.





12. If on medical leave, the medical certificate should be produced on the day of joining along with a leave letter signed by the parent.
13. Students are required to be present for all the programs/ events organized by **KCLAS**.

## 6.5 Academic Honesty

**KCLAS** upholds highest value and integrity in all the academic, co-academic work of the students and faculty. Being honest and ethical in presenting the work is an essential responsibility. Violation of academic honesty or assisting others in academic dishonesty will be viewed very seriously and will result in academic loss. Academic dishonesty will include,

**Cheating:** Includes but not limited to Copying in exams/ others work, unauthorized access to materials in exams, proxy test taking, someone else doing the assignment.

**Fabrication:** Includes but not limited to false data/ information, false references/ citations.

**Plagiarism:** Includes but not limited to borrowing of ideas, opinions, examples, key words, phrases, sentences, paragraphs, or even structure from another person's work, including work written or produced by others without proper acknowledgment. The work includes in the form of essays, assignments, term papers, project reports, coursework, thesis and dissertation leading to the award of degrees, research papers, policy papers, chapters in books, full-fledged books and any other work.

The regulations as prescribed by UGC on Penalties in case of plagiarism in submission of thesis and dissertations may be followed.

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

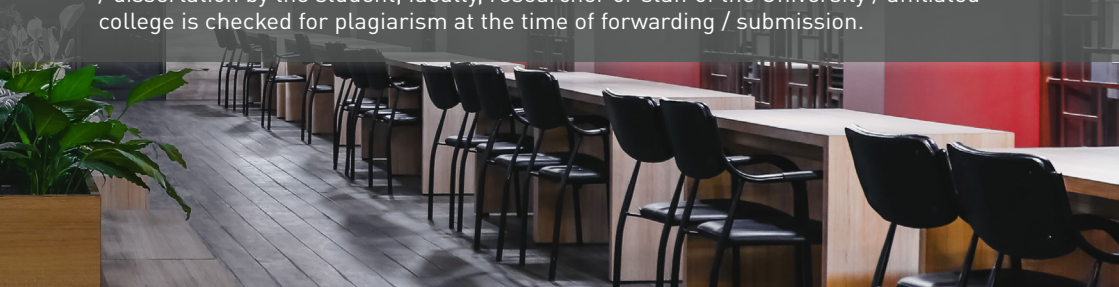
Level 0: Similarities up to 10% - Minor Similarities, no penalty.

Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.

Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

A mechanism be created so as to ensure that each of the paper publication / thesis / dissertation by the student, faculty, researcher or staff of the University / affiliated college is checked for plagiarism at the time of forwarding / submission.

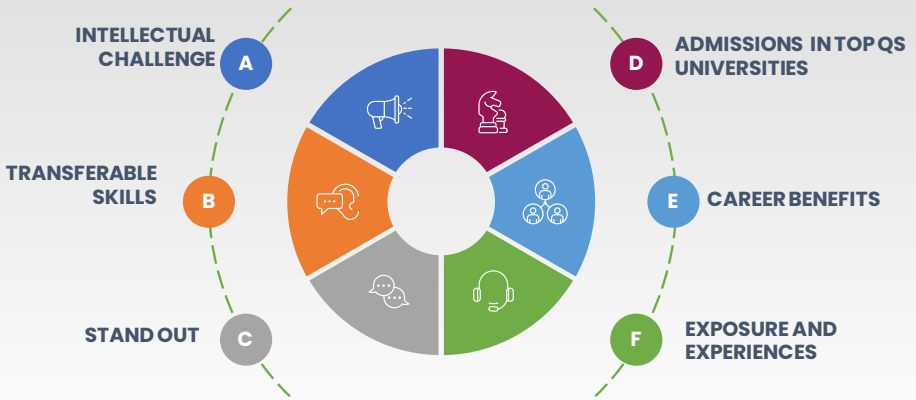


# Co-Academic Opportunities



Elevate your mind with advanced learning

## Advantage of KCLAS Edge+





### Global Pathway

International Immersion to USA / Europe / Australia

Regional study Program

Outbound leadership Training

4 Industry curated micro credential courses

Global Learner License for International online courses (COURSERA)



### Pathway 1

International Immersion to Middle east / Southeast Asia

Regional Study Programme

Outbound Leadership Training

4 Industry curated micro credential courses

Global Learner License for International online courses (COURSERA)



### Pathway 2

National study Programme

Outbound Leadership Training

4 Industry curated micro credential courses

Global Learner License for International online courses (COURSERA)



### Pathway 3

Regional Study Programme

Outbound leadership Training

2 Industry curated micro credential courses

Global Learner License for International online courses (COURSERA)



## KCLAS Model of Liberal Arts Education

### Diploma in Liberal Arts

Students will be given platform to gain liberal arts education through taught courses and variety of field experiential learning. Students are given choices to broaden their exposure through a variety of learning opportunities.

### Liberal Arts Certificate

Diploma in Liberal Arts will be offered by Sakthi Excellence Academy (SEA) and KCLAS along with the degree offered by Bharathiar University.

Students can earn liberal arts certificate from KCLAS if they earn a minimum of 25 credits at the end of 3 years of their undergraduate program.

**KCLAS Liberal Arts Certificate = 25 - 32 Credits**  
**KCLAS Liberal Arts Certificate with Distinction >= 33 Credits**

### Learning Modules of Diploma in Liberal Art

Category	S.No	Module	Credits
Campus Courses	1	Foundations of Liberal Arts (20 Hours)	3
	2	Interdisciplinary Courses (30 Contact Hours)* - 3	4
Field Learning	3	Internship+ (4-8 Weeks)	6
	4	Project Based Learning	6
	5	Community / Social Immersion Project (1-2 Weeks)	5
Research and Dissemination	6	Interdisciplinary research publication (WoS / Scopus)	10
	7	Interdisciplinary research publication (UGC)	6
	8	Interdisciplinary research publication	4
	9	Publication of book / anthology / shortfilm / documentary	8
Honors and Awards	10	Project / fellowships / Awards in global level (>65 countries)	8
	11	Awards in national competitions outside the state	4
Entrepreneurship	12	Registered Start-up / Family Business diversification	15

## Liberal Edge - Campus Courses

All students of KCLAS have an opportunity to learn inter-disciplinary courses in addition to the courses in their domain in four semesters. The courses will be offered in seven domains [Creative Arts, Heritage & Culture, Entrepreneurship & Innovation, Environment & Sustainability, Physical & Mental Well-being, Social Science & Humanities, Science & Technology] and students are free to choose the course of their choice offered by the Institution. Each theme has three or more courses of 30 hours each in II, III and IV semesters. The choice of courses will be through participating in the immersion programs conducted in I semester.

Campus courses will be conducted in a block in the liberal edge week



# 8 Co-curricular Opportunities

Kumaraguru College of Liberal Arts and Science is an institution that aims at providing students with the best exposure, experiences by catering to the various verticals of student interests by offering unique avenues for creative expression. The Clubs instituted in KCLAS perform that very function – they enable students to explore their options in terms of extra-curriculars and aids them in building a portfolio that is essential for students of the Liberal Arts.

KCLAS boasts of 12 clubs that were established to give students the freedom to express themselves in varied art-forms while building leadership skills. The Clubs of the College are entirely student run with minimum interference from faculty coordinators, thus ensuring that the members of the clubs learn to be responsible for their ideas. The Clubs can be broadly divided under three headings – Performing Arts Clubs (Drama, Music, and Dance), Fine Arts and Literary Clubs (Fine Arts, Creative Writing, Book Readers', Tamil Mandram and Qubate) and Environment and Sustainability Clubs (Photography, Nature, Citizen Consumer, Community Engagement).

## CLUBS & FORMS





# LITERARY

Literary clubs provide a vibrant and enriching environment for students to explore and nurture their love for literature, language, and creative expression. These clubs encourage participation in reading, writing, debates, and discussions, fostering a community of individuals passionate about the written word.

Tamil Mandram

Sahithya

Qubate

SOIL

Nithilam

Scrabble

Books & Beyond

Land of Lexicons

## TAMIL MANDRAM

மொழிகளில் மூத்த மொழி என்ற பெருமையை தமிழ்மொழி அடைந்துள்ளதைப் போலவே, நமது குமரகுரு நிறுவனத்திலேயே மிகவும் பழமையான மன்றங்களில் நமது தமிழ் மன்றமும் ஒன்று என்ற சிறப்பை நம் மன்றம் கிட்டியுள்ளது. கிட்டத்தட்ட 25 ஆண்டுகளுக்கும் மேலாக பல நிகழ்வுகளையும் போட்டிகளையும் நம் மன்றம் நடத்தி வருகிறது.

## SAHITHYA

Sahitya nurtures literary talents through a blend of activities, including interactive workshops, competitive literary events, author visits, and talks. It proudly hosts the Annual Coimbatore Literary Festival, a testament to its literary dedication. Sahitya collaborates with clubs, organizations, and external entities to amplify literary engagement.

## QUBATE

Qubate of Kumaraguru is a dynamic club where quizzers and debaters converge, fostering diverse opinions with pragmatic idealism. We engage in thought-provoking discussions, questioning and debating myriad global subjects.

## SOIL

India boasts the world's second highest number of languages, following Papua New Guinea. The Society of Indian Languages at KCT was established in 2018, driven by an ardor for languages. Our club celebrates the essence of language's evolution and its symbiotic relationship with culture, fostering a deep connection with India's rich linguistic diversity.





## NITHILAM

நீத்திலம் என்பது தமிழ் மொழி மற்றும் கலாச்சாரத்தின் முன்னேற்றத்திற்காக உருவாக்கப்பட்ட மாணவர்கள் தலைமையிலான மன்றம். பண்டைய தமிழ் சமூகத்தின் செழுமையான பாரம்பரியம், இலக்கியம், கலைகள் மற்றும் பாரம்பரியங்களை கடுமையான ஆராய்ச்சி மூலம் பாதுகாப்பதே எங்கள் நோக்கம். தமிழ் மொழியையும் அதன் கலாச்சார விழுமியங்களையும் உயர்த்துவதற்கும் நிலைநிறுத்துவதற்கும், பாரம்பரிய மற்றும் தொழில்நுட்ப அணுகுமுறைகளின் மூலம் நாங்கள் பணியாற்றுகிறோம்.

## SCRABBLE

Immerse yourself in the world of words with Scrabble Kumaraguru—a community of passionate writers. From capturing the breathtaking beauty of nature to delving into the intricate tapestry of student life, we paint emotions, stories, and ideas with the magic of ink.

## BOOKS AND BEYOND

Books and Beyond at Kumaraguru goes beyond the ordinary, captivating the book reading community by delving into the realms beneath the pages, enriching literary passions.

## LAND OF LEXICONS

Elevate linguistic prowess at Land of Lexicons! We employ innovative techniques – memes, dynamic events, and diverse activities – to fortify English proficiency. Boost confidence, excel in LSRW skills, and conquer language assessments.





# PERFORMING ARTS

Performing arts clubs provide an expressive and dynamic outlet for students to explore and develop their talents in various forms of performance, including music, dance, theater, and more. These clubs offer a platform for creativity, collaboration, and cultural expression, enriching the campus with vibrant artistic endeavors.

- Haasya
- Team Evoke
- Kural
- Band Agratha
- Drama Troupe
- Matrix Club
- Namma Hiphop

## HAASYA

Haasya thrives in the realm of performing arts, specializing in the art of comedy, mimicry, stand-up, and thought-provoking skits. Haasya aims to stimulate minds and foster critical thinking by presenting its satirical take on diverse societal issues.

## TEAM EVOKE

Team Evoke, the dynamic dance club of Kumaraguru Institutions, unites Eastern and Western dancers to showcase students' talents within and beyond campus. Passion, growth, and excellence define us.

## KURAL

Kural the MOC (Masters of Ceremony) club of Kumaraguru Institution, provides a vibrant platform for students to hone their public speaking and hosting skills. Dedicated to nurturing a passion for effective communication, the club empowers members to excel in various aspects of event management and coordination.

## BAND AGRATHA

Band Agratha, the music club of Kumaraguru Institutions, is a vibrant hub that discovers and enhances talents, leaving a trail of electrifying performances. Our mission is to nurture unity and creativity among aspiring musicians, creating unforgettable experiences.



## DRAMA TROUPE

The Kumaraguru Drama Troupe is a vibrant artistic community dedicated to the exploration and mastery of acting, storytelling, and theatrical arts. Engaging in numerous captivating theatre productions, we are committed to fostering self-expression, personal growth, and a deep appreciation for art and culture

## MATRIX CLUB

Matrix Club of Kumaraguru is where the magic of learning meets the thrill of fun! Established in 2019, we're a gateway to unlocking hidden potential by being a catalyst for igniting logical thinking, enhancing impulse control, and elevating mind-body coordination.

## NAMMA HIP-HOP

Namma Hip-Hop shatters conventions to provide a platform where students' voices resonate authentically. Fostering camaraderie, this club encourages singers to share, collaborate, and ideate, nurturing a musical family. Our mission is to unearth distinct talents, celebrating raw creativity.

# PERFORMING ARTS

இராமானந்த அடிகளார் கலையரங்கம்





# TECHNICAL

Technical clubs provide an engaging environment for students to explore, innovate, and excel in various fields of science, technology, engineering, and mathematics (STEM). These clubs offer hands-on experience, collaborative projects, and opportunities to apply theoretical knowledge to real-world challenges.

HAM Club

Student for Exploration  
and Development of  
Space (SEDS)

Aeromodeling Club

Robotics and  
Automation

Kigen

One Shot

Kumaraguru RC Forum

## HAM

HAM Club of Kumaraguru is dedicated to fostering effective communication during emergencies and beyond. We are driven by a commitment to serve our community through essential communication maintenance, especially in critical situations. Our paramount objective is to empower students with the skills to navigate the world of amateur radio.

## SEDSKCT

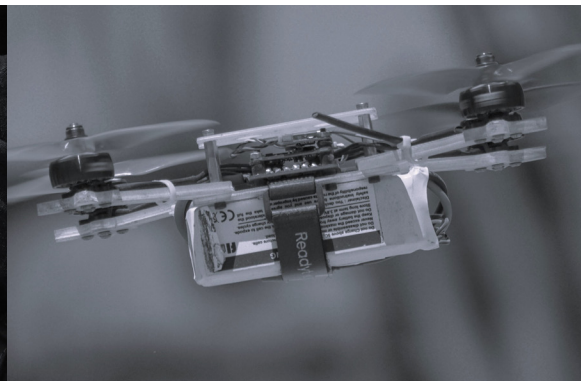
SEDSKCT is a non-profit organization dedicated to fostering a vibrant community of students with a passion for technical, management, and leadership pursuits. As a sub-chapter of SEDS India, our mission is to inspire and empower young minds to excel in the realm of space and space related domains.

## AEROMODELLING

The aeromodeling club unites UAV (Unmanned Aerial Vehicles) enthusiasts fostering collaboration across departments. It focuses on UAV research and development to tackle real-world challenges in industries such as surveillance, agriculture, medicine, and defense. Students engage in UAV piloting and FPV racing, competing at local, national, and international events.

## ROBOTICS AND AUTOMATION

Igniting innovation in the realm of technology, the Robotics and Automation Club offers students an immersive experience in cutting-edge robotics and automation. Through hands-on projects, dynamic workshops, and spirited competitions, the community empowers individuals to explore the practical applications of these transformative fields.



## KIGEN

Taking its name from “Kigen,” the origin of all things, the community communicates through the universal language of design. Kigen, a dynamic student-industrial design studio from Kumaraguru Institutions, is on a mission to become the architects of tomorrow’s mobility, products, architecture, and UI/UX landscapes.

## ONE SHOT

“One Shot” is a dynamic student-led initiative launched at Kumaraguru to inspire students to seize that pivotal opportunity capable of instigating global transformation. Embracing the philosophy of taking calculated risks, it’ll serve as a tech launchpad, propelling Kumaraguru’s innovative prowess and enabling proactive engagement with pressing problem statements.

## KUMARAGURU RC FORUM

Crafted with meticulous detail, Kumaraguru RC Forum is exclusively designed for enthusiasts who share a profound passion for miniature speed machines - radio-controlled cars. The community amplifies the precision, excitement, and boundless enthusiasm that defines this thrilling hobby.

# TECHNICAL





# INTERNATIONAL AND NATIONAL ORGANIZATIONS

Clubs associated with international and national organizations provide students with opportunities to engage in community service, leadership development, and social responsibility. These clubs foster a spirit of volunteerism, civic engagement, and teamwork, encouraging students to contribute positively to society.

Rotaract

Youth Red Cross (YRC)

National Service  
Scheme (NSS)

Red Ribbon Club (RRC)

Voluntary Blood  
Donors Club (VBC)

National Cadet Corps  
(NCC) – Army Wing  
(Boys), Air Wing, Army  
Wing (Girls),

Road Safety Patrol



## ROTARACT

The Rotaract Club thrives on fostering camaraderie and driving positive change through club activities, community engagement, professional growth, and international outreach. Our mission extends beyond campus, impacting both local and global communities.

## YOUTH RED CROSS (YRC)

The Youth Red Cross (YRC) club is one of the avenues available for the students of KCT to indulge themselves in the social activities. The activities related with YRC includes conducting safety and first aid technique camp to the village people and school students, disaster management, scribe writing for visually challenged people, making safety survey on constructions. 'Assistance without discrimination' is the motto of the club.

## NATIONAL SERVICE SCHEME (NSS)

The National Service Scheme (NSS) at KCT is a service-oriented community of students engaged in year-round programs and activities, fostering connections with communities around. Embracing the moral duty of citizens to uplift their communities, NSS volunteers at KCT commit to positive change.

## RED RIBBON CLUB (RRC)

The Red Ribbon Club is a global initiative dedicated to raising awareness about HIV/AIDS. Our mission is to empower individuals with knowledge, promote safe behaviors, and reduce stigma through a range of impactful activities and campaigns.



### **VOLUNTARY BLOOD DONORS CLUB (VBC)**

The Voluntary Blood Donors Club, established by the NSS unit of KCT in 2010, is a compassionate initiative aimed at saving lives through voluntary blood donation. Our mission is to raise awareness about the significance and benefits of blood donation. With an unwavering commitment, we serve the Coimbatore community around the clock, 365 days a year, guided by the ethos of "ANY GROUP, ANYWHERE, ANY TIME."

### **NATIONAL CADET CORPS (NCC) – ARMY WING (BOYS), AIR WING, ARMY WING (GIRLS)**

The NCC of KCT plays a pivotal role in developing resilient citizens through physical and mental development. Fosters character, camaraderie, and discipline, offering diverse opportunities while contributing positively to society through Air Wing, Army Wing – Boys and Army Wing – Girls.

### **ROAD SAFETY PATROL**

The Road Safety Patrol Club serves as a catalyst for spreading Road Safety Education within society. Aligned with the government Road Safety Patrol, the club strives to create awareness and educate individuals about their personal responsibility in ensuring road safety.

INT&NATORG





# COMMUNITY

Community clubs focus on fostering social responsibility, environmental stewardship, and inclusivity among students. These clubs provide opportunities for personal growth, community service, and advocacy, encouraging students to make a positive impact on society.

Gandhian Youth  
Movement

Nature Club

Pudhupaavai

Able Club

## GANDHIAN YOUTH MOVEMENT

GYM was established to foster Gandhian ideals of justice, peace, and compassion within and beyond Kumaraguru institutions. Our goal is to nurture social skills, develop a strong volunteering spirit, and provide networking opportunities within the community.

## NATURE CLUB

Nature Club of Kumaraguru is an enthusiastic student community united by their passion for the environment. Our primary goal is to cultivate eco-consciousness, promote sustainability, and nurture a profound relationship with the wonders of nature.

## PUDHUPAAVAI

Pudhupaavai is an exclusive club dedicated to the holistic development of girl students. It empowers girls to connect with their inner selves, unwind their minds, and grow in physical, emotional, intellectual, and spiritual dimensions.

## ABLE CLUB

ABLE is a social club at Kumaraguru, dedicated to uplifting the differently abled community. Our profound goal is to empower individuals through holistic well-being encompassing physical, mental, and psychological facets. With a strong emphasis on inclusivity, health, and empowerment, ABLE is poised to make a transformative impact.





# LEADERSHIP, INNOVATION AND ENTREPRENEURSHIP

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Clubs focused on leadership, innovation, and entrepreneurship aim to equip students with the skills and mindset necessary to become future leaders and innovators. These clubs offer opportunities for personal and professional growth, fostering creativity, strategic thinking, and entrepreneurial spirit.

LEED  
FLICK  
Namma Café  
YUVA

## LEED

LEED is a dynamic platform where visionary minds converge, fostering entrepreneurship and economic growth.

## FLICK

FLICK is Kumaraguru's Financial Literacy Investments Club, committed to empowering students with the skills to achieve financial independence. We foster engagement in trading and money management through diverse financial events, enabling students to make informed decisions about their finances.

## NAMMA CAFE

In 2013, driven by a shared enthusiasm for business, the enterprising minds of KCT embarked on a unique journey that led to the creation of Namma Cafe. This dream entrepreneurial project has not only marked a decade of triumph but has also introduced a groundbreaking concept to the KCT community.

## YUVA

YUVA, the dynamic student wing of Young Indians, is a hub for leadership and social change. Dedicated to nurturing the potential of young Indians, YUVA is a nexus of entrepreneurship, leadership, and personal development. Our vision is to foster an equitable and sustainable community led by empowered youth.





# VISUAL ARTS AND GRAPHIC ARTS

Visual Arts & Graphic Arts clubs provide a platform for students to explore and express their creativity through various mediums. These clubs foster artistic skills, innovation, and a deep appreciation for visual aesthetics.

StudioKCT

Varnam

Nigal

Pixel'D

## STUDIO KCT

Studio KCT is a student-led photography forum at KCT. It enables the members to embark on a visual journey as talented students unite to celebrate the art of photography.

## VARNAM

Varnam unites art enthusiasts, nurturing talents in drawing, painting, embroidery, and ornament crafting. We empower individuals to unleash their inner creator through workshops, activities, and initiatives that foster creativity and aesthetics.

## NIGAL

Nigal Studio, an in-house startup of Kumaraguru College of Technology, is a passionate haven for aspiring filmmakers. Devoted to the art of filmmaking, Nigal Studio also takes pride in capturing and launching the cherished moments of institutional events. Our community thrives on hosting immersive workshops, fostering hands-on experiences, and nurturing cinephile camaraderie.

## PIXEL'D

Pixel'D is a specialized student-led forum dedicated to the art of design. Our creative visual solutions cater to a diverse range of needs, ensuring excellence in every project. We are one stop-solution for professional and innovative design services that leave a lasting impact.







# SPORTS AND FITNESS

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Sports & Fitness clubs provide a vibrant and active environment for students to engage in physical activities, promoting health, wellness, and a sense of community. These clubs offer various avenues for fitness enthusiasts to pursue their passions, develop their skills, and maintain a balanced lifestyle.

Agam Forum

Kumaraguru  
Runners Club

Kumaraguru  
Bikers

Kumaraguru Martial  
Arts Centre

## AGAM

The Agam Forum of Kumaraguru Institutions is an oasis where yoga and holistic well-being intertwine. The forum is a sanctuary where one can embark on a transformative journey to discover inner serenity, fuel personal growth, and embrace harmonious balance.

## KUMARAGURU RUNNERS CLUB

In an era where the pace of life is relentless, and fitness is a coveted mantra, the KCT Runners Club emerges as a guiding light. Timely in its inception, this club understands the perpetual tussle between careers and well-being that young individuals face. It imparts wisdom on achieving harmony between life's various paths, endorsing a healthy lifestyle primarily through running.

## KUMARAGURU BIKERS

Kumaraguru Bikers is a community where spinning wheels compose a harmonious symphony of unity and exploration. It's a gateway to camaraderie and adventure on two wheels where they discover scenic routes and hidden trails, forging friendships with fellow cycling enthusiasts.

## KUMARAGURU MARTIAL ARTS CENTRE

Kumaraguru Martial Arts Centre [KMAC] is an epitome of excellence in the realm of traditional martial arts. Our mission is to invigorate the age-old art forms while fostering a vibrant community dedicated to their practice. With a focus on inclusivity and growth, KMAC encourages individuals from all walks of life to embark on a journey of selfdiscovery through martial arts.





# KUMARAGURU SPORTS

Kumaraguru Institutions believe that sports play an impeccable role in channelizing and shaping the personality of an individual and hence provides a conducive environment for multiple sports facilities. In order to promote good health, physical fitness and competitive spirit of KCTians, 23 acres of outdoor space has been earmarked for nurturing the young talents in diverse fields of sports to compete at national and international sports forum.



# SHAPE YOURSELF

## JOIN

**KRAFT**   
*fitness zone at KCT*

Men & Women

Register at

**[smartapps.kct.ac.in](https://smartapps.kct.ac.in)**

Contact

**Dr.Muthu Kumar - 95240 80530**



**Dr.N.MAHALINGAM  
CHESS ACADEMY**

**“EVERY  
CHESS MASTER  
WAS ONCE A  
BEGINNER”**

Dr.N. Mahalingam Chess Academy

# **CHESS COACHING CLASSES**

for amateurs and  
experienced  
players

Dr.N. Mahalingam Chess Academy class room, near Kraft

## **KUMARAGURU CAMPUS**

### **Class timings**

Monday - Thursday

**Batch - 1:** 5:00 pm - 6:00 pm

**Batch - 2:** 6:00 pm - 7:00 pm

Friday - Offline Tournament

Saturday - Online Tournament

### **Fee structure**

#### **Wards of KCLAS**

Rs. 1,000 per month

#### **External**

Rs. 1,500 per month

Fee to be paid at the start of  
every month

Interested can enrol from first week of the month

Contact : Mani - 88709 41083, Gowtham - 80987 27744 | [chess@kct.ac.in](mailto:chess@kct.ac.in)

[www.mahalingamchessacademy.kct.ac.in](http://www.mahalingamchessacademy.kct.ac.in)

# General Code of Conduct

## 9.1. Campus Rules

- Students are expected to communicate respectfully and behave with decorum towards faculty members and staff of the College.
- Leaving the classroom during class hours is not permitted. Students should refrain from leaving or entering late, except for genuine emergencies.
- Students are responsible for reading emails, notices, and circulars displayed on the College Notice Board. Ignorance of posted information will not be considered an excuse for non-compliance.
- All vehicles must be parked in designated areas. Unauthorized parking will result in vehicle impoundment.
- During College functions, students are expected to conduct themselves in a manner that reflects positively on themselves and the institution.
- Spitting, smoking, chewing gum, and littering are strictly prohibited within the college campus.
- Any damage to College property will result in collective responsibility for the cost of repairs, if individual responsibility cannot be determined.
- Complaints and grievances should be addressed individually to the respective Head of Department (HoD).
- Meetings or functions may not be held on College premises without prior written permission from the principal.
- Circulating notices or displaying information on notice boards without written permission from the principal is prohibited. Similarly, no information or reports should be shared with the press or broadcasting agencies without prior approval from the principal.
- Misconduct during examinations, submission of false information or documents for admission, and failure to return borrowed materials or settle debts will be dealt with severely.
- Due to the simultaneous conduct of various courses on campus, students are expected to maintain a quiet environment.
- Ragging, drug usage, and eve-teasing are considered criminal offenses and are strictly prohibited by law, with penalties including up to 7 years of imprisonment.

## 9.2 Wearing of ID Cards

- Each student will be issued an identity card at the beginning of their course. The ID card serves as proof of current enrollment in the institution and grants access to campus facilities. Day-scholar and hostel rules also apply to the use of ID cards.

### Guidelines for use of ID Card

- It is mandatory to wear the ID card at all times while on campus, at institution-sponsored events, or when representing the college at events outside campus and common places such as seminar halls, the library, and the auditorium.
- Any faculty member of the institution has the authority to ask a student to show their ID card at any time while on campus.
- It is mandatory to show the ID card if requested by any security official at the check post or parking area.
- The ID card is the student's responsibility. If the ID card is lost, damaged, or broken, the student is responsible.
- If any details on the ID card are not visibly clear, the student must re-apply for and use a new ID card.

### Re-applying for Lost ID Card

- If a student loses their ID card, they must write a letter explaining the reason to their class advisor.
- The class advisor will forward the letter to the Head of the Office of Student Affairs (OSA).
- The cost of reprinting the ID card will be deducted from the caution deposit paid by the student.

### Money on ID Card

- Your ID card can hold money for purchasing items from the store (stationery) depot.
- If you need more money on your ID card, you can top it up by visiting the finance department in the admin block.

## 9.3 Dress code

- **Working Hours:** Boys must wear formal trousers, shirts, and shoes.
- **Non-Working Hours:** Boys are allowed to wear polo t-shirts and jeans.
- Girls must wear salwar's/churidars while on campus.
- All students must wear their ID cards while on campus.

## 9.4 Vehicle Parking

- Students are allowed to bring their vehicles to campus.
- To get vehicle parking permission, students must obtain a parking sticker from the Chief Security Officer (CSO).

- The following documents must be submitted to the Student Center Support Services:
- A letter requesting vehicle parking permission.
- A photocopy of the vehicle's Registration Certificate (RC) book.
- A photocopy of the student's driving license.
- Upon submission of these documents, the CSO will issue an entry clearance sticker.
- The entry clearance sticker must be placed in a prominent location on the vehicle to ensure visibility to gate security officials.
- Students must show their ID cards upon request at the gate.
- If the sticker is damaged, students must reapply for a new one by contacting the CSO.
- Vehicles must be parked only in the designated parking area. Non-compliance with parking rules will result in the vehicle being denied campus entry.
- The management will not be responsible for any damage caused to vehicles parked on campus.

## 9.5 Use of Campus Resources

Institution resources must be reserved for business purposes on behalf of the Institution. They may not be used for personal gain except in a manner that is incidental and reasonable in light of the person's duties. Institution resources include, but are not limited to:

- **Use of Institution systems:** Such as telephone systems, data communication and networking systems, and the domain for electronic communication forums.
- **Use of Institution equipment:** Any equipment provided by the Institution.
- **Use of procurement tools:** Such as purchasing cards, credit cards, and petty cash.
- Time and effort of other staff, students, and others at the Institution.

Appropriate use of Institution property and information requires that persons not use a password, access a file, or retrieve any stored communication without authorization. This includes:

- Concealing, falsifying, altering, misusing, or removing records, including electronic records.
- Sharing information such as mailing lists of students, employees, or alumni without authorization from the Unit Executive.

Any member of the K-Community using Institution resources may not solicit others for commercial ventures, religious or political causes, outside organizations, or other non-Institution matters.



## 9.6 General Behavior

All members of the K-Community are responsible for upholding the highest ethical standards of the institute and the broader communities in which it functions by adhering to the code of conduct. The institute values honesty, trust, fairness, respect, and responsibility and strives to integrate these values into its teaching, research, and business practices. The intent of the Code of Conduct is to maintain ethics, protect academic freedom, foster a collegial atmosphere for teaching and scholarship, and advance the mission of the institution.

The Student Code of Conduct promotes honesty, integrity, accountability, and the rights and responsibilities associated with being a constructive member of the K-Community.

## 9.7 ICC Policy

- KCLAS will not tolerate sexual harassment under any circumstances. Responsibility lies with every member of the K-Community to ensure that sexual harassment does not occur.
- This policy applies to conduct that takes place in any institution-related context, including conferences, work functions, social events, and business trips.
- No employee or volunteer at any level should subject any other employee, volunteer, customer, or visitor to any form of sexual harassment.
- A breach of this policy will result in disciplinary action, up to and including termination of work/study with KCLAS.
- KCLAS strongly encourages any employee who feels they have been sexually harassed to take immediate action. If an employee or volunteer feels comfortable in doing so, it is preferable to raise the issue directly with the person involved, with a view to resolving the issue through discussion. The employee or volunteer should identify the harassing behavior, explain that the behavior is unwelcome and offensive, and ask that the behavior stops.
- Alternatively, or in addition, they may report the behavior in accordance with the relevant procedure. Once a report is made, the organization has the right to determine how the report should be dealt with in accordance with its obligations and this policy.
- Any reports of sexual harassment will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential up to the point where a formal or informal complaint is lodged against a particular person, at which point that person must be notified under the rules of natural justice.
- Complainants have the right to determine how to have a complaint treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process.
- The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.

- No employee or volunteer will be treated unfairly as a result of rejecting unwanted advances. Disciplinary action may be taken against anyone who victimizes or retaliates against a person who has complained of sexual harassment, or against any employee or volunteer who has been alleged to be a harasser.

## 9.8 Institutional Rules Abuse

### Dishonest Behavior

All forms of dishonesty, including cheating, plagiarism, and supplying false information, as well as forgery or use of documents or instruments of identification with intent to mislead or defraud, are prohibited.

### Disruptive Behavior

Engaging in, or inciting others to engage in, conduct which disturbs the peace of the institute, involves a significant disruption of institute activity, or impedes the reasonable freedom of expression or movement of other members of the K-Community or its guests is prohibited.

### Reckless Driving

Driving or parking on campus sidewalks or in prohibited areas is not allowed. Students must park their vehicles only in the designated student parking areas.

### Fireworks

The possession or use of fireworks is prohibited on campus.

### Unauthorized Entry

Unauthorized entry, use, or occupation of the institution's facilities, as well as the unauthorized possession, duplication, or use of keys to any institution facility, is prohibited.

### Off-Campus Incidents

Incidents and violations that occur outside the residence halls, including off-campus, are referred directly to the head of the student center.

## 9.9 Substance Abuse

### Alcohol and Other Drugs Use

**Dry Institution Policy:** KCLAS is a dry institution. The possession, consumption, being under the influence of, or providing beverages containing alcohol, as well as the possession of alcoholic beverage containers, either full or empty, on property owned or supervised by the institution is prohibited. Disruptive or disrespectful behavior, property damage, or personal harassment as a consequence of alcohol consumption is also prohibited. Any person, regardless of age, found in violation of the alcohol policy is subject to KCLAS' disciplinary system.

**Illicit Drugs Policy:** The possession, use, sale, manufacturing, or distribution of illicit drugs and/or drug paraphernalia is a violation of the law and is prohibited. Disruptive or disrespectful behavior, property damage, or personal harassment as a consequence of illicit drugs or controlled substances is strictly prohibited. Any person found in violation of this policy will be subject to the institution's disciplinary system, which could include suspension or dismissal and may be reported to the appropriate local or state authorities.

**Holistic Support:** The institution, historically, has aimed to positively influence the whole person—mind, body, and spirit. Consistent with that goal, KCLAS supports definitive actions designed to assist students and employees striving to cope with problems related to the use of alcohol and drugs.

## Tobacco

Tobacco use is discouraged as a basic principle of good health. The University will not tolerate smoking to the extent that it inconveniences non-smokers. Smoking, including e-cigarettes and vaping, as well as the use of smokeless tobacco and hookahs, is not permitted in any of the buildings owned or used by the institution.

## 9.10 People Abuse

### Hazing

Hazing means any intentional, knowing, or reckless act occurring on or off campus. No individual of the K-Community will be allowed to perform acts of hazing.

#### The term includes but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving consumption of food, liquid, alcoholic beverages, liquor, drugs, or other substances that subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, subjects the student to extreme mental stress, shame, or humiliation, or adversely affects the mental health or dignity of the student, discourages the student from entering or remaining registered in an educational institution, or may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection.
- Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

#### A person commits an offense if they:

- Engage in hazing.
- Solicit, encourage, direct, aid, or attempt to aid another in engaging in hazing.
- Intentionally, knowingly, or recklessly permit hazing to occur.
- Have firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fail to report said knowledge to the Office of Student Affairs or another appropriate official of the institution.

- An organization commits an offense if it condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commit or assist in the commission of hazing.
- The act of hazing is not consistent with the mission or philosophy of the institute and will not be accepted as appropriate behavior. Students and/or student organizations who commit a hazing incident will face disciplinary action according to the discipline system.

## Discrimination

- Any member of the institution should not discriminate against others based on race, age, sex, color, religion, ability or disability, national origin, sexual orientation, gender, ethnicity, family or marital status, or any other characteristic protected by law.
- The institution is committed to equal opportunity and does not unlawfully discriminate in the recruitment or treatment of applicants, employment opportunities, or general employment practices. This commitment applies to all members of the K-Community.

## 9.11 Property Misuse and Theft

### Fire Extinguishers

- It is strictly prohibited to misuse or tamper with fire-fighting equipment or safety apparatus on campus. Fire extinguishers within the premises contain a chemical dry powder. Discharging them without a genuine emergency not only incurs significant cleaning expenses but also poses severe risks. The discharged powder can cause blindness and skin burns. Any individual found negligently causing harm to another person by playing with or discharging a fire extinguisher will be held directly responsible for any resulting material damages and personal injuries, whether to themselves or others.

### Theft

- Acts of theft or vandalism against the property of another individual or the institute are strictly forbidden. This includes the receipt, retention, or disposal of lost or mislaid property belonging to another person or the institute. Students who come across potentially lost items are required to return them to the student center.

### Technology Misuse

- Protection of Intellectual Property Rights (IPR)
- The institution adheres to all laws governing intellectual property rights, encompassing copyright infringement, safeguarding confidential information, and respecting software privacy. Every member of the K-Community is prohibited from using University facilities, computer systems, communication and electronic systems, or the information within them in any manner that contravenes the law.

## 9.12 Disciplinary action for violations

- 9.12.1 Minor Violations
- 9.12.2 Major -1 Violations
- 9.12.3 Major -2 Violations

Category	Type of misconduct (Academic)	Disciplinary action
Minor	Academic Misconduct includes late coming to class (Second time in a week, beyond 5 minutes), absence for more than two days without written permission from CA/ HoD, non-compliance to deadlines in completing any academic work given by the faculty member, cheating / malpractice on assignments or examinations or any conduct that disturbs the teaching-learning process inside class room / seminar hall/ conference	<ol style="list-style-type: none"> <li>1. Formal letter of reprimand</li> <li>2. The student will not be eligible for scholarships</li> <li>3. The student will not be eligible for any elections of leadership council / class representatives /club representatives.</li> <li>4. Suspension from college / post enquiry -Issue of TC / As decided by from DC</li> </ol>
Minor	Not wearing ID cards in Campus, Not following proper dress code, indulging in altercations with fellow students, Using mobile phones in routine class.	
Minor	Refusal to Identify – Refusal to identify or falsely identifying one’s self when requested by an authorized College Official	
Minor	Causing Disrepute to other students – Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students / faculty / Institution.	
Minor	Failure to comply with legitimate directives of authorized college officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.	
Minor	Abuse of Electronic Communication – Using College or personal telecommunications, data communication networks for illegal or improper purposes or in violation of college regulations and policies, or related laws.	
Minor	Media Contact – Students are expressly prohibited from speaking on behalf of, or for, College with any media organization or publication, or from inviting the same to any College-owned or operated property, facility, or event without the express written permission of the Principal.	

Minor	Presenting False Testimony – Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.	
Minor	Public display of affection (holding hands, jaywalking, placing hands on shoulders of fellow students of opposite gender) Public Display of Affection (Hugging / Kissing)	
Minor – (Hostel)	1. Using electrical appliances in the room/ Cooking in the hostel room	
Major -I	2. Disturbing room - mate or other resident students by switching on loud music or in any other manner	
Major -I	Engaging in verbal or physical violence directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the institution. Abusing or misbehaving or shouting at a teacher / non- teaching staff.	1. Letter to the parents
Major -I	Unauthorized Access and Use -Unauthorized access means accessing without authorization Kumaraguru Institutions property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.	2. Suspension from college / post enquiry - Issue of TC / Oblique as decided by DC. 3. The student will not be eligible for scholarships
Major -I	Act of Violence, Threatening, Harassing, or Assaultive Conduct - Act of Violence, Threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.	4. The student will not be eligible for any elections of leadership council / class club representatives /club representatives.

Major -I	Theft, Property Damage, and Vandalism - Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.
Major -I	Recording of Images without Knowledge - Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.
Major -I	Organization and Event Registration - A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the College
Major -I	Forgery/Concealment/Falsification -willfully providing college offices or officials with false, misleading, or incomplete information; forging or altering official college records or documents or conspiring with or inducing others to forge or alter college records or documents.
Major -I	Transport – Using Blue tooth speakers in the bus, damaging of any kind to the bus, placing feet over the seats.
Major- I (Hostel)	Going for private tours / organizing private tours, Forgery of ID cards, Usage of pirated software's, Any act of business like multi-level marketing.
Major -II	Driving vehicles without holding a legal Driving license, without helmets or rash driving.

Major -I	<ol style="list-style-type: none"> <li>1. Bringing / Keeping pets in the campus/hostel</li> <li>2. Misbehaving with fellow students</li> <li>3. Staying absent from hostel without permission of Warden / Chief Warden</li> <li>4. Smoking / consuming alcohol or found under intoxication inside campus / hostel</li> <li>5. Going to restricted areas</li> <li>6. Creating nuisance in public / society by indulging in general act of indiscipline or by flouting law</li> </ol>	
Major-II (Hostel)	<p>Violation of College rules - Violation of other published college regulations, policies, or rules, or violations of law. These college regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, submission of assignments, regulate examinations, prohibit the misuse of library, misuse of computing resources, misuse of laboratory, regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.</p>	<ol style="list-style-type: none"> <li>1. Be debarred from Placement Assistance</li> <li>2. Be debarred from registering for a concerned Academic term.</li> <li>3. Suspension from college / post enquiry - Issue of TC / Oblique as decided by DC.</li> <li>4. Vacate the hostel in case of resident student.</li> <li>5. No character certificate to be issued to him/her from college on completion of the course.</li> </ol>
	<p>Character assassination (case will be referred to Cyber Crime and ICC), Public display of affection – indulging in explicit sexual activities.</p>	
Major-II (Hostel)	<ol style="list-style-type: none"> <li>1. Causing damage to the campus / hostel property in any form. The students may be asked to pay damage charges with penalty, if required</li> <li>2. Allowing unauthorized guests / persons / nonresident students in the hostel rooms</li> <li>3. Stealing</li> <li>4. Indulging in fights</li> <li>5. Possessing any kind of weapon/ firearm</li> <li>6. Causing safety hazard</li> </ol>	
Major -II	<p>Possession or Use of Drugs or Alcohol, Smoking – Kumaraguru Institutions strongly supports the goals of “Drug Free Campuses”. It is policy of KCLAS that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises.</p>	



	<p>Possession of paraphernalia associated with the illegal use, possession , or manufacture of a controlled substance is also prohibited. It is also the Policy of KCLAS/ Kumaraguru Institutions that smoking is prohibited within the premises.</p>	<p>6. Faculty will be advised not to give any reference or recommendation for any kind of training / internship for the concerned students.</p> <p>7. Confiscation of the goods possessed.</p> <p>8. Prosecuting for criminal offence.</p> <p>9. Filing FIR.</p> <p>10. Cancellation of admission and expulsion from college.</p> <p>11. Letter to the parents</p> <p>12. Suspension from college / post enquiry - Issue of TC / Oblique as decided by DC.</p> <p>13. The student will not be eligible for scholarships</p> <p>14. The student will not be eligible for any elections of leadership council / class representatives /club representatives.</p>
Major -II	<p>Illegal or Unauthorized Possession or Use of Weapons - Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.</p>	

No	Grade	Requirements
1.	Not Satisfactory	Disciplinary actions for any of the violations listed above in Minor / Major-I or Major-II
2.	Satisfactory	Not more than one negative report/entry
3.	Good	No negative report / entry on compliance of rules and regulations of the institution, including violations listed above

# Residential Life and Regulations

## 10.1 Hostel Facilities

Standard Room Facilities:

- (a) Single Cot
- (b) Shelf / Cupboard
- (c) Individual study table and chair and electrical power point
- (d) Door mat
- (e) Mosquito net
- (f) Fan
- (g) Mirror



## 10.2 General rules

- The hostel shall be treated as an extension of the Institution and observance of rules and regulations of the Hostel shall be compulsory for all residents.
- Students shall take prior written permission of the Principal/Head Hostel before giving any information or interview regarding Hostel to any member of the Press, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.
- Students residing in the hostel will be staying at their own risk, liability and consequences.
- Students should produce their identity cards on demand.
- Students using computers are not permitted to use multimedia speakers. Violation of this will be viewed seriously. Only ear hags can be used in the rooms to respect the privacy of other roommates
- Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall not be utilized for private or personal work.
- Members shall not give any tips to service personals or cooks of the hostel and shall not demand any special service from any hostel employee.
- Students should not involve in business, collection of funds, compelling others to join in some organization as a member etc.
- No gambling of any kind shall be allowed on the premises of the hostel.
- The students of the hostel are not allowed to stay in the hostel during the college working hours. In case if they have to stay, they should apply for leave as per college rules informing the Care Taker/SWO the reasons for staying in the hostel during working hours.
- The Hostel administration can cancel hostel admission without stating any reason at any time on disciplinary grounds, in which case, the student may even be required to vacate the room at short notice.
- Students may also be required to shift to alternate accommodation at short notice due to administrative reasons.
- Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
- Any damage/breakage to hostel property will be charged to the occupants of the room/ block with a fine. Disciplinary action will also be initiated.
- Cooking in hostel rooms is not permitted. Possession of cooking material, induction tops, stoves, heaters etc. will invite heavy penalty and repeated offence may amount to expulsion from the hostels.
- All instructions/ notices communicated by e-mails and displayed on notice boards in the hostels will be deemed to have been read by all residents and excuses for non-compliance of rules and instructions put up from time to time will not be accepted.

- Playing of loud music or disturbing fellow hostel inmates will not be permitted.
- Playing outdoor games inside the hostels/corridors is not permitted.
- Silence Hours will be observed from 10 p.m. to 06 a.m. on all days. No noise of any sort will be permitted during the Silence Hours. Serious action will be taken on the breach of this rule.
- Any manner of festivities/ celebrations/ Partying in the rooms/corridors or anywhere in the hostel will not be permitted whatever be the occasion. Residents must not go to another's room and disturb the inmates. Complaints from other residents will be investigated and action taken accordingly.
- Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behaviour shall invite strict disciplinary action leading to rustication from the Institute.
- All hostel inmates must report any disciplinary matter or problems concerning them or their room-mate/neighbour(s) coming to their notice to the SWO/ Chief Warden through block caretaker or directly. In case their room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the SWO or the Chief Warden.
- Giving the room keys to any person other than the Caretakers/ SWO, in good faith is at their own risk. The residents must lock the rooms with their own locks.
- Students are not permitted to bring vehicles inside the hostel campus.
- Students who wish to attend classes outside KCT daily or regularly should get a permission letter approved by Head-Hostels through Chief Warden and the same to be submitted to the SWO.
- For valid reasons and with mutual consent of hostel inmate, the allotted room can be changed. A request letter has to be submitted to Head-Hostel through Chief Warden and SWO.
- Use of bad and abusive language should be avoided within the hostel premises.
- Students should not indulge in any illegal and/or unethical activity on the hostel premises.
- If you are facing any difficulty adjusting with your roommate and unable to resolve the issue, it must be reported to the administration immediately. Students are expected to act with maturity and not involve their parents or guardians, in trivial cases.

- The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or any valid reason.
- Suggestions and complaints should be either deposited in the "Suggestion Box" or should be entered in the "Suggestion Register" kept in the hostel premises. Suggestion form is also available in the Hostel.
- All E-mail Communication regarding hostel will be sent to the official e-mail IDs of students.
- Parcels /Letters addressed to hostel can be collected in SWO's office.

Misconduct or infringements of rules and regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution will make a student liable for severe disciplinary action and even expulsion from the hostel.

### 10.3 Hostel Timings

- Hostel timings will be strictly adhered to.
- All residents will return to the hostel by **07:00 PM (Girls)** and **09:00 PM (Boys)**. At 07:00 PM / 09:00 PM hostel gates will be closed.
- Hostel residents will not be allowed to go out of the hostel after 07:00 PM for girls and 09:00 PM for boys or enter after the above mentioned time unless they have prior approval of the hostel authorities.
- Maximum entry time into girls hostel with special permission for academic/club activities will be till **11:00 PM**.
- Evening library timings for hostel residents are up to 11:00 PM.
- For girls: **Slot 1: 06:00 PM to 08:00 PM, Slot 2: 09:00 PM to 11:00 PM**  
Students have to wait near the ladies' hostel security gate around 06:00 PM / 09:00 PM. Girls will be accompanied by RTs/CTs to the library.
- For Boys: Permitted up to 11:00 PM.
- Any student found loitering on the campus after 11:00 PM can be questioned by the Security staff. They are liable to surrender their ID card to security staff on duty.

### 10.4 Visitors Policy

- Parents/Guardians should give an undertaking to cooperate with the Hostel authorities and should be available on call as and when required and disclose all contact details.
- Parents/Visitors are advised to meet their wards in the visiting room.
- Parents may visit the hostels from 06:00 AM to 08:00 AM and 05:00 PM to 07:00 PM on working days and between 09:00 AM to 07:00 PM on Sundays and public holidays.

- Hostel is out of bounds for day-scholars/visitors.
- Movement of inmates from one hostel block to another is not permitted without valid permission

## 10.5 Dinning rules

Breakfast	07:00 AM - 08:15 AM
Lunch	12:00 NOON - 02:00 PM
Tea	04:30 PM - 06:00 PM
Dinner	07:30 PM - 09:00 PM

### General rules

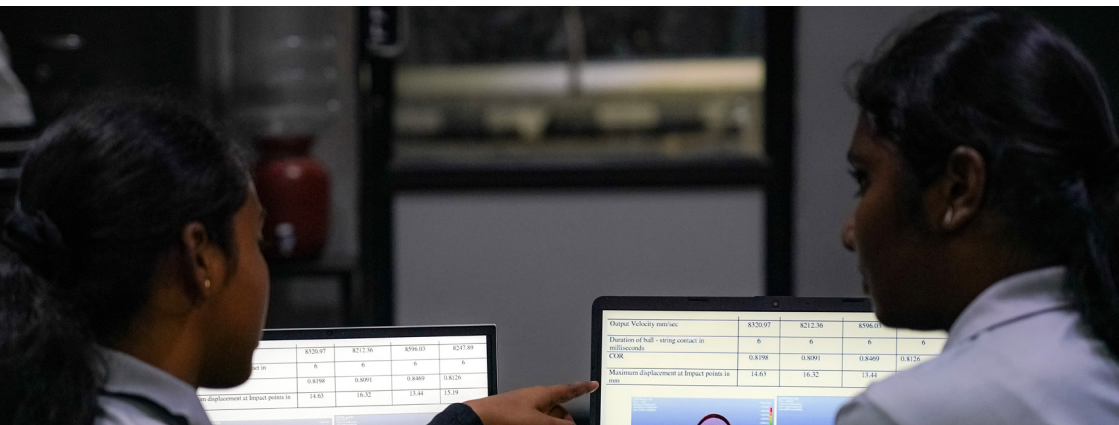
1. Students shall adhere to the dining timings. Mess will be closed and no student will be allowed entry after the prescribed time.
2. The students shall not entertain day- scholars and visitors into the Hostel mess.
3. Unauthorized entry of day scholars, visitors will result punishment including fine to both the day scholar and the resident of the hostel.
4. Students should not enter the kitchen without prior permission of the Mess Manager.
5. Carrying of utensils (plate, glass, spoons, etc.) is prohibited from the Dining. It is only allowed to sick residents with written permission by the warden and such persons should be responsible for bringing back the same.
6. Students should wash their plates and deposit the washed plates in the earmarked holders.
7. Students shall dump the wastes in the bins which are provided for collection of the litter, fruit peels etc.
8. Students should not waste food.
9. Students who bring their own laptops & other valuables are solely responsible for its safety.
10. Students should be dressed decently when they enter into the dining halls.



# Tuition Fee Payment Policy

All students will be required to pay annual fee for the program of study at KCLAS. The tuition fee includes lectures, workshops, Expert sessions, practical, project supervisorship, internal assessments, KCLAS Edge, services offered through student clubs, stores, and forums and use of general campus facilities, labs and equipment throughout the year.

1. **Payment Period:** Tuition fee payment shall be paid for each academic year as stipulated by the Institution.
2. **Payment Method:** Tuition fee shall be paid only through the official on-line portal of Kumaraguru Institutions.
3. **Payment Time-line:** Tuition fee shall be paid within 15 days of the commencement of the academic year.
4. **Sanctions for non-payment of fees:** Should students fail to make the tuition fee payment before the deadline, they will not be permitted for Internal/ Practical/ end semester exams.
5. **Other fee**
  - a. Students using transport or residential facilities will pay prescribed fee at the commencement of academic year as per the rules of Kumaraguru Institutions. Failure to pay will lead to discontinuance of services of hostel/ transport.
  - b. All students will be required to pay the exam fee as per the norms of the University one month before the commencement of exams through the Kumaraguru Fee portal. Failure to pay will lead to non-receipt of hall ticket from the University.



# Student Leadership Council



## “For the Students, by the students, of the students”

The Leadership council is a federal Institution and a student helm of affairs. (Consisting members of the Final Year of study)

The Leadership Council is the **“Think Tank”** of the Institution. All policies, plans, procedural changes, and projects are ideated and brainstormed by the Leadership Council. This Student run body is filtered through a rigorous process of selection, as the council represents the Student Community at KCLAS, to addresses student grievances and implements viable suggestions.

The Leadership Council also play a major role in the decision making of Institutional reforms that impact the Student Community.

The Leadership Council concentrates on two types of responsibility:

1. Department Verticals
2. Cardinal Verticals

The Council extends across as the active medium of communication of material facts and initiatives from the management and the faculty fraternity at KCLAS.

The Leadership Council and the Department Association together form the Leadership opportunities for KCLAS Student community.

Thus, the Leadership Council is a statutory student run body facilitating opportunities to grow holistically by contributing to the institution and oneself. A platform providing leaders of tomorrow an earlier opportunity.

The Leadership Council is a league of leaders who will be working along with the management in the holistic development of the student community. The Leadership Council will be a recognized as an engaged body that enhance students’ experience and expectations leading to personal success.





## ROLE OF LEADERSHIP COUNCIL

- The Leadership Council will be active in decision making in institutional reforms.
- Leadership Council will take part in institutional and department level.
- Strategic planning.
- The Leadership Council will be the source of support for all students in the institution. They will also be the point of collecting student feedback and grievances.
- The Leadership Council will maintain a transparent process and system internally so that the student body will be aware of any institutional reforms and also will know the status of their complaint/feedback/query.
- The Leadership Council will reach out to the society/community for intra and inter development of the institution and the student community.
- The Leadership Council's vital role will be in maintaining the quality of the deliverables produced and ensure effectiveness maintained at high levels.
- The Leadership Council will maintain inclusivity, enhance student life and institutional development.

### Department Association

Department Association are the Action team which carries out the proper implementation of all of the above said, they are led by the Leadership Council, they constitute the Pre-final and final years spanning over 17 roles (listed below). They act as the change agents in their assigned roles and are delegated with unique responsibilities to pursue over their reign as a DA member.

## Remarks in TC

Remarks / entries on a student can be broadly classified into positive/ neutral/ needs improvement. These broad remarks are deployed in the assessment of the character and conduct of a student in the TC/CC/ or any other official document, requiring such an assessment.

Grade	Requirements
Not Satisfactory	Disciplinary actions for any of the violations listed above in Minor / Major-I or Major-II.
Satisfactory	Not more than one negative report/entry.
Good	No negative report / entry on compliance of rules and regulations of the institution, including violations listed above.

# Contact Information

## The College - KCLAS

Saravanampatti, Coimbatore - 641049

Phone: 0422-2661 100

## Principal

**Dr Vijila Kennedy**

Phone: 0422 - 2661 361 / 2661 555

Email: vijila@kclas.ac.in

## Office of Student Affairs

**Dr. Sheela Srivastava**

Phone: 0422 - 2661 428 / 09600 624217

Email: sheela.s@KCLAS.ac.in

## Administrative office

**Sathya Prasanth S**

(Program Co-ordinator - Administration)

Phone: 98948 60084

Email: sathyaprasanth.s.admin@kclas.ac.in

## Physical Education Department

**Dr. Kamala Kanan**

Phone: 944 444 5779

Email: kamalakannan@kclas.ac.in

## Arul Jyothi Medical Centre

**Dr. Nivetha C**

Phone: 0422-2661591 /1592

78990 82836

## Ambulance

Phone: 94877 00820

## Internal Complaints Committee

**Dr. R. Radhika**

Email : icc@kclas.ac.in

Phone : 7418123033

## Transport Office

**Mr. Gowtham Ravi**

Phone: 0422-2661491/ 94877 00832

Email: transportofficer@kct.ac.in

## Hostel Operations

**Person in - charge: Mr. Boobal**

Phone: 98943 00485 / 0422 - 2661365

Email: boobal@kctbs.ac.in

## Boys Hostel

**Chief Warden: Dr. Marudhachalam**

99444 89489

marudhachalam.r.sci@kct.ac.in

chiefwarden.mh@kct.ac.in

## Girls Hostel

**Dr. R.K.Kavitha**

Phone: 94430 14143

kavitha.rk.mca@kct.ac.in

chiefwarden.lh@kct.ac.in

## K-Mart

**Mr. Sundarraj Balasubramanian**

Phone: 97904 14219

Email: kmart@kct.ac.in/

sundarraj.b.stores@kct.ac.in

Working hours: 08:30 AM to 05:30 PM.

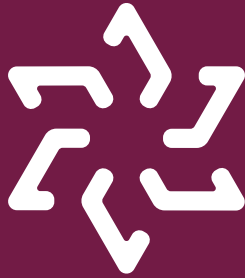
## Grievance Redressal Committee

**Dr. G. Jayanthi**

Email : grievance@kclas.ac.in

Phone : 9442738561





**KCLAS**