

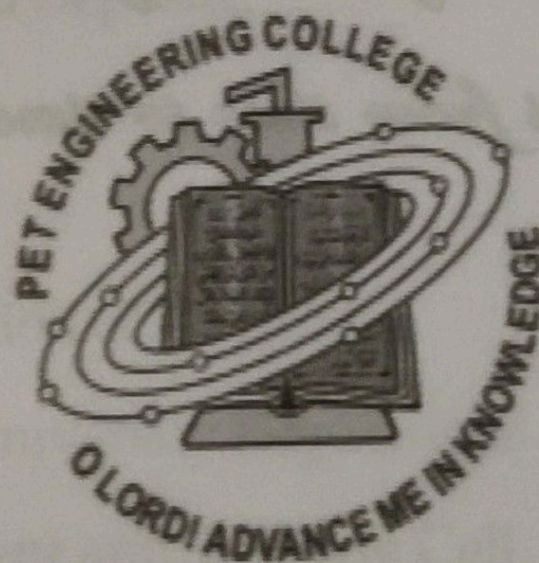
PET

ENGINEERING COLLEGE

VALLIOOR – 627 117

AN ISO 9001 : 2008 CERTIFIED INSTITUTION

Accredited by the Institution of Engineers (India)



CALENDAR

2015 - 2016

PET

EDUCATIONAL COLLEGE

VALUOR - 257 117

INSTITUTIONS OFFERED 2015 - 2016

INSTITUTIONS OFFERED 2015 - 2016

*Information given in this Calendar
is subject to changes as may be decided by
the authorities from time to time*

CALENDAR

2015 - 2016

RULES AND REGULATIONS

Discipline

1. Character building is the chief aim of education and the College lays great emphasis on good character and decent behaviour in every student.
 2. Students should attend all classes regularly and punctually. They should submit assignment, records, home work etc. in time and actively participate in other co-curricular activities of the College.
 3. Students coming late can enter the class only with the permission of the teacher and no student is permitted to leave the class without the permission of the teacher.
 4. All students should observe the Dress Code in the Classrooms, Labs and Workshops.
 5. Any act that poses serious threat to the discipline in the College campus, would be severely dealt with.
 6. **Ragging of students in any form is strictly prohibited. Students found guilty will be severely dealt with as per Tamil Nadu Prevention of Ragging Act / Supreme Court Act.**
 7. During any unexpected absence of the teacher concerned, students shall remain silent in their classrooms and ensure that adjacent classes are not affected. The class representative will inform the HOD.
 8. Any student found guilty of offending any member of staff is liable for severe punishment.
 9. Students should not loiter in the verandas during the class time.
 10. Scribbling on the walls, doors, windows and desks, pasting notices or doing any other kind of damage to the College property is strictly prohibited. Students responsible for any such wanton damage will be punished suitably.
1. Smoking and chewing gum inside the College Campus are prohibited.
 2. Students found coming to the College Campus taking intoxicating drugs or drinks will be summarily dismissed from the College.
 3. Students should refrain from participating in any political or communal activity inside the Campus.
 4. Students are expected to look at the notice board every day. They cannot display any notice inside the College Campus without the permission of the Principal.
 5. Money collection from the staff, students and outsiders for any purpose is strictly prohibited.

16. The Principal has the absolute right to penalize, suspend or dismiss any student.
17. All the students are to wear their Identity card with lanyard while they are inside the Campus.
18. Use of mobile phone with Camera / FM Radio facilities inside the Campus is strictly prohibited.

APPLICATION FOR LEAVE

1. Students should address their leave applications to the Principal in the prescribed form through the Class Advisor concerned.
2. The leave applications of students residing in the College Hostel should bear the endorsement of the Deputy Warden concerned.
3. The leave application of Day Scholars should be duly signed by the parents / guardians.
4. Parents are requested to dissuade their wards from availing leave. Any application for leave exceeding 3 days should be presented to the Principal personally by the parents concerned.

ATTENDANCE & PUNCTUALITY

1. Students should be in their seats in the respective classes before the teacher enters the class.
2. Anyone who is not present in the class when the attendance is taken will be marked absent.
3. Calling out students from the classroom / Laboratory during lecture hours / practical, without getting permission from the competent authority, is not permitted.

DRESS CODE

The students will have to come to the College daily in the stipulated uniform, failing which they will not be permitted to attend the classes. They will have to attend the Lab classes and practical classes only in the stipulated dress and foot wear. Girl students will have to wear over – coat during practical classes, their hair plaits inside over coat. The students are bound to obey the rules regarding the wearing of uniform.

The exemption given from wearing the uniforms on Wednesday is not for coming in casual wears.

The male students shall not wear T- Shirts, Jeans etc. The shirts shall not have any picture or written phrases. The shirts should be tucked in and all shall wear shoes.

The girl students shall wear Salwar – kamiz-Duppatta firmly pinned and shall wear cut shoes only.

These dress codes should be followed strictly in the campus and while travelling in the college buses.

General Conduct:

- Students shall not make undue noise in the campus and while travelling in the college bus and shall maintain discipline and decorum.
- Use of mobile phones in the campus is strictly prohibited .If found using, the phones will be confiscated and will not be returned till the end of the academic year.
- Students are strictly warned not to stand in the veranda in a group blocking the passage causing inconvenience to others passing by during intervals.
- During the class hours they should be seated inside the class rooms and maintain absolute silence.
- Students are advised not to keep any valuable items like jewels, money, cell phones, calculators etc carelessly and should keep these items under their personal care to avoid theft and loss.
- Students are requested to take up social and moral responsibility, co-operate with the administration to maintain peace, harmony and tranquility in the campus. Any violation of rules and misconduct may please be brought to the notice of the Principal.
- The campus is 100% free from tobacco and alcoholic products. Any one violating this is liable for dismissal from the college.
- All the Post Graduate students (ME / MBA/MCA) shall follow the dress codes: Male students shall wear decent formal dress with tie and shoes. Female students shall wear Salwar – Kamiz-Duppatta firmly pinned and shall wear cut shoes only. However, it is left to the concerned Department to choose the colour combination for dresses of the students of respective Department.

TRANSPORTATION

The transportation fee for the year must be paid in single installment along with the tuition fee. The bus fare is payable per annum and cannot be paid for split period. The transportation fee once paid is not refundable under any circumstances. The students will be provided a bus pass with their photo affixed which should be produced at any time on demand. Duplicate pass will be issued in case of loss on payment of ₹ 25/- along with a request for the duplicate pass explaining the circumstances.

FEES AND DEPOSITS

The students will have to pay the prescribed fees and deposits to the College in the form of demand draft drawn in favour of "The Principal, PET Engineering College" payable at Vallioor. The fees will have to be remitted as per the rates prescribed by the Government of Tamilnadu and College authorities from time to time. The defaulters will be fined as per the rates approved by the College authorities.

The students shall pay the tuition fees in full at the beginning of the year, before the due date notified by the Principal.

The last date for payment of tuition fees without fine, the last date for payment of tuition fees with fine and the amount of fine will be prescribed by the Principal.

The names of those who fail to pay the fees within the prescribed dates, will be removed from the rolls of the College. They will not be permitted to attend classes thereafter. This may lead to loss of attendance and they are likely to be prevented from appearing for the University Examinations, due to want of attendance, thereby losing a year of study. Such students may have to rejoin the same semester in the next academic year with prior approval of DTE and Anna University.

Working Hours

Departments	: 09:00 a.m. to 04:05 p.m.
Office	: 09:00 a.m. to 05:00 p.m.
Library	: 08:30 a.m. to 07: 00 p.m.
Computer Centre	: 09:00 a.m. to 07: 00 p.m.

LIBRARY

The College Library is housed in the main building for the time being. A separate block is being constructed exclusively for Library. At present, the Library has over 32,000 volumes and is subscribing for more than 120 Journals, 50 Magazines and 720 online International Journals in all branches of engineering, MBA and MCA degree courses. In addition to this our College Library is a member of DELNET and ISTD

Library Rules

1. The Library rules and regulations are framed to streamline the use of the Library resources and will be reviewed periodically.
2. **Working Hours : 08:30 a.m. to 07:00 p.m. on all working days. During vacation period and on holidays the timings may be changed.**
3. Personal books and documents should be left in the rack at the entrance before entering into the Library.
4. All the users should sign in the gate register.
5. Strict silence should be maintained in the Library.
6. The Library follows open access system. Hence books taken out of the racks shall not be replaced. They should be left only on the table.
7. **LENDING**
 - 7.1. Lending of books will be on card system. Only one book will be issued on each card. On return of the book, the card should be claimed back.
 - 7.2. The books should be returned within 14 days from the date of issue in the case of students and one semester in the case of staff.
 - 7.3. Back volumes will be issued on card system to the faculty members. They should be returned within the stipulated time.
 - 7.4. Monthly / Weekly journals will be available only for reference and will not be issued to take home.
 - 7.5. The staff and students are to return the books as and when they are called back by the Librarian.
 - 7.6. Before borrowing the books, the members must make sure that the book lent is in good condition and the page numbers are intact.
 - 7.7. Defects must be brought to the notice of the Librarian. Otherwise the borrower is liable to be held responsible for the damages.

- 7.8. If a book lost or damaged is one of a set and is not separately obtainable, the member shall replace the whole set or pay double the cost.
- 7.9. If a book is not returned within a month, further books will not be issued and heavy fine will be imposed.
- 7.10. Before leaving the College for summer vacation, members should return the books.
- 7.11. Students and members of staff shall not "sub-lend" or allow others to use their Library cards.

8. REFERENCE BOOKS

- 8.1 Dictionaries, Encyclopedia, Year-Books and reference materials shall not be lent out.
- 8.2 Books bearing the seal of "Reference" shall not be lent out.

9. New arrivals will be kept in a special rack for a week.

9. LIBRARY CARDS

<u>Eligibility</u> : Students	1. UG Students	- 3 Cards
	2. PG Students	- 5 Cards
: Staff	1. Teaching Staff	- 8 Cards
	2. Non – teaching Staff	- 5 Cards

Library cards issued are not transferable and the Librarian has the right to refuse any book on any authorized ticket / person.

10. LOSS OF CARDS

Loss of cards shall be reported to the Librarian immediately in the prescribed form available in the Library enquiry counter. Duplicate Library cards will be issued on payment of ₹ 25/- on request.

Even if duplicate cards are issued, the members will continue to be responsible for any loss arising from the inadvertent misuse of cards lost and the Library will not accept any responsibility in this regard.

Loss of book issued, if any, should be reported to the Librarian immediately in the prescribed form. The borrower can replace the lost book as the latest edition. If the book lost is not available, double the cost of the latest edition will be collected.

12. GENERAL CONDITIONS OF LOAN

All materials issued on loan will have to be returned on or before the expiry of the due date. If not, fine will be collected at the rate of ₹ 5/- per day per book.

13. RESERVATION OF BOOK

One book can be reserved when the book is in issue. Priority will be given on first come first serve basis.

14. DELNET SCHEME

Our institution is a member of DELNET. By using this scheme through internet students can get awareness of all kinds of books from their Union Catalogues. DELNET offers inter-Library loan facility. Hence, students can get all kinds of text books. The website address is www.delnet.nic.in.

15. STOCK VERIFICATION

At the time of stock verification, if any book is found to be lost, the total cost of the lost book will be collected from all the students if the loss of book is due to fault of the student community.

16. GENERAL

Students and staff are requested to produce their ID Cards to the Librarian as and when required.

Library books are National assets and belong to all. Hence, users are required to protect Library books against wanton and willful damage, mutilation, theft and other malpractices.

PHYSICAL EDUCATION

The College has to its credit well laid-out courts for Basketball, Volleyball, Football, Cricket, Ball Badminton, Shuttlecock etc. to encourage sports activities. All facilities for athletics and gymnastics are provided. A modern Gym for men and Treadmill, Vibrator and Exercise Cycle are provided to women in their Hostels in addition to tournament quality Table Tennis and facilities for indoor games in both Men's and Women's Hostel. All these facilities are intended to keep students mentally alert and physically fit and smart. Provision of these sports and exercise facilities have borne fruits in our students winning coveted prizes in sports and games.

The timings for coaching the students to win in the University level competitions and Tamil Nadu Inter Engineering Sports (TIES) are 5:00 to 6:30 p.m.

HOSTEL

Popular Educational Trust runs two Hostels, one for men and the other for women.

Hostel Rules

1. Hostel admission is given only to those who have come with parents or guardian nominated by parents and a set of rules and regulations will be given to the parents (hard copy) for acceptance.
2. After reading that they should sign in the acknowledgement form so that his or her ward will honour and obey the rules and regulations prescribed in the Hostel which will be changed from time to time.
3. Rooms will be allocated to the students by the Deputy Warden on lot basis (random choice). Students should accept the allocation.
4. Whenever a student is progressing from one year to another year, the room will be compulsorily changed. Once again the allotment will be based on lot system.
5. During the stay in a particular year, without written permission from the warden, no student is permitted to change the room on their own. They need to stay in the allotted room for one year.
6. Every room in the Hostel will have a lock given by the hostel authorities. Till then Students may use their own lock.
7. One of the keys will be kept in the panel monitored by the Deputy Warden, which can be used only on emergency. In case, any lock is damaged, it is the responsibility of the inmates of the room to replace a new lock along with the master key including the labour charge for rectification.
8. It is the responsibility of every inmate to keep all the belongings in his or her room and in a common place under safe custody. The total cost of replacement / rectification should be borne by the inmates for any damage caused by them. Hence, all inmates need to safeguard the common properties.
9. All the inmates should stick on to the timings for breakfast, lunch and dinner. Hostel and mess timings are to be strictly adhered to.

Morning Tea	:	06:30 a.m. to 07:30 a.m.
Breakfast	:	07:30 a.m. to 08:30 a.m.
Lunch	:	12:10 p.m. to 12:50 p.m.
Evening Tea and Snacks	:	04:30 p.m. to 05:30 p.m.
Games	:	05:00 p.m. to 06:00 p.m.
Eve. Attendance	:	06:00 p.m.
Study Hours	:	06:00 p.m. to 07:30 p.m.
Dinner	:	07:30 p.m. to 08:30 p.m.
Night Study	:	08:30 p.m. to 10:30 p.m.
Night Attendance	:	10:30 p.m.
Silence hours	:	Beyond 11:00 p.m.

Holidays & Anna University Examination

***** Breakfast : 07:30 a.m. to 09:00 a.m.

***** Lunch : 12:30 p.m. to 02:00 a.m.

- a. Liquors are not permitted in the Hostel.
 - b. Outside food items are not permitted in the Hostel premises.
 - c. Once in a semester, mess menu will be changed with the opinion received from the representative of hostel students in Boys and Girls Hostel. The representatives (10% of the student strength in each year) will be selected by students and intimated to the Warden in writing at the beginning of each semester.
10. Students have to leave the Hostel in the prescribed time so that they can reach the college on time to attend the classes without delay.
 - a. Students should not go outside in group from the Hostel.
 11. When the student leaves the room, he / she should ensure that the lights, fans and all the appliances are properly switched off.
 12. Whenever the students want to go for outing, they have to get GATE PASS and write the approximate return time.
 13. When they go outside, they should wear clothing in a decent manner acceptable by the general public.
 14. Whenever any medical attention is needed, they need to get the Deputy Warden's / Matron's help to go and take treatment outside the College.
 15. Every inmate should ensure that day scholars should not be brought into the Hostel and they should not permit any day scholar inside the room without the knowledge of the Deputy Warden.

16. **Study Hour:** During the study hour every student must be inside their allotted room. They should not use their mobile phones. In case, the Deputy Warden finds using the mobile phone, the phone will be seized and will be returned only at the year end.
17. After study hours, every room mate will be in their allotted room, keeping silence.
18. **Vistors' time** : For Girls hostel – during working hours - 04.05 p.m. to 06.00 p.m.
For Girls hostel – during holidays - 09.00 a.m. to 06.00 p.m.
(visiting hours for parents / guardian accompanied by parents)
19. Parents are not permitted to go to the rooms of the inmates. They are permitted to meet the wards in the prescribed room / veranda.
20. Attendance in Boys Hostel will be taken by the Deputy Warden at 10.00 p.m.
21. Attendance in Girls Hostel will be taken by the Deputy Warden at 05.30 p.m. & 10.00 p.m.
22. Birthday celebrations at night is prohibited.
23. Inmates can use Laptops inside the hostel after due intimation and permission to the Deputy Warden in writing.

PREVENTION OF RAGGING

A student seeking admission to college and / or the hostel should submit an undertaking that:

“He / She is aware of the law regarding the ‘offence of ragging’ and / or abetting ragging and agree to abide by the punishment liable to be meted out, if found guilty”. Their parents also must sign in the under taking.

The possible punishment are any one or any combination of the following:

1. Cancellation of admission
2. Suspension from attending classes.
3. Withholding / withdrawing scholarship / fellowship and other benefits.
4. Debarring from appearing in any test / fellowship and other benefits.
5. Withholding results.
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension / Expulsion from the Hostel.

8. Rustication from the institution for a period ranging from 1 to 4 semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Fine of Rupees 25,000
11. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Since ragging is a **NON-BAILABLE OFFENCE**
Students are advised **NOT TO INDULGE IN RAGGING**

As per the guidelines issued by the All India Council for Technical Education the **Anti-Ragging Committee** of our Institution is constituted with the following members:

Sl No.	Category	Name	Address	Position
1	Principal	Dr. N. Mohamed Sheriff	PET Engineering College, Vallioor	Chairman
2	Civil Administration	Mr. Chinnadurai	Merchant Association President, Vallioor	Member
3	Police Administration	Mr. Muthu Prem Sandh	Inspector of Police, Vallioor Police Station, Vallioor	Member
4	Local Media	Mr. David Prabhakar	Reporter, The Indian Express & Dina Mani, Vallioor	Member
5	Lady Faculty	Prof. R. Suja	Professor & Head, Department of EEE, PET Engineering College Vallioor - 627 117	Member
6	Faculty	Dr. A. Haider Lenin	Professor & Head, Department of Mechanical, PET Engineering College Vallioor - 627 117	

7	Parent	Mr. Abdul Razak	Melapalayam	Member
8	Parent*	Ms. Indhira	Sanganankulam	Member
9	Student-Fresher (Male)	Mr. M. Mohamed Anshaf	IB.E MECH PET Engineering College, Vallioor – 627 117	Member
10	Student-Fresher (Female)	Ms. Haseen Shahin	IB.E CSE PET Engineering College, Vallioor – 627 117	Member
11	Student –Senior II Year	Mr. S. Mohammed Nafeel	II B.E. CSE PET Engineering College, Vallioor – 627 117	Member
12	Student –Senior III Year	Mr. M. Hazeemudeen	III B.E MECH PET Engineering College Vallioor – 627 117	Member
13	Student –Senior IV Year	Ms. S. Haniya Hameed	IV B.E ECE PET Engineering College Vallioor – 627 117	Member
14	Non-Teaching	Mr. S. Krishnan	PET Engineering College Vallioor – 627 117	Member
15	Faculty	Mr. A. Josua Solomon	Physical Director. PET Engineering College Vallioor – 627 117	Member Secretary

The Committee will look into the matters regarding complaints received from the students about ragging and recommend suitable actions to curb the menace of ragging in and outside the College Campus.

**EXCERPTS FROM ANNA UNIVERSITY,
CHENNAI REGULATIONS 2013
DEGREE OF BACHELOR OF ENGINEERING /
BACHELOR OF TECHNOLOGY**

These Regulations are applicable to the students admitted to B.E/B.Tech. Programmes at all Engineering Colleges affiliated to Anna University, Chennai (other than Autonomous Colleges) and to all the University Colleges of Engineering of Anna University, Chennai from the academic year 2013-2014.

1. ADMISSION

- 1.1. Candidates seeking admission to the first semester of the eight semester B.E. Degree Programme:
Should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu with Mathematics, Physics and Chemistry as three of the four subjects of study under Part-III or any examination of any other University or authority accepted by the Syndicate of Anna University as equivalent thereto.

(OR)

Should have passed the Higher Secondary Examination of Vocational stream (Vocational groups in Engineering / Technology) as prescribed by the Government of Tamil Nadu.

1.2 Lateral entry admission

- (i) The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamilnadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. in the branch corresponding to the branch of study.

(OR)

- (ii) The candidates who possess the Degree in Science (B.Sc.,) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech.

Such candidates shall undergo two additional Engineering subjects in the third and fourth semesters as prescribed by the University.

2. STRUCTURE OF PROGRAMMES

- 2.1. Every Programme will have curricula with syllabi consisting of theory and practical courses.
- 2.2 **The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports.**

3. DURATION OF THE PROGRAMME

- 3.1 A student is ordinarily expected to complete the B.E. / B.Tech. Programme in 8 semesters (four academic years) but in any case not more than 14 Semesters for HSC (or equivalent) candidates and not more than 12 semesters for Lateral Entry Candidates.

- 3.2 Each semester shall normally consist of 90 working days or 450 periods of 50 minutes each. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.

4. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

- 4.1 A Candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

Ideally every student is expected to attend all classes and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports, the student is expected to attend atleast 75% of the classes.

- 4.2 However, a candidate who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / Participation in Sports events may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

- 4.3 Candidates who **secure less than 65% overall attendance** shall not be permitted to write the University examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

5. CLASS ADVISOR

There shall be a class advisor for each class. The class advisor will be one among the (course-instructors) of the class. He / She will be appointed by the HOD of the Department concerned.

6. CLASS COMMITTEE

Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process.

7. SYSTEM OF EXAMINATION

7.1 Performance in each course of study shall be evaluated based on
(i) continuous internal assessment throughout the semester and
(ii) University examination at the end of the semester.

7.2 Each course, both theory and practical (including project work & viva voce Examinations) shall be evaluated for a maximum of 100 marks.

For all theory and practical courses including project work, the continuous internal assessment will carry **20 marks** while the End - Semester University examination will carry **80 marks**.

7.3 Industrial training and seminar shall carry 100 marks and shall be evaluated through internal assessment only.

7.4 The University examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.

7.5 The University examination for project work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 4 students) by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.

7.6 For the University examination in both theory and practical courses including project work the internal and external examiners shall be appointed by the Controller of Examinations.

8. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

For all theory and practical courses (including project work) the continuous assessment shall be for a maximum of 20 marks. The above continuous assessment shall be awarded as per the procedure given below:

8.1 (a) Theory Courses

Three tests each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all tests put together out of 300, shall be proportionately reduced for 20 marks and rounded to the nearest integer (This also implies equal weightage to all the three tests).

(b) Practical Courses:

The maximum marks for Internal Assessment shall be 20 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 20 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be reduced to 20 and rounded to the nearest integer.

8.2 Project Work:

Project work may be allotted to a single student or to a group of students not exceeding 4 per group.

The Head of the Institutions shall constitute a review committee for project work for each branch of study. There shall be three reviews during the semester by the review committee. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the three reviews shall be **reduced for 20 marks** and rounded to the nearest integer.

8.3 Attendance Record

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance.

9. REQUIREMENTS FOR APPEARING FOR UNIVERSITY EXAMINATIONS

A candidate shall normally be permitted to appear for the University Examinations of the current semester if he/she has satisfied the semester completion requirements and has registered for examination in all courses of the semester. Registration is mandatory for current semester examinations as well as arrear examinations, failing which the candidate will not be permitted to move to the higher semester.

A candidate who has already appeared for any subject in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.

10. PASSING REQUIREMENTS

A candidate who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester University Examinations] with a minimum of 45% of the marks prescribed for the end-semester University Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and practical courses (including project work).

11. AWARD OF LETTER GRADES

All assessments of a course will be done on absolute mark basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

<u>Letter grade</u>	<u>Grade Points</u>	<u>Marks Range</u>
S	10	91 - 100
A	9	81 - 90
B	8	71 - 80
C	7	61 - 70
D	6	57 - 60
E	5	50 - 56
U	0	< 50

(or ≥ 50 but not satisfying
clause 13.1)

W	0
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A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "S", "A", "B", "C", "D", "E".

'SA' denotes shortage of attendance and hence prevention from writing the end semester examination. „SA will appear only in the result sheet.

“U” denotes **Reappearance** (RA) is required for the examination in the course. “W” denotes **withdrawal** from the exam for the particular course. (The grades U and W will figure both in Marks Sheet as well as in Result Sheet)

12. CLASSIFICATION OF THE DEGREE AWARDED

12.1 FIRST CLASS WITH DISTINCTION

A candidate who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction.

- Should have passed the End semester examination in all the courses of all the eight semesters (six semesters in the case of lateral entry) in his/her First Appearance within four years (three years in the case of lateral entry). Withdrawal from examination will not be considered as an appearance. One year authorized break of study (if availed of) is permitted in addition to four years (three years in the case of lateral entry) for award of First class with Distinction.
- Should have secured a CGPA of not less than 8.50.

12.2 FIRST CLASS

A candidate who satisfies the following conditions shall be declared to have passed the examination in First class.

- Should have passed the End semester examination in all the courses of all the eight semesters (six semesters in the case of lateral entry) within five years (four years in the case of lateral entry). One year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of five years (four years in the case of lateral entry) for award of First class.
- Should have secured a CGPA of not less than 6.50.

12.3 SECOND CLASS

All other candidates who qualify for the award of the degree shall be declared to have passed the examination in **Second Class**.

12.4 A candidate who is absent in semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

12.5 Revaluation

A candidate can apply for revaluation / photocopy of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institutions. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned

through the Head of the Institutions. Revaluation is not permitted for practical courses and for project work. A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

12.6 Review

Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examination through the Head of the Institution. Candidates applying for photocopy-cum-Revaluation only are eligible to apply for Review.

13. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

- 13.1 A candidate, may for valid reasons and on prior application, be granted permission to withdraw from appearing for the examination of any one course or consecutive examinations of more than one course in a semester examination.
- 13.2 Such withdrawal shall be permitted **only once during the entire period** of study of the degree programme.

14. PROVISION FOR AUTHORISED BREAK OF STUDY

- 14.1 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study.
- 14.2 The authorized break of study will not be counted towards the duration specified for passing all the courses for the purpose of classification.
- 14.3 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 14.4 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study'.

15. INDUSTRIAL VISIT

Every student is required to undergo one Industrial visit for every theory course offered, starting from the third semester of the Programme. Every teacher shall take the students at least for one industrial visit in a semester.

16. PERSONALITY AND CHARACTER DEVELOPMENT

All students shall enroll, on admission, in any one of the personality and character development programmes (the NCC / NSS / NSO / YRC) and undergo training for about 80 hours and attend a camp of about seven days. The training shall include classes on hygiene and health awareness and also training in first-aid.

National Cadet Corps (NCC) will have about 20 parades.

National Service Scheme (NSS) will have social service activities in and around the College / Institution.

National Sports Organization (NSO) will have sports, Games, Drills and Physical exercises.

Youth Red Cross (YRC) will have activities related to social services in and around college / institutions.

While the training activities will normally be during weekends, the camp will normally be during vacation period.

Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the second year.

17. DISCIPLINE

Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / College. The Head of Institution shall constitute a Disciplinary Committee consisting of Head of Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval.

If a student indulges in malpractice in any of the University / internal examination he / she shall be liable for punitive action as prescribed by the University from time to time.

18. REVISION OF REGULATION, CURRICULUM AND SYLLABUS

The University may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi if found necessary.

PLACEMENT AND TRAINING CELL

The Cell is headed by the Training and Placement Officer, Prof. S. Gomathinathan of M.B.A Department, and assisted by a representative from each Department. The Cell strives hard to arrange programmes to improve the students' Soft Skills, Proficiency in English Language, Communication Skills, Employability, etc. and also arranges for campus selection process by leading companies.

In this connection the College has Memorandum of Understanding as educational partners with:

- i. M/s. HP – Hewlet Packard
- ii. M/s. Shriram Value
- iii. M/S HCL
- iv. ICTACT
- v. Voltech
- vi. TCS ION

ALUMNI ASSOCIATION

All the students passing out of the College are members of the Alumni Association, a body registered under the Registration of Societies Act. The Principal is the ex-officio patron and other office bearers are elected by the members during Annual General Body Meeting. It has branches in Chennai and Dubai. The Association provides help and guidance to the students in their future career needs.

JULY - 2015

Date	Day	Events
01-07-2015	Wed	Classes Commence for U.G Courses - S3, S5, S7
02-07-2015	Thu	
03-07-2015	Fri	
04-07-2015	Sat	
05-07-2015	Sun	
06-07-2015	Mon	
07-07-2015	Tue	
08-07-2015	Wed	
09-07-2015	Thu	
10-07-2015	Fri	
11-07-2015	Sat	
12-07-2015	Sun	
13-07-2015	Mon	Classes Commence for P.G (M.E & M.C.A) Courses - S3, S5
14-07-2015	Tue	
15-07-2015	Wed	
16-07-2015	Thu	
17-07-2015	Fri	
18-07-2015	Sat	Eid-UI-Fithr (Ramzan)
19-07-2015	Sun	
20-07-2015	Mon	
21-07-2015	Tue	
22-07-2015	Wed	Classes Commence for M.B.A – S3
23-07-2015	Thu	
24-07-2015	Fri	National Seminar – ECE Dept.
25-07-2015	Sat	
26-07-2015	Sun	
27-07-2015	Mon	
28-07-2015	Tue	
29-07-2015	Wed	Science Expo for School Students
30-07-2015	Thu	
31-07-2015	Fri	National Workshop on LATEX - ECE

It is only great souls that know how much glory there is in being good - Sophocles

AUGUST - 2015

Date	Day	Events
01-08-2015	Sat	Inaugural function of SAE – Mech Dept.
02-08-2015	Sun	A Two Day Workshop – Mech Dept.
03-08-2015	Mon	Classes Commence for UG Courses - S1
04-08-2015	Tue	
05-08-2015	Wed	Industrial Visit – MBA Dept.
06-08-2015	Thu	
07-08-2015	Fri	
08-08-2015	Sat	
09-08-2015	Sun	
10-08-2015	Mon	
11-08-2015	Tue	
12-08-2015	Wed	Industrial Visit – MCA Dept.
13-08-2015	Thu	-do-
14-08-2015	Fri	-do-
15-08-2015	Sat	Independence Day
16-08-2015	Sun	
17-08-2015	Mon	Industrial Visit – EEE, CSE & IT Depts.
18-08-2015	Tue	
19-08-2015	Wed	
20-08-2015	Thu	
21-08-2015	Fri	I IAT Commences for S3, S5, S7
22-08-2015	Sat	
23-08-2015	Sun	
24-08-2015	Mon	
25-08-2015	Tue	
26-08-2015	Wed	
27-08-2015	Thu	Technical Seminar – MCA Dept.
28-08-2015	Fri	
29-08-2015	Sat	
30-08-2015	Sun	
31-08-2015	Mon	

The shortest way to glory is to be guided by conscience - Homer

SEPTEMBER - 2015

Date	Day	Events
01-09-2015	Tue	
02-09-2015	Wed	
03-09-2015	Thu	
04-09-2015	Fri	
05-09-2015	Sat	Krishna Jayanthi
06-09-2015	Sun	
07-09-2015	Mon	
08-09-2015	Tue	
09-09-2015	Wed	Guest Lecture – Mech Dept.
10-09-2015	Thu	Association Inauguration VETO – MBA Dept.
11-09-2015	Fri	
12-09-2015	Sat	
13-09-2015	Sun	
14-09-2015	Mon	
15-09-2015	Tue	
16-09-2015	Wed	
17-09-2015	Thu	Vinayakar Chaturthi
18-09-2015	Fri	II IAT Commences for S3, S5, S7
19-09-2015	Sat	
20-09-2015	Sun	
21-09-2015	Mon	Guest Lecture – MBA Dept.
22-09-2015	Tue	
23-09-2015	Wed	
24-09-2015	Thu	Eid-ul-Zuha (Bakrid)
25-09-2015	Fri	
26-09-2015	Sat	
27-09-2015	Sun	
28-09-2015	Mon	
29-09-2015	Tue	
30-09-2015	Wed	Technical Symposium EEE & ECE

Genius does what it must, and talent what it can – Owen Meredith

OCTOBER - 2015

Date	Day	Events
01-10-2015	Thu	
02-10-2015	Fri	Gandhi Jayanthi
03-10-2015	Sat	
04-10-2015	Sun	
05-10-2015	Mon	
06-10-2015	Tue	
07-10-2015	Wed	Industrial Visit - First Year (B.E)
08-10-2015	Thu	Symposium – Mech & Civil Depts.
09-10-2015	Fri	III IAT Commences for S3, S5, S7
10-10-2015	Sat	
11-10-2015	Sun	
12-10-2015	Mon	
13-10-2015	Tue	
14-10-2015	Wed	National Seminar – MBA Dept.
15-10-2015	Thu	
16-10-2015	Fri	
17-10-2015	Sat	
18-10-2015	Sun	
19-10-2015	Mon	Symposium – CSE & IT Depts.
20-10-2015	Tue	
21-10-2015	Wed	Ayutha Pooja
22-10-2015	Thu	Vijaya Dasami
23-10-2015	Fri	Muharram
24-10-2015	Sat	
25-10-2015	Sun	
26-10-2015	Mon	
27-10-2015	Tue	Last working day for U.G Courses – S3, S5 & S7
28-10-2015	Wed	
29-10-2015	Thu	Industrial visit – MBA Dept.
30-10-2015	Fri	
31-10-2015	Sat	

There is no genius in life like the genius of energy and industry – D.G. Mitchell

NOVEMBER - 2015

Date	Day	Events
01-11-2015	Sun	
02-11-2015	Mon	Commencement of AU Exams for U.G- S3, S5 & S7
03-11-2015	Tue	
04-11-2015	Wed	Guest Lecture – MBA Dept.
05-11-2015	Thu	
06-11-2015	Fri	
07-11-2015	Sat	
08-11-2015	Sun	
09-11-2015	Mon	
10-11-2015	Tue	Deepavali
11-11-2015	Wed	
12-11-2015	Thu	
13-11-2015	Fri	
14-11-2015	Sat	
15-11-2015	Sun	
16-11-2015	Mon	Last working day for P.G (M.E & M.C.A) Courses - S3, S5
17-11-2015	Tue	
18-11-2015	Wed	M.B.A – Last working day for S3
19-11-2015	Thu	
20-11-2015	Fri	Commencement of AU Exams for P.G (M.E & M.C.A) – S3, S5
21-11-2015	Sat	
22-11-2015	Sun	
23-11-2015	Mon	
24-11-2015	Tue	
25-11-2015	Wed	
26-11-2015	Thu	
27-11-2015	Fri	Commencement of AU Exams for P.G (M.B.A) – S3
28-11-2015	Sat	
29-11-2015	Sun	
30-11-2015	Mon	B.E - Last Working Day - S1

Definiteness of purpose is the starting point of all achievement – W. Clement Stone

DECEMBER - 2015

Date	Day	Events
01-12-2015	Tue	Classes commence for U.G & P.G – S4, S6 & S8
02-12-2015	Wed	
03-12-2015	Thu	
04-12-2015	Fri	
05-12-2015	Sat	
06-12-2015	Sun	
07-12-2015	Mon	End Semester Exams Commence for S1
08-12-2015	Tue	
09-12-2015	Wed	
10-12-2015	Thu	
11-12-2015	Fri	
12-12-2015	Sat	
13-12-2015	Sun	
14-12-2015	Mon	
15-12-2015	Tue	
16-12-2015	Wed	
17-12-2015	Thu	
18-12-2015	Fri	
19-12-2015	Sat	
20-12-2015	Sun	
21-12-2015	Mon	
22-12-2015	Tue	
23-12-2015	Wed	Milad-un-Nabi
24-12-2015	Thu	
25-12-2015	Fri	Christmas Day
26-12-2015	Sat	
27-12-2015	Sun	
28-12-2015	Mon	
29-12-2015	Tue	
30-12-2015	Wed	
31-12-2015	Thu	Commencement of AU Exams for PG – S1

Nothing is particularly hard, if you divide it into small jobs – Henry Ford

JANUARY - 2016

Date	Day	Events
01-01-2016	Fri	New Year
02-01-2016	Sat	
03-01-2016	Sun	
04-01-2016	Mon	
05-01-2016	Tue	
06-01-2016	Wed	
07-01-2016	Thu	
08-01-2016	Fri	
09-01-2016	Sat	
10-01-2016	Sun	
11-01-2016	Mon	
12-01-2016	Tue	
13-01-2016	Wed	
14-01-2016	Thu	
15-01-2016	Fri	Pongal
16-01-2016	Sat	Uzhavar Thirunal
17-01-2016	Sun	
18-01-2016	Mon	Reopening Day for UG & PG Classes – S4, S6 & S8
19-01-2016	Tue	
20-01-2016	Wed	
21-01-2016	Thu	Industrial Visit – Mech.Dept.
22-01-2016	Fri	
23-01-2016	Sat	
24-01-2016	Sun	
25-01-2016	Mon	
26-01-2016	Tue	Republic Day
27-01-2016	Wed	
28-01-2016	Thu	Guest Lecture – MBA Dept.
29-01-2016	Fri	
30-01-2016	Sat	Vetti Padigal Programme for School Students
31-01-2016	Sun	

Do not listen to those who weep and complain, for their disease is contagious – Og Mandino

FEBRUARY - 2016

Date	Day	Events
01-02-2016	Mon	
02-02-2016	Tue	
03-02-2016	Wed	
04-02-2016	Thu	State Level Symposium
05-02-2016	Fri	Guest Lecture – Mech Dept.
06-02-2016	Sat	
07-02-2016	Sun	
08-02-2016	Mon	
09-02-2016	Tue	
10-02-2016	Wed	
11-02-2016	Thu	
12-02-2016	Fri	
13-02-2016	Sat	
14-02-2016	Sun	
15-02-2016	Mon	
16-02-2016	Tue	
17-02-2016	Wed	Management Meet – MBA Dept.
18-02-2016	Thu	
19-02-2016	Fri	
20-02-2016	Sat	
21-02-2016	Sun	
22-02-2016	Mon	
23-02-2016	Tue	Industrial Visit – MBA Dept.
24-02-2016	Wed	
25-02-2016	Thu	
26-02-2016	Fri	Industrial Visit – Mech Dept.
27-02-2016	Sat	
28-02-2016	Sun	
29-02-2016	Mon	

My strength is as the strength of ten, because my heart is pure – Alfred Lord Tennyson

MARCH - 2016

Date	Day	Events
01-03-2016	Tue	
02-03-2016	Wed	
03-03-2016	Thu	Industrial Visit – Mech Dept.
04-03-2016	Fri	
05-03-2016	Sat	
06-03-2016	Sun	
07-03-2016	Mon	
08-03-2016	Tue	
09-03-2016	Wed	Guest Lecture – MBA Dept.
10-03-2016	Thu	Symposium – First Year (B.E)
11-03-2016	Fri	
12-03-2016	Sat	
13-03-2016	Sun	
14-03-2016	Mon	
15-03-2016	Tue	
16-03-2016	Wed	
17-03-2016	Thu	
18-03-2016	Fri	
19-03-2016	Sat	
20-03-2016	Sun	
21-03-2016	Mon	
22-03-2016	Tue	
23-03-2016	Wed	Guest Lecture – Mech. Dept.
24-03-2016	Thu	
25-03-2016	Fri	Good Friday
26-03-2016	Sat	
27-03-2016	Sun	
28-03-2016	Mon	
29-03-2016	Tue	
30-03-2016	Wed	International Conference EEE, ECE, CSE & IT Depts.
31-03-2016	Thu	

Mental attitude is more important than mental capacity – Walter Dill Scott

APRIL - 2016

Date	Day	Events
01-04-2016	Fri	
02-04-2016	Sat	
03-04-2016	Sun	
04-04-2016	Mon	
05-04-2016	Tue	
06-04-2016	Wed	Guest Lecture – MBA Dept.
07-04-2016	Thu	
08-04-2016	Fri	
09-04-2016	Sat	
10-04-2016	Sun	
11-04-2016	Mon	National Conference – Mech & Civil Depts.
12-04-2016	Tue	
13-04-2016	Wed	
14-04-2016	Thu	Tamil New Year & Dr. Ambedkar Jayanthi
15-04-2016	Fri	
16-04-2016	Sat	
17-04-2016	Sun	
18-04-2016	Mon	
19-04-2016	Tue	Mahavir Jayanthi
20-04-2016	Wed	
21-04-2016	Thu	
22-04-2016	Fri	
23-04-2016	Sat	
24-04-2016	Sun	
25-04-2016	Mon	
26-04-2016	Tue	
27-04-2016	Wed	
28-04-2016	Thu	
29-04-2016	Fri	
30-04-2016	Sat	

Each day, success should be judged by the seeds sown, not the harvest reaped – John C. Maxwell

MAY - 2016

Date	Day	Events
01-05-2016	Sun	May Day
02-05-2016	Mon	
03-05-2016	Tue	
04-05-2016	Wed	
05-05-2016	Thu	
06-05-2016	Fri	
07-05-2016	Sat	
08-05-2016	Sun	
09-05-2016	Mon	
10-05-2016	Tue	
11-05-2016	Wed	
12-05-2016	Thu	
13-05-2016	Fri	
14-05-2016	Sat	
15-05-2016	Sun	
16-05-2016	Mon	
17-05-2016	Tue	
18-05-2016	Wed	
19-05-2016	Thu	
20-05-2016	Fri	
21-05-2016	Sat	
22-05-2016	Sun	
23-05-2016	Mon	
24-05-2016	Tue	
25-05-2016	Wed	
26-05-2016	Thu	
27-05-2016	Fri	
28-05-2016	Sat	
29-05-2016	Sun	
30-05-2016	Mon	
31-05-2016	Tue	

A person's best success comes after his / her disappointments – Henry Ward Beecher

JUNE - 2016

Date	Day	Events
01-06-2016	Wed	
02-06-2016	Thu	
03-06-2016	Fri	
04-06-2016	Sat	
05-06-2016	Sun	
06-06-2016	Mon	
07-06-2016	Tue	
08-06-2016	Wed	
09-06-2016	Thu	
10-06-2016	Fri	
11-06-2016	Sat	
12-06-2016	Sun	
13-06-2016	Mon	
14-06-2016	Tue	
15-06-2016	Wed	
16-06-2016	Thu	
17-06-2016	Fri	
18-06-2016	Sat	
19-06-2016	Sun	
20-06-2016	Mon	
21-06-2016	Tue	
22-06-2016	Wed	
23-06-2016	Thu	
24-06-2016	Fri	
25-06-2016	Sat	
26-06-2016	Sun	
27-06-2016	Mon	
28-06-2016	Tue	
29-06-2016	Wed	
30-06-2016	Thu	

What the caterpillar calls the end of the world, the master calls a butterfly – Richard Bach