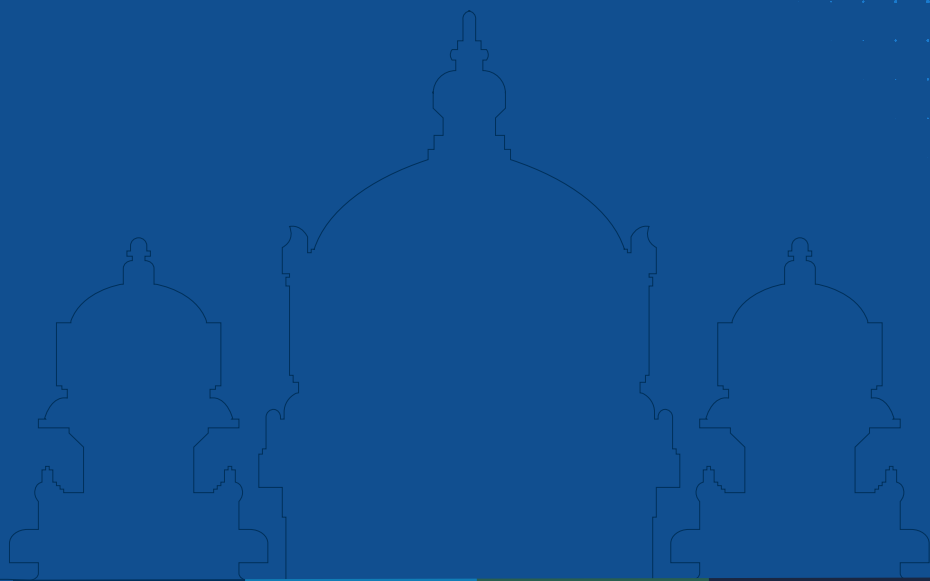


STUDENT HANDBOOK 2026

KUMARAGURU
Institutions



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FOUNDER ARUTCHELVAR DR. N. MAHALINGAM

Arutchelvar Dr. N. Mahalingam (1923–2014) was a visionary industrialist, philanthropist, educationist, and statesman whose legacy continues to inspire generations. As the Founder Chairman of the Sakthi Group, he transformed a family transport business into one of India's leading diversified conglomerates with interests in sugar, automobiles, finance, power, and logistics.

Born on 21 March 1923 in Pollachi to P. Nachimuthu Gounder, Dr. Mahalingam joined the family business in 1943 and expanded it with a strong commitment to nation-building. Beyond industry, he believed that education was the foundation of social progress. His vision led to the establishment of several renowned institutions, including Nachimuthu Polytechnic College, NGM College, Kumaraguru College of Technology, Mahalingam College of Engineering, Kumaraguru Institute of Agriculture, and inspired the creation of Kumaraguru College of Liberal Arts and Science.

Dr. Mahalingam also served as a Member of the Tamil Nadu Legislative Assembly (1952–1967) and contributed to public policy through the State Planning Commission. In recognition of his exceptional service to trade, industry, and society, he was awarded the Padma Bhushan in 2007. Guided by Gandhian ideals and Vallalar's philosophy, his life remains a timeless example of leadership, service, compassion, and purposeful nation-building.

**Your Vision.
Our Path.**

ABOUT KUMARAGURU

Kumaraguru Institutions (KI) is a multidisciplinary higher education ecosystem comprising Kumaraguru College of Technology (KCT), KCT Business School (KCTBS), Kumaraguru Institute of Agriculture (KIA), and Kumaraguru College of Liberal Arts and Science (KCLAS). Founded on the vision of **Arutchelvar Dr. N. Mahalingam**, KI has, for over four decades, remained committed to shaping individuals who combine professional excellence with social consciousness.

Spread across a 156-acre green campus in Coimbatore, Kumaraguru Institutions bring together a vibrant community of learners, educators, researchers, innovators, entrepreneurs, and industry partners. The campus is designed as a living ecosystem where learning extends beyond classrooms into laboratories, maker spaces, research centres, innovation hubs, cultural platforms, sports facilities, and community engagement initiatives.

The academic environment encourages intellectual curiosity, interdisciplinary collaboration, and experiential learning. Students are provided opportunities to engage in research, internships, entrepreneurship, global collaborations, competitions, industry projects, and outreach programmes, enabling them to apply knowledge to real-world challenges while developing the confidence to lead and innovate.

At Kumaraguru, education is complemented by a rich campus culture that celebrates creativity, diversity, leadership, and service. Student clubs, professional societies, cultural forums, sports, and technical communities create opportunities for every learner to discover new interests, build meaningful relationships, and develop life skills beyond academics.

Rooted in the enduring values of integrity, sustainability, innovation, and inclusivity, Kumaraguru Institutions continue to foster an environment where education becomes a catalyst for individual growth and societal progress, preparing graduates to make meaningful contributions to their professions and to the world.



MESSAGE FROM PRINCIPAL

Dear **Students**,
Greetings from Kumaraguru College of Technology

It gives me immense pleasure to welcome you to the Kumaraguru family. You are joining us at a defining moment in our journey. From this academic year, Kumaraguru College of Technology is implementing an institution-wide Applied and Active Learning Framework, making us one of the few institutions to adopt active learning across the campus.

Here, learning goes beyond listening. Every classroom and every course is designed to help you question, explore, apply, collaborate, and create. You will not simply acquire knowledge, you will experience it.

At Kumaraguru, students are at the heart of everything we do. Through our vibrant ecosystem of Research, Innovation, Design, and Entrepreneurship (RIDE), you will engage with real-world challenges from your very first year. Whether in laboratories, innovation centres, clubs, competitions, or community initiatives, you will discover opportunities to build skills and uncover your potential.

Your seniors have already shown what is possible. This year, four student teams represented India at prestigious international competitions, including the International Submarine Races in the United Kingdom, the Monaco Energy Boat Challenge, Shell Eco-marathon 2026 and an international wind turbine competition in the Netherlands. More than ten student teams participated in major national competitions, while many others brought laurels through outstanding performances in national-level sports.

Four international teams. More than ten national teams. Countless achievements. One Kumaraguru spirit.

The students behind these accomplishments began exactly where you are today—with curiosity, courage, and a willingness to learn. The same opportunities that shaped their journeys are now yours.

As important as what you learn is who you become. Our Founder, Arutchelvar Dr. N. Mahalingam, left us a timeless guiding principle: "Character is Life."

Skills can open doors, but character earns trust, builds relationships, and creates lasting impact. Through our clean and green campus, wellbeing initiatives, community engagement, and value-based education, we strive to nurture capable professionals and responsible citizens.

We are committed to supporting you at every stage of your journey. Embrace every opportunity with curiosity, integrity, and determination. If you do, your years at Kumaraguru will become a truly transformative experience.

Once again, welcome to the Kumaraguru family. I wish you success, fulfilment, and an enriching academic journey ahead.

Dr. M. Ezhilarasi
Principal - KCT



MESSAGE FROM PRINCIPAL

Dear **Students**,
Greetings from Kumaraguru College of Liberal Arts and Science!

It gives me great joy to welcome you to KCLAS as you begin an exciting new chapter in your journey of learning, exploration, and growth. College life is not only about acquiring knowledge; it is an opportunity to discover your interests, challenge your assumptions, build meaningful relationships, and move closer to becoming the person you aspire to be.

You enter higher education at a time when the world is changing faster than ever before. Technologies such as Artificial Intelligence are transforming the way we live and work, and the challenges facing society require individuals who can think critically, collaborate across boundaries, and approach problems with creativity and compassion. At KCLAS, we prepare you for this world by nurturing your ability to learn, unlearn, and relearn.

The spirit of a liberal arts education lies in curiosity and connection. Through your academic programmes, Liberal Edge, EDGE+, immersions, research opportunities, community engagement, internships, and co-curricular experiences, you will engage with diverse ideas, people, and perspectives. These experiences help you develop depth in your chosen field while building the breadth needed to understand the world around you.

The true value of your KCLAS experience will depend on how actively you engage with the opportunities around you. College is not a journey that simply happens to you; it is a journey you create. Ask questions. Take initiative. Participate. Experiment. Step outside your comfort zone. Growth comes not only from achievements, but also from the effort, curiosity, and resilience you develop along the way.

At KCLAS, we believe education must shape character as much as capability. Let empathy guide your interactions, integrity guide your decisions, and humility accompany your achievements. Your ability to listen, respect differences, and work with others will be as important as your individual accomplishments.

As you pursue your ambitions, remember that growth is meaningful when it is balanced with wellbeing, friendships, reflection, and a sense of purpose. May your time at KCLAS inspire you to think deeply, act responsibly, dream boldly, and contribute meaningfully. Be curious. Be courageous. Be compassionate. I wish you a joyful, enriching, and transformative journey at KCLAS.

Dr. Deepesh Chandrasekharan
Principal (i/c) - KCLAS



Dear Students,



A Warm Welcome to Kumaraguru Institutions – Where you can unlock aspirations!

It gives me immense joy in welcoming you to Kumaraguru Institutions, to explore the limitless possibilities and opportunities to fulfil your aspirations both in academic and extracurricular sphere.

We strongly believe in providing appropriate platforms for you to identify your potential, nurture it and outshine your own set expectations. The journey that you are about to start should include the roadmap and a blueprint for you to travel in the right direction. We will set the context towards this during the Swagatham, the welcome program and Ignite, the Bootcamp. We shall continuously support you in your pursuit of excellence throughout your journey with us.

With over 50 clubs and forums under various verticals like, Performing Arts, Social Organizations, National Organizations, Literature, Culture, Technical and more we are sure that you will have the right choice of yours to hone your passions. RiG, a consortium of forums, namely, Re, Iqube and Garage will challenge your drive for doing more in the fields of Research, Innovation and Automotives. To mention one instance, Yali 3.0 a student led project competed in the Energy Boat Race held in Monaco during July 2024 and won 4 prestigious awards including that of design and innovation.

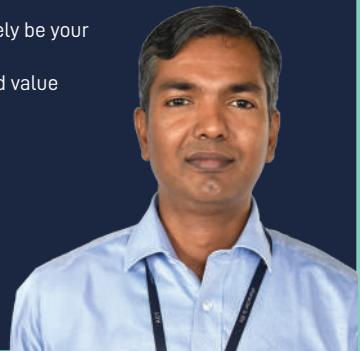
Campus life will be lively and steps up to your vibe with over 9000 students on its 150+ acre campus at any given time. There are eateries to cater to your taste buds, namely, NammeCafe, Munch Box, KORE, East KORE and Campus Dining and most of them are student run. A 23-acre playground caters to the needs of the students with over 20 sports and games specializations along with a state-of-the-art sports science lab and 6-court indoor badminton facility. An equipped central library to quench the thirst for knowledge with over a lakh books, journals, periodicals and more. Gnana Sabhai, a divine meditation hall and Gnana Vinayagar Temple for seeking inner peace. Arul Jothi medical center, an 8-bedded hospital with in-house doctor and nurse along with an ambulance. YourDost, an anonymous, 24x7 online counseling service at the tip of your fingers and a full-time senior student counselor to provide support to your emotional wellness.

I once again welcome you all to our campus that will surely be your launchpad to your aspirations and let us together ensure that we add value to all the activities that we shall be a part of.

With Warm Regards,

Dr. Vijilesh. V

Associate Dean, Office of Student Affairs,
Kumaraguru Institutions



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

students centered | Excellence | Accountability | Fairness & Inclusiveness
Personal Responsibility

The Office of Student Affairs is committed to making your journey at KCLAS meaningful, enriching, and transformative. We are here to support your growth, champion your well-being, and create opportunities that help you discover your fullest potential.

As you begin this exciting chapter, embrace every opportunity to learn, lead, collaborate, and serve. Engage actively in campus life, participate in clubs and forums, build lasting friendships, and challenge yourself beyond the boundaries of the classroom. The experiences you gain here will shape not only your career but also your character.

At KCLAS, we believe that true success is measured not only by what you achieve, but by the positive impact you create in the lives of others. Through our diverse programmes, initiatives, and student engagement opportunities, we strive to nurture individuals who are competent, compassionate, and socially responsible.

Remember, excellence is not a destination but a continuous journey of growth and self-discovery. We encourage you to dream boldly, act with integrity, and contribute meaningfully to the community around you. The world needs leaders with vision, empathy, and purpose—and we are here to help you become one.

Wishing you a fulfilling and memorable journey at KCLAS.

"Strive for excellence in everything you do, and you will inspire those around you to do the same."

With Warm Regards,

Mr. Sathiesh Kumar K

Senior Manager - Lead, Office of Student Affairs &
Alumni Relations for KCLAS



KUMARAGURU

COUNSELLING SERVICES

Counseling at Kumaraguru institutions helps students address personal and emotional challenges that can hinder their academic and personal success. Counseling began at KCT in 2015 & KCLAS 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.

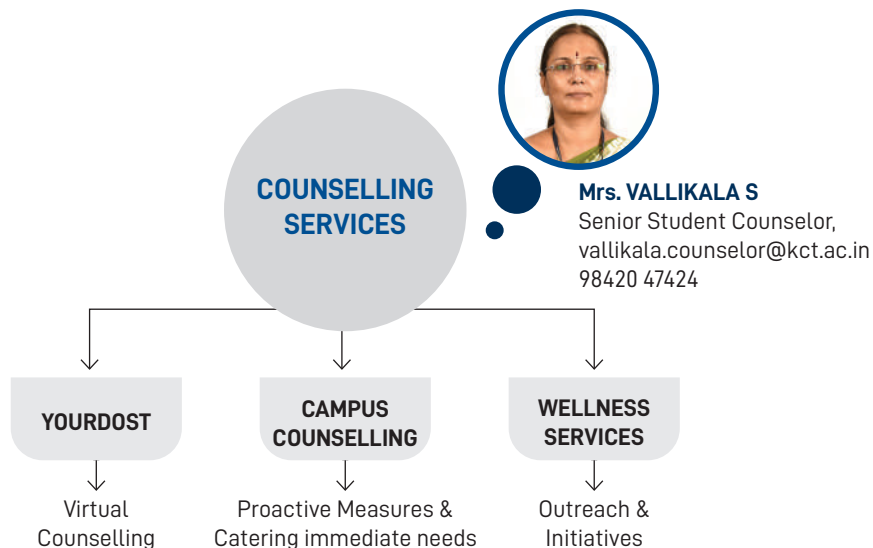
We provide supports under four broad categories:

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.



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

OFFERS



24x7 support
Live Counselling



Technology - To reach
the expert instantly



Unlimited audio/video
sessions



Anonymous
interaction



Discussion
forums



Awareness workshops &
Webinars on positivity



2000+
articles



Self-help
content & 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 Programme is a structured initiative designed to nurture students academically, personally, socially, and professionally throughout their educational journey. Recognising that every student has unique aspirations and challenges, the mentoring system creates a supportive environment where students receive individual attention, guidance, and encouragement to realise their full potential.

The programme fosters meaningful mentor-mentee relationships built on trust, empathy, and mutual respect. Mentors act not only as academic advisors but also as facilitators, motivators, and role models who assist students in making informed decisions about their education, career, and personal growth.

The mentoring process aligns with the institution's vision of holistic education by promoting academic excellence, emotional wellbeing, ethical values, leadership qualities, and lifelong learning.

Structure

MENTOR ALLOCATION:

Faculty mentors from the respective departments are assigned to students from the first semester and continue to mentor them throughout their programme.

MENTOR-MENTEE RATIO:

1:30 (One faculty mentor for every 30 students)

MENTORING DURATION:

From First Year to Final Year (One Hour in a week)

MENTORING FREQUENCY:

One structured mentoring session every week, along with additional interactions whenever required.

Values of A Kumaraguru Student



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.

National Values

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

Inspirational

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

Social Values

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

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.

Inter-personal Values

- » Has healthy relationship & harmony with others
- » Respects every person
- » Collaborates with others for excellence
- » Actively Listens with empathy & 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

Careers

- » Actively acquires professional skills and competencies
- » Develops professional values

Professional Values

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

ACADEMIC REGULATIONS

AN OVERVIEW

Kumaraguru College of Technology follows Regulation 2024, a student-centric academic framework aligned with the principles of the National Education Policy (NEP 2020). The regulations are designed to provide flexibility, promote multidisciplinary learning, encourage innovation and prepare students for professional and societal impact.

KEY HIGHLIGHTS

CURRICULUM FLEXIBILITY

- Choice Based Credit System (CBCS) enables personalized learning pathways.
- Opportunities to pursue electives, multidisciplinary courses, Honors and Minor specializations.
- Industry-relevant and future-focused curriculum.

OUTCOME-BASED LEARNING

- Courses are designed to develop disciplinary knowledge, problem-solving ability, communication skills, ethical values and professional competence.
- Emphasis on experiential learning through projects, internships, research and industry engagement.

ACADEMIC STRUCTURE

- Programmes are organized into semesters with a defined credit requirement for graduation.
- Learning includes core courses, electives, skill-based courses, projects, internships and value-added learning experiences.

ASSESSMENT AND EVALUATION

- Student performance is assessed through Continuous Internal Assessment (CIA) and End Semester Examinations (ESE).
- Assessments may include assignments, quizzes, presentations, laboratory work, projects and examinations.

ACADEMIC PROGRESS

- Students are required to maintain satisfactory academic performance and attendance as prescribed by the regulations.
- Faculty advisors and mentors support students in their academic journey.

ACADEMIC INTEGRITY

- KCT upholds the highest standards of honesty, ethics and professionalism.
- Plagiarism, cheating, fabrication of data and other forms of academic misconduct are strictly prohibited.

HOLISTIC DEVELOPMENT

- Students are encouraged to participate in innovation, entrepreneurship, research, leadership, community engagement, sports, and co-curricular activities for overall development.

STUDENT RESPONSIBILITY

Every student is expected to:

- Take ownership of their learning.
- Adhere to academic and institutional regulations.
- Maintain integrity in all academic activities.
- Contribute positively to the KCT community.

Scan the QR Code for Complete Regulation 2024

The complete Academic Regulation 2024 contains detailed information on programme structure, credit requirements, course registration, attendance, assessment, grading, degree requirements, academic integrity, Honors and Minor pathways, internships, and other academic policies.

Know the regulations. Plan your learning. Shape your future.



ACADEMIC INFORMATION

KCLAS Duration of the Programme

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.

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 13 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

Attendance requirement

- Students are required to attend all the classes.
- If leave is required, students are required to apply for the same through KITE (CAMU).
- 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 His/her conduct has been satisfactory.
 3. 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.

Examinations

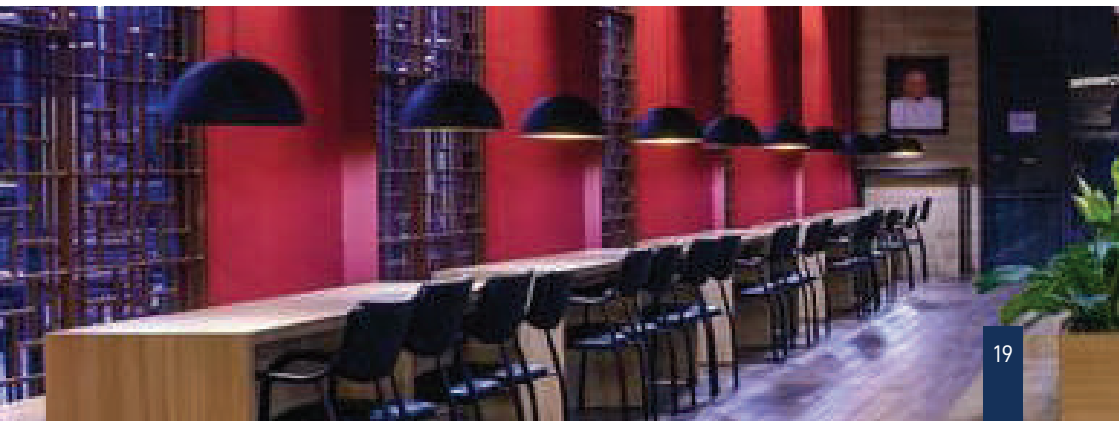
1. The policies and norms for examinations are governed by Bharathiar University. The assessments will include Continuous Internal Assessment (CIA) and Comprehensive External Examination (CEE).
2. CIA will include tests, assignments, seminar, quizzes etc, which will be conducted throughout the Semester.
3. 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.
4. 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.

Award of Degree

1. 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.
2. 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.
3. Students who clear all courses in the first attempt shall be eligible for distinction and University rank.

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 8.45 to 4.30 pm which includes KCLAS EDGE and 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.



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 or 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.

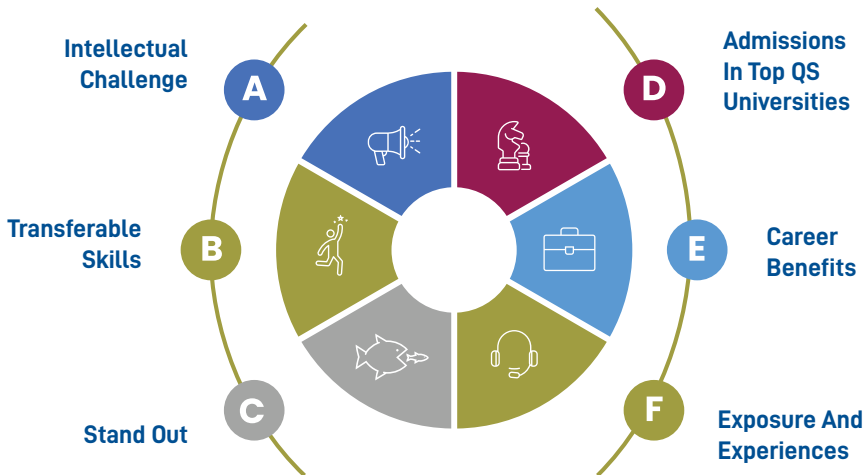
LEVEL 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

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



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 2

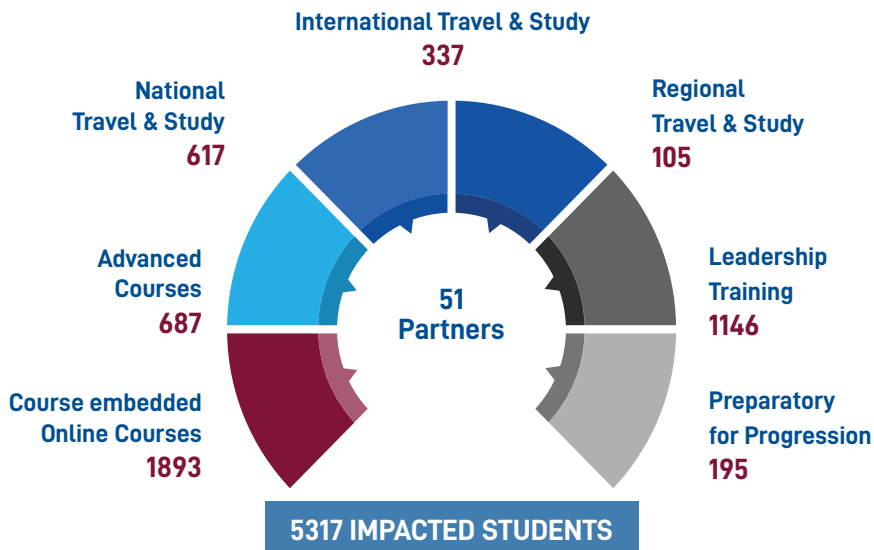
- National study Programme
- Outbound Leadership Training
- 4 Industry curated micro credential courses
- Global Learner License for International online courses (COURSERA)

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 3

- Regional Study Programme
- Outbound leadership Training
- 2 Industry curated micro credential courses
- Global Learner License for International online courses (COURSERA)



LEARNING ZONES / PATHWAY	GLOBAL PATHWAY	P - 1	P - 2	P - 3
International Travel & Study	1 USA / Europe / Aus/ Sing	1 GCC / Southeast Asia		
National Travel & Study				
National Travel & Study			1	
Regional Travel & Study		1	1	1
Industry Micro-Credential Course	4	3	2	1
Outbound Leadership training	1	1	1	1
International online courses (COURSERA)	Learn from 350+ world leading universities with access to 15000+ global courses through COURSERA			
Sponsorship for Registration in National Events				
Foreign Language				
Career Prep – CAT/ TOEFL/ IELTS				

Preparatory Training for Professional Courses

2018 – 2025				
Courses	Registered	Foundation	Intermediate	Articleship
CA	447	75	31	22
CS	28	23	3	2
CMA	183	94	10	3
ACCA	40	8	1	-
TOTAL	698	200	45	27

KCLAS Model of Liberal Arts Education

Liberal Arts Certification

Liberal Arts education provides a well-rounded learning experience by combining humanities, social sciences, natural sciences, and mathematics. It encourages critical thinking, creativity, and effective communication, preparing students for diverse career paths. Unlike specialized degrees, liberal arts education fosters adaptability, enabling individuals to navigate an ever-changing job market. It also promotes a deeper understanding of society, culture, and ethics, shaping responsible global citizens. Ultimately, this approach nurtures lifelong learning and personal growth, equipping students with essential skills for both professional and personal success.

Learning Modules of Diploma in Liberal Art

CATEGORY	MODULE	Min Duration	CREDITS
Inter Disciplinary Courses	In-person Foundations of Liberal Arts (Sem 1)	20 Hours	3
	In-person Interdisciplinary Course (Sem 2, 3 & 4)	30 Hours	4
	Online Interdisciplinary Courses (Swayam / NPTEL)	6-8 weeks Course completion certificate	3
Field Learning	Internship+ [Internships undertaken as part of Bharathiar University's curriculum requirements for earning academic credits are not considered, internships completed beyond the prescribed university curriculum will be recognized here]	4-8 weeks Internship completion certificate	6
	Project Based Learning – Industry/ community	12-14 weeks Project completion certificate	6
	Intervention Project in community	10 - 20 days Project completion certificate	5
Research and Dissemination	Interdisciplinary research publication (WoS / Scopus)	Copy of published article + indexing proof	10
	Interdisciplinary research publication (UGC)	Copy of published article	6
	Interdisciplinary research publication	Copy of the PPT and the certificate	4
	Publication of book / anthology / shortfilm / documentary	Copy of publication/ video proof	8

CATEGORY	MODULE	Min Duration	CREDITS
Leadership	On-campus Leadership Role (LC/DA)	CLED certification	3
	Leadership in Global organizations	Completion certificate from the Organization	6
	Winning/ Awards in Global events	Certificate from the Host Organization	5
	National/ Global Fellowship		10
	Awards in National competition outside the state		3
Entrepreneurship	Registered Start-Up	Registration Certificate	25
	Received seed funding of 2-5 L received from Family Board for FoB growth plan	Certificate from the Family Board	20

Liberal Edge - Campus Courses

1. All students enrolled in undergraduate program in KCLAS are required to pursue the Certification.
2. Certification will be pursued along with the undergraduate degree program.
3. The program requires a minimum of 25 credits (from minimum three modules) to be completed in 3 years.
4. Students may choose to do more than 40 credits for award of Distinction.
5. The program includes contact courses, internships, research, projects, entrepreneurial initiatives.

Important To Note

1. Interdisciplinary courses (*In-person) are offered in a block format during the Liberal Edge Week.
2. These are mandatory courses and provide the foundational eligibility required to begin earning credits from other modules towards the Liberal Arts Certification.
3. These courses are conducted during the first four semesters. Students who wish to pursue additional modules based on their interests may do so during the Liberal Edge Week in their final year on campus.

Entrepreneurship: Full credits will be awarded only if the entrepreneurial venture has been actively pursued for a minimum period of one year. Ventures operating for less than one year will be evaluated, and credits will be awarded proportionately.

4. Of the 17 modules proposed, two modules are compulsory.
5. To qualify for the Liberal Arts Certification, a student must successfully complete at least three modules from the remaining 15 modules and earn the required credits.
6. To be eligible for the Distinction Category, a student must earn more than 40 credits by successfully completing at least five modules from the 15 available modules.
7. The top five students across all departments in the Distinction Category will be identified and formally recognized for their achievement.



General Code of Conduct



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.

Campus Rules

1. Students are expected to communicate respectfully and behave with decorum towards faculty members and staff of the College.
2. Leaving the classroom during class hours is not permitted. Students should refrain from leaving or entering late, except for genuine emergencies.
3. Students are responsible for reading emails, Microsoft Teams (MS Teams), notices and circulars displayed on the College Notice Board. Ignorance of posted information will not be considered an excuse for non-compliance.
4. All vehicles must be parked in designated areas. Unauthorized parking will result in vehicle impoundment.
5. During College functions, students are expected to conduct themselves in a manner that reflects positively on themselves and the institution.
6. Spitting, smoking, chewing gum, and littering are strictly prohibited within the college campus.
7. Any damage to College property will result in collective responsibility for the cost of repairs, if individual responsibility cannot be determined.
8. Complaints and grievances should be addressed individually to the respective Head of Department (HoD).
9. Meetings or functions may not be held on College premises without prior written permission from the principal.
10. 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.
11. 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.
12. Due to the simultaneous conduct of various courses on campus, students are expected to maintain a quiet environment.
13. 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.

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

1. 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.
2. Any faculty member of the institution has the authority to ask a student to show their ID card at any time while on campus.
3. It is mandatory to show the ID card if requested by any security official at the check post or parking area.
4. The ID card is the student's responsibility. If the ID card is lost, damaged, or broken, the student is responsible.
5. 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

1. If a student loses their ID card or if the ID card has got damaged, the student is expected to apply using KCT-SmartApps.
2. The new ID card shall be collected from Kmart and the cost of reprinting the ID card will be deducted from the Kmart (Book Depot) Balance.

MONEY ON ID CARD

1. Your ID card functions as a prepaid card for transactions at the stationery depot (K-Mart).
2. If you need more money on your ID card, you can top it up by visiting the finance department in the admin block.

DRESS CODE

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

VEHICLE PARKING

1. Students are allowed to bring their vehicles to campus.
2. To get vehicle parking permission, students must obtain a parking sticker from the Chief Security Officer (CSO).
3. Student should apply using Kumaraguru Campus Plus - SCAN QR to Apply



No Helmet | No Seat Belt - Then No Parking

4. Upon submission of these documents, the CSO will issue an entry clearance sticker.
5. The entry clearance sticker must be placed in a prominent location on the vehicle to ensure visibility to gate security officials.
6. Students must show their ID cards upon request at the gate.
7. If the sticker is damaged, students must reapply for a new one by contacting the CSO.
8. Vehicles must be parked only in the designated parking area. Non-compliance with parking rules will result in the vehicle being denied campus entry.
9. The management will not be responsible for any damage caused to vehicles parked on campus.

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:

1. **Use of Institution systems:** Such as telephone systems, data communication and networking systems, and the domain for electronic communication forums.
2. **Use of Institution equipment:** Any equipment provided by the Institution.
3. **Use of procurement tools:** Such as purchasing cards, credit cards, and petty cash.
4. 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.

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.

Internal Complaints Committee (ICC) Policy

1. KI 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.
2. This policy applies to conduct that takes place in any institution-related context, including conferences, work functions, social events, and business trips.
3. No employee or volunteer at any level should subject any other employee, volunteer, customer, or visitor to any form of sexual harassment.
4. A breach of this policy will result in disciplinary action, up to and including termination of work/study with KI.
5. KI 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

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

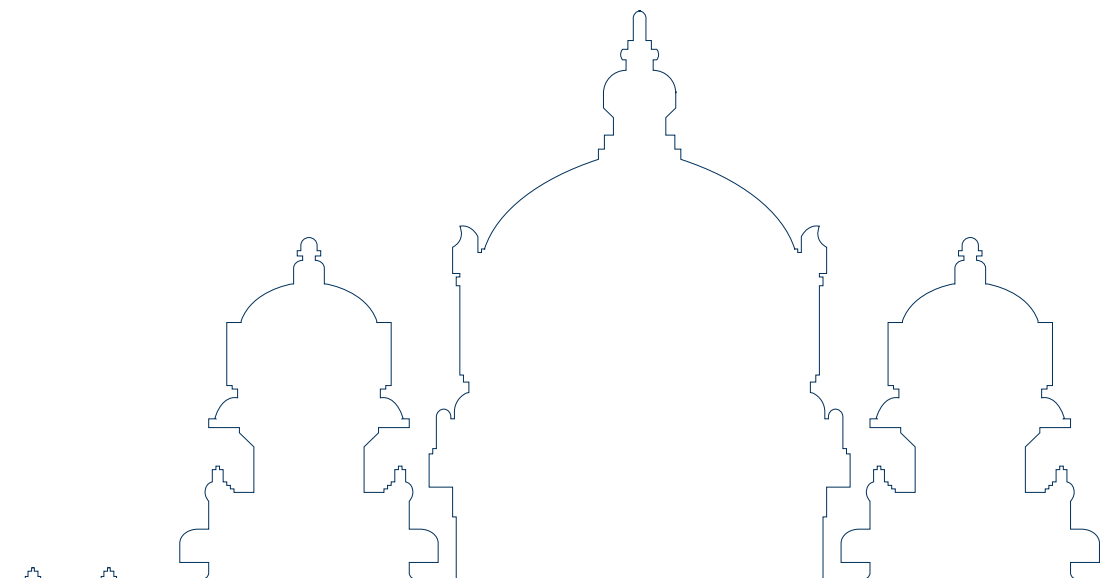
The possession or use of fireworks is prohibited on campus.

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 OSA.



SUBSTANCE ABUSE

ALCOHOL AND OTHER DRUGS USE

Dry Institution Policy:

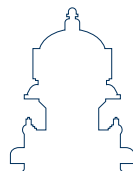
Kumaraguru is a dry institution. The possession, consumption, being under the influence of, or providing beverages containing alcohol, as well as the possession of alcoholic beverage containers, either full or empty, on property owned or supervised by the institution is prohibited. Disruptive or disrespectful 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 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, KI 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.

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:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. 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.
3. 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.
4. 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.
5. 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 AS OFFENSE IF THEY:

1. Engage in hazing.
2. Solicit, encourage, direct, aid, or attempt to aid another in engaging in hazing.
3. Intentionally, knowingly, or recklessly permit hazing to occur.
4. Have first hand 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.
5. 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.
6. 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.

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.

Disciplinary action for violations

- MINOR VIOLATIONS
- MAJOR - 1 VIOLATIONS
- 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	1. Formal letter of reprimand 2. The student will not be eligible for scholarships 3. The student will not be eligible for any selections of leadership council / class representatives / club representatives. 4. Suspension from college / post enquiry -Issue of TC / As decided by from DC
	Not wearing ID cards in Campus, Not following proper dress code, indulging in altercations with fellow students, Using mobile phones in routine class.	
	Refusal to Identify – Refusal to identify or falsely identifying one's self when requested by an authorized College Official	
	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.	
	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.	
	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.	
	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.	- Letter to the parents - Suspension from college / post enquiry - Issue of TC / Oblique as decided by DC. - The student will not be eligible for scholarships - The student will not be eligible for any selections of leadership council / class representatives / club representatives. - Suspension from college / Post enquiry – Issue of TC / As decided by the Disciplinary Committee (DC).
	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	
	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.	
	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.	
	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.	

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.
	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.
	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
	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.
	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	Bringing / Keeping pets in the campus/hostel Misbehaving with fellow students Staying absent from hostel without permission of Warden / Chief Warden Smoking / consuming alcohol or found under intoxication inside campus / hostel Going to restricted areas Creating nuisance in public / society by indulging in general act of indiscipline or by flouting law	
Major-II (Hostel)	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. Character assassination (case will be referred to Cyber Crime and ICC), Public display of affection – indulging in explicit sexual activities. Causing damage to the campus / hostel property in any form. The students may be asked to pay damage charges with penalty, if required Allowing unauthorized guests / persons / nonresident students in the hostel rooms Stealing Indulging in fights Possessing any kind of weapon/ firearm Causing safety hazard	1. Be debarred from Placement Assistance 2. Be debarred from registering for a concerned Academic term. 3. Suspension from college / post enquiry - Issue of TC / Oblique as decided by DC. 4. Vacate the hostel in case of resident student. 5. No character certificate to be issued to him/her from college on completion of the course.
Major -II	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.	

Major -II	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.	6. Faculty will be advised not to give any reference or recommendation for any kind of training / internship for the concerned students.
	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.	7. Confiscation of the goods possessed. 8. Prosecuting for criminal offence 9. Filing FIR. 10. Cancellation of admission and expulsion from college. 11. Letter to the parents 12. Suspension from college / post enquiry - Issue of TC / Oblique as decided by DC. 13. The student will not be eligible for scholarships 14. The student will not be eligible for any elections of leadership council / class representatives / club representatives.

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 & conduct of a student in the TC/CC/ or any other official document, requiring such an assessment.

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



HOSTEL FACILITIES

STANDARD ROOM FACILITIES:

Single Cot | Shelf / Cupboard | Individual
Study Table & Chair | Electrical Power Point
Door mat | Mosquito net | Fan | Mirror

Identity & Entry/Exit Protocols

1. All residents shall always carry their valid Identity Cards issued to them by the college and produce it whenever demanded by the authorities. Without the ID card, residents will not be permitted to enter the hostels.
2. The residents of the hostels must use the entry/exit system (bio-metric device) to register their entry and exit into/from the hostel. Baggage checks will be done at the entry/exit and the residents shall extend support on a proactive basis for the same.
3. All residents of hostels must be back in the hostel before the time limit of 7.00 pm girls and boys. However, prior permission from the HOD, concerning the student and approved by the Hostel admin may be considered for late entry for valid reasons (Academic-related, Sports, Placement, RiG, etc).
4. Late comers into the hostel, will be dealt with as follows:
If the resident is late to the hostel, for the
 - First time, a message will be sent to their respective class advisor/mentor to counsel.
 - Second time, a message will be sent to class advisor/mentor to counsel the resident and to their parents as information.
 - Third time, respective HOD will enquire, counsel and speak to their parents for clarifications.
 - Fourth time, parent should meet the department HOD/Head-OSA and a constituted committee for final decision on the continuity of the resident in the hostel.
5. Residents proceeding on leave on any working day must apply for leave and get it approved by the mentor/class advisor and after getting the gate-pass from the caretaker/resident tutor before leaving the hostel.
6. First year students will be allowed to go home during holidays, only if they are accompanied by their parents or local guardian. However, this can be relaxed if the parent gives an undertaking accordingly.
7. The hostel residents shall go for outing on non-working days, particularly during weekends by submitting their request and getting it approved by their parents and hostel administration before leaving. The outing timings will be between 07:00 am and 07:00 pm. The first- year students are restricted to go for outing only on Sundays.
8. The students are not allowed to be in the hostel during class hours unless permitted by the Hostel admin after informing the Head of the Department of the student.
9. Students are required to vacate the hostel on the day following their last regular End Semester Examination of every even semester unless otherwise permitted by the Hostel Administration.

General Conduct & Discipline

1. All residents are required to maintain standards of attire, manners and behaviour.
2. Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.
3. Residents should not indulge in practices / activities, which may endanger their own personal safety as well as that of others.
4. Students should not arrange any function or meeting within the hostel or outside or within the campus without permission from the hostel administration.
5. Residents shall maintain silence from 10.00 pm to 6.00 am which shall enable students to prepare for their academic and ensuring quality sleep.
6. If hostel residents create law and order problems outside the campus, they are answerable to the police on their own capacity. In such cases, they will also be answerable to Hostel/ College administration as per the college norms and appropriate action will be initiated against them.
7. Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Enquiry Committee. The Hostel Administration will implement the recommendation of the Enquiry Committee. Depending on the seriousness of the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
8. Residents and their parents/guardians shall not seek any form of influence, recommendation, or intervention regarding disciplinary actions imposed by the Hostel Administration or College Management. All disciplinary decisions taken by the competent authorities shall be final and binding.

Room Allocation & Maintenance

1. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Walls shall not be defaced.
2. Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of the room, hostel and its environment. Any damage to property will be required to be replaced / repaired and the cost will be recovered from them.
3. Students shall bring to the notice of the Caretakers/Resident Tutors of any pending maintenance work (Civil, Carpentry, Electrical, and Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.
4. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose. On such occasions, the management will provide alternate arrangement.
5. The resident shall not move any furniture from its proper allotted place and not damage them in anyway.

6. Students must cooperate with the hostel administration in changing their rooms at any time if required.
7. Residents should comply with routine announced room checks and surprise checks that may be required to be conducted from time to time. Students will be rewarded for maintaining their rooms clean and tidy.
8. Residents shall not bring or install additional furniture or storage items such as cupboards, shoe racks, stands, shelves, or any other unauthorized fixtures inside the hostel rooms without prior approval from the Hostel Administration.

Prohibited Items & Activities

1. The use or possession of unauthorized electrical appliances inside the hostel premises is strictly prohibited. This includes, but is not limited to, immersion heaters, electric stoves, induction cooktops, electric heaters, iron boxes, electric kettles, water heaters, electric egg boilers, refrigerators, air coolers, pedestal fans, table fans, mini fans, sound bars, and similar appliances. Such items, if found, will be confiscated and disciplinary action, including fines, may be imposed.
2. The use of audio systems which may cause inconvenience to other occupants is not allowed. Such appliances, if found will be confiscated.
3. Residents shall not play outdoor games inside their rooms or in areas around the hostels. They should use the designated playgrounds only.
4. Any case of theft should be reported promptly to the caretaker, and they will assist through Security Team. They should not try to deal the matter themselves. Whoever tries to deal it themselves and thereby creating trouble will also face disciplinary action.
5. Hostel residents are instructed not to feed or pet stray dogs and cats. This may encourage the canines to stay back on the campus and will become a nuisance. The residents are instructed not to have any pets including aquarium, caged birds etc in their allotted rooms.
6. Cooking is strictly prohibited inside the hostel premises, including within rooms, corridors, common areas, and surrounding hostel premises. Any resident found cooking or using cooking appliances will be referred to the disciplinary committee. All occupants of the room may be held jointly responsible for such violations.
7. Any student found to having used any or in possession of narcotic substance including Tobacco products, Alcohol, Drugs and the like, will be expelled from the hostel, college and shall also be proceeded against legally under the NDPS act.

Academic and Institutional Integration

1. Ragging of students admitted to the college is totally banned. Any violation of this by the students will be dealt with very severely as per the college norms and guidelines issued from time to time by the competent authorities.
2. Freshers/Hostel residents should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be deemed to be part of this practice, and will also be punished accordingly.
3. Room services are strictly prohibited. However, for students who are sick, food may be served in room after taking permission from the Caretaker/Resident Tutor and after making relevant entries into the Register maintained in the Mess.
4. Residents are required to be in their respective rooms during the roll call (attendance) from 09.00 pm onwards every day. Absenteeism will result in informing all the concerned stakeholders including parents.
5. On campus Doctor and nurse are available 24x7. The residents are encouraged to report to the on-campus hospital for any illness or discomfort.
6. Wholesome and healthy food will be provided in the hostel mess; however, students may occasionally order food online from outside vendors. Ordered food must be delivered only to designated delivery points before 09:00 PM and consumed only in the designated dining areas. Outside food shall not be taken inside the hostel premises.
7. Kumaraguru Institutions is a vegetarian campus. Non-vegetarian food is not permitted inside the hostel premises. Students who wish to consume non-vegetarian food ordered from outside vendors may do so only in the designated area earmarked by the Hostel Administration.

Hostel Fees, Refunds & Admission Requirements

1. All hostel and associated fees shall be paid in full before admission to the hostel. Admission and room allotment will be confirmed only upon completion of fee payment.
2. The hostel fee shall be applicable for the period commencing from the start of academic classes and ending with the completion of the last regular examination of the academic year.
3. Hostel Fee Refund Policy: Upon vacating the hostel, only the unutilized monthly mess fee shall be eligible for refund, subject to verification and applicable hostel norms. No refund shall be provided for hostel accommodation charges or any other fees unless specifically approved by the Management.

Security and Personal Responsibility

1. When the students go out of their rooms, they should switch off all the electrical / electronic appliances, and keep their room locked.
2. Hostel residents are not expected to have vehicles. For genuine academic reasons Principal may grant permission to have their vehicles based on request from parents. Such students are to submit a Vehicle Registration Form to the Security Department. Such permitted vehicles are to be parked only in the reserved parking space for hostel as ear-marked by the Security Department.
3. Residents will be personally responsible for the safety of their belongings. They are advised to keep under lock all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period. They are advised not to have money with them instead make use of the digital mode of payment for their transactions and if required draw cash from ATM machines in and around the campus whenever required and to the appropriate denominations only.
4. The furnishing available in Rooms for each resident are a cot, table and chair, Study Lamp and Cupboard / Shelf.
5. Common amenities include washing/drying areas, Dining Halls, Study Halls, Hospital with Ambulance service and paid laundry service.



Dinning rules

	MONDAY TO SATURDAY	SUNDAY
BREAKFAST	07:00 AM - 08:30 AM	07:30 AM- 09:00 AM
LUNCH	12:00 PM - 02:00 PM	12:30 PM - 02:30 PM
TEA	04:30 PM - 06:00 PM	04:30 PM- 06:30 PM
DINNER	07:30 PM - 09:00 PM	07:00 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.



Fee Payment & Insurance Policy



Fee Payment

All students will be required to pay annual fee for the program of study at Kumaraguru Institutions.

The tuition fee includes lectures, workshops, Expert sessions, practical, project supervisorship, internal assessments, Edge, services offered through student clubs, stores, and forums and use of general campus facilities, labs and equipment throughout the year.

Payment Period: Tuition fee payment shall be paid for each academic year as stipulated by the Institution.

Payment Method: Tuition fee shall be paid only through the official on-line portal of Kumaraguru Institutions.

Payment Time-line: Tuition fee shall be paid within the due date.

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.

Other fee

- 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.
- 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 (applicable for KCLAS).

STUDENT INSURANCE POLICY

Policy Period	KCT - 4 Years (UG Regular), 3 Years (UG Lateral) & 2 Years (PG). KCLAS - 3 Years (UG Regular) & 2 Years (PG).
Student – Personal Accident Cover	Rs. 4,00,000/- each
Student -Accidental Hospitalization Cover	Rs. 4,00,000/- each
Student – Outpatient Department treatment Cover	Rs. 15,000/- each
Student – Cashless facility for Hospitalization claim	Applicable
Parent – Personal Accident Cover	Rs.4,00,000/- each
Student Personal Accident Coverage	Accidental Death, Permanent Total Disability, Permanent Partial Disability.
Parent Personal Accident Coverage	Accidental Death, Permanent Total Disability. (In case of death of the earning parent, the claim amount will be settled to the nominee/ legal heir)



ARULJOTHI MEDICAL CENTRE

ARULJOTHI MEDICAL CENTER

Aruljothi Medical Center is located within the campus and provides **24×7 emergency medical support** for students and staff.

Outpatient services are available from 10:00 AM to 7:00 PM.
Emergency medical assistance is available round the clock.

The center is equipped with 6 observation beds and offers emergency care, IV therapy, ECG, nebulization, basic laboratory investigations, and an in-house pharmacy.

Medical services are provided by Resident Medical Officer Dr. Nivetha and Medical Officer Dr. Chandrasekhar. An ambulance is available on campus for emergency transportation. In the event of a serious medical emergency, patients are stabilized and referred promptly to a multispeciality hospital for advanced care.

Hospital number
+91 89036 00813



SAKTHI SIDDHA MEDICAL CENTRE

Comprehensive Siddha Treatment for All Types of Chronic Diseases

We provide effective Siddha treatment for a wide range of chronic illnesses. Restore your health naturally by addressing the root cause of disease through safe, holistic, and side-effect-free treatment.

Our Specialized Therapies

- Varmam Therapy – For nerve-related disorders, muscle stiffness, and pain.
- Therapeutic Massage – For relief from body pain, fatigue, and muscular discomfort.
- Nasyam Therapy – For sinusitis, headaches, and respiratory disorders.
- Pugai Therapy (Medicated Fumigation) – For chronic wounds, skin allergies, and certain skin conditions.

Consultation Hours

Morning: 09:30 AM – 01:00 PM

Evening: 03:30 PM – 07:00 PM

Dr. V. Manikandan, BSMS
+91 82489 19576

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SAKTHI SIDDHA MEDICAL CENTRE



CONTACT INFORMATION

Name	Designation	Contact
Dr. Ezhilarasi M	Principal, KCT	9486038824 principal@kct.ac.in
Dr. Deepesh C	Principal, KCLAS	9952055650 deepesh@kclas.ac.in
Dr. Vijilesh V	Associate Dean, Office of Student Affairs (OSA), KI	9487700834 vijilesh@kct.ac.in
Mr. Nivethan A M	Assistant Vice President	9994355580 nivethan@kct.ac.in
Dr. S. Sivakumar	Associate Professor & HOD I/C (SFS)	9444283430 sivakumar.s.auto@kct.ac.in
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Mr. Boobal A	Deputy General Manager, Hostel Operations	9894300485 hostel@kct.ac.in
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Dr. Vijilesh V	Grievance Redressal Committee, KCT	9487700834 vijilesh@kct.ac.in
Dr. R. Radhika	Internal Complaints Committee, KCLAS	7418123033 icc@kclas.ac.in
Dr. T. Usharani	Grievance Redressal Committee, KCLAS	9994372475 grievance@kclas.ac.in

Name	Designation	Contact
Dr. Kamala Kanan	Associate Head, Physical Education Department	9444445779 kamalakannan@kclas.ac.in
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Ms. Meera V	SWO - Girls Hostel	9487700997 meera.v.admin@kct.ac.in
Dr. Nivetha C	Arul Jyothi Medical Centre	8903600813 nivetha.c.admin@kct.ac.in
Dr. Manikandan V	Sakthi Siddha Medical Centre	8248919576 manikandan.v.admin@kct.ac.in
Hostel Helpline - Boys & Girls		9841804180 hostel@kct.ac.in
Ambulance		9487700820
Mess Manager		8667720006
Transport Officer		9487700832 transportofficer@kct.ac.in
Security Officer		9894300485 hostel@kct.ac.in
Support - DTS		9487700826 helpdesk-erp@kct.ac.in
College Reception Desk		0422-2661100

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