



Sri Balaji Chockalingam Engineering College

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Irumbedu, Arni - 632 317

(An ISO 9001 : 2008 Certified Institution)



RULES, REGULATIONS AND CODE OF CONDUCT

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1. COLLEGE WORKING DAYS, TIMINGS & GENERAL RULES

College working days are from Monday to Friday and alternate Saturdays in a month.

1. College Timings: 9:30 am to 4:30 pm. Buses will leave the campus at 4:40 pm.
2. Monthly alternate Saturdays are working days. Students are not permitted to enter the campus after 9:30 am and not allowed to leave the college before 4:30 pm.
3. Vacation: Semester regular examinations, students will have one week of break as semester holidays. All the students must undergo two weeks of internships during both odd and even semester vacation.
4. Buses are operated for the convenience of the day scholar student who have opted for availing transport facilities. They can board the bus only at his/her nearest boarding point.
5. All the first year students should submit their original +2 mark list, Conduct Certificate & Transfer Certificate. For CBSE & Courses other than +2 Tamil Nadu State Board, 10th mark sheet should also be submitted. Community Certificate should be produced whenever required.

2. TRANSPORT

Our college buses cover every area of Tiruvannamali and Vellore Districts - so the students staying near the college bus routes are not considered for hostel accommodation. Two wheelers and Cycles are permitted inside the campus, only after getting acknowledgement of parents.

Day scholars availing transport facilities should board only the college bus which is allotted to them with proper dress code and wearing their ID card before boarding the bus and till getting out of the bus in the evening. They are not allowed to board any bus other than the one which is allotted to them.

Bus in-charges should keep the name list of the staff and students boarding the bus and note the attendance of the staff and students boarding the bus for which he/she is in-charge in the morning and evening regularly.

Staff members and students are strictly not allowed to use any electronic gadgets like cell phones, i pods, MP3 players, cameras, etc. inside the buses.

3. ATTENDANCE

Even though the requirement as per Anna University Regulations for completion of a semester, a student has to attend at least 75% of the classes, the college insists on a minimum of 85% attendance for theory classes and 100% for the laboratory classes, so that (i) students can perform well in the model and university examinations (ii) No one will be detained from writing the Anna University examinations due to shortage of attendance.

Students can avail a maximum of 4 days leave in a semester. This will help the students to get full attendance and maximum internal assessment Marks. If a student avails more than 4 days leave, he/ she has to give proper explanations to the department HOD.

Parents are informed about their ward's absence by phone call by the HODs in the following cases:

1. Absent /Leave
2. Late.

LEAVE REGULATIONS

All the students should make note of the following leave regulations and are instructed to strictly abide by these rules while availing leave.

ALL LEAVE LETTERS SHOULD BE SUBMITTED TO THE OFFICE THROUGH THE CLASS IN- CHARGE AND HOD.

Absence without leave letters will be viewed seriously.

For Availing One Day Leave:

Leave letter should be submitted on the previous day – Leave letter may be signed by the students themselves.

For Availing Two Days Leave:

Leave letter should be submitted on the previous day itself with the parents' signature.

For medical treatment, medical documents should be enclosed with the leave letter along with the parent's signature.

For Availing three or More Days leave:

For any family function or on medical grounds, parents should come in person and can

apply with all Medical documents for availing leave through the respective HOD and Year In-charge.

Note: Absence for CIAs 1 - 2, Model Theory Examinations and Model Practical Examinations is strictly not allowed.

4. ID CARD

ID card will be provided to each student with his/her Name, Photo, Address and Blood group printed on it. All the students should wear their ID Cards while they are in the campus and in the bus.

Replacement of ID card will be done in the College Office.

1. If damaged: Fill in the application for replacement of ID card; get forwarded by HOD and Class In-charge and submit the form along with a fee of Rs.30/- for replacement.
2. Change of Address: If there is any change in the address or contact number, Parents should come in person, report to the respective Class In-charge and submit the application for replacement of ID card along with a fee of Rs. 30/-.
3. In case of any violation of dress code or disturbance in the class, ID card will be taken from the student and it should be informed to the parents. The ID card will be handed over to the student on the same day with proper warning and advice by the HOD.
4. In case of any misbehavior or violation of the college rules, ID cards of the students will be retained with the Disciplinary committee members till the enquiry is over.

5. DRESS CODE

Dress Code: All the students in the campus should be neatly dressed.

Boys : All the boys are expected to wear self-colored pants with their shirts neatly tucked in and shoes. All the buttons should be buttoned. Slippers are not permitted. Boys should not have long hair or beard.

Girls : All the girls should wear churidhar with lengthy tops below knee level without slit or Anarkali churidhar or churidhar with umbrella cut and dhupatta neatly pinned in 'V' shape. Colouring/bleaching the hair and *Wearing leggings* (Stretch pants), transparent or net dhupata is not permitted.

The following Dress Regulations should be followed in the Lab / Workshop

For both boys and girls – long over coat, leather black or brown shoes.

For Boys

To Grow Beard : Boys are expected to come with a clean shave and neatly combed hair to the college. However, students are allowed to grow beard with prior permission obtained through the HOD in the following cases:

- a. Ayyapan devotees for the period of Pilgrimage.
- b. During Ramzan Season for Muslim Students.
- c. In case of dermatological problems with proper medical documents

6. CONTINUOUS ASSESSMENT

A well-planned Continuous Internal Assessment pattern is to ensure and assess the continuous learning among the students. It also motivates the students to score good marks. Internal Assessment Exams are conducted for Units 1-2 & 3 - 4 respectively. Continuous Internal Assessment are conducted for 60 marks. The following exams are conducted every semester and the results are sent by letter to the parents by periodically. Parents are requested to note these marks in our college student's web portal and monitor the academic performance of their wards.

Absence for Examinations

A student who was absent even for one IAE/Model Theory/Model Practical examinations will not be allowed to write the rest of the examinations.

Repeat Examinations

The Repeat Continuous Assessment & Model examinations will be conducted in the following cases in the respective departments:

- i) Leave due to genuine Medical reason - Hospitalization with all Medical Documents - Parents should inform the Year In-charge immediately after the hospitalization. Parents should report and submit all the Medical Documents to the Year In-charge on the first day of their ward returning to the college.
- ii) Leave granted in advance Own Sister's /Brother's Marriage.
- iii) OD granted in advance for Sports, Symposium and Cultural.

7. EXAMINATION RULES

1. Students should enter the Exam Hall with proper college dress code & ID Card.
2. Silence should be maintained in the examination hall.
3. Students should occupy the allotted seats at least 10 minutes before the commencement of examinations.

Exam Timings

Internal Assessment Exams :	9:30 am	to	11:00 am
Model Theory Exams :	9:30 am	to	12:30 am
University Theory Exams :	10:00 am	to	1:00 pm
	2:00 pm	to	5: 00 pm

4. Seating Arrangements :

For University Exams – refer the Exam Notice Board on the day of the Exam.

5. Students themselves should check the Hall tickets, ID cards and calculators before entering the Exam Hall.
6. Wallets, pouches should be kept on the stage before the commencement of the examinations while other belongings should be kept outside the exam hall only.
7. Candidates should not carry any written / printed material, cellphone, pendrive, iPod, programmable calculator (other than the calculators given by the college) / any unauthorized data sheet/tables/ data books into the examination hall. Possession of any of the above materials will be considered as malpractice.
8. Students are not allowed to exchange pencil, eraser, scale and calculator inside the exam hall.
9. Students should check whether the answer booklet contains 44 pages including first page for Anna University Exams.
10. Candidates should use only blue or black pen for writing in the booklet.
11. Students should write their Register number on the question paper and they should not write any thing else on the question paper.
12. Students should verify the subject code and subject name with hall ticket as soon as they receive the question paper. If there is any discrepancy, they should report it to the invigilator immediately, since some subjects with same subject name and different subject code may be prescribed for other branches.

13. Candidates should write and shade his/her register number, semester, subject and date of examination in the appropriate space provided in the first page of the answer booklet and nowhere else in the answer booklet.
14. If a candidate writes his / her register number on any part of the answer booklet / sheets other than the columns provided for or put any special mark or write anything, it will be treated as malpractice.
15. Sufficient attention should be paid while signing on the attendance sheet.
16. Students are not allowed to go to toilets during the examination. He / She may be allowed after submitting the answer booklet only.
17. Students writing regular exams should not leave the exam hall before 1.00 pm (Forenoon session) / 5 pm (Afternoon session) i.e. for the full 3 hours and they should leave the corridor immediately after coming out of the exam halls.
18. Students writing arrear exams are allowed to leave the exam hall one hour after the commencement of the exams.
19. University / Model Exam Malpractice : Strict action will be taken against misbehavior and malpractice during the examinations, for theory as well as practical subjects conducted by the College and the University.
 - a. CIA's and Model Examinations conducted by the college.
20. In order to eliminate the chances of malpractice by the students in the examinations, the students must be made to un-tuck their shirts and remove the shoes and socks. However, there is no compromise in the dress code to be followed before and after the examination timings. A thorough physical check should be carried out to prevent any student from carrying any indiscriminating material/any writing on the dress and on their person. Study materials such as books and class notes are not allowed to be kept in the corridors of the exam hall.
21. A thorough checking of essential items such as calculators, hall ticket, both sides of ID card should be done by the staff members on exam duty. If any student indulged in malpractice during University Examinations, the student will not be allowed to participate in any activities in the college until the completion of University enquiry and subsequent enquiry conducted by the college disciplinary committee.
22. If any student indulged in malpractice during Model Examinations, the student will be allowed to participate in the college activities only after completion of the enquiry conducted by the college disciplinary committee.

b. Examinations conducted by the University - Rules given by Anna University

A candidate is permitted to use geometric tools, non-programmable calculators, approved tables and data books only during the theory and practical examinations. No other material / gadget (including cell phone) should be brought inside the examination hall.

A candidate should neither possess nor refer any forbidden material in any form nor should seek/ obtain assistance in any form from any person/source towards answering the questions during the examinations. He / She should not assist other candidates in any form towards answering the questions during the examination. The candidate should not reveal his/her identity in any form in the answer scripts. The candidate should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. Candidate should maintain discipline and decorum during the examinations.

Violation of the above rules in any form during the examinations will attract punishment ranging from levying fine to permanently debarring the candidate from continuing his/her studies as given below.

Rules by – ANNA UNIVERSITY

Sl.No	Nature of Malpractice	Punishment
1.	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks.	Fine of Rs. 1000/- per subject (1-7)
2.	The candidate writing his / her name in the answer script.	
3.	The candidate writing his/her registration number /college name in places other than the specified in the answer script	
4.	Any special marking in the answer script by the candidate.	
5.	The candidate communicating with neighboring candidate orally or non-verbally; the candidate causing suspicious movement of his / her body.	
6.	Irrelevant writing by the candidate in the answer script.	
7.	The candidate either possessing the question paper of another candidate with, the question paper containing no additional writing on it.	
8.	The candidate possessing Cell Phones Programmable calculator(s) / any other electronic storage device(s) containing no incriminating materials.	Invalidating the examination of the particular subject written by the candidate.

9.	The candidate facilitating the other candidate(s) to copy from his / her answer script.	
10.	The candidate possessing incriminating material(s) (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, parts of the body, Hall Ticket etc.	Invalidating the examinations of the subject concerned and all the theory and the practical subjects of the current semester registered by the candidate. Further the candidate is not considered for revaluation of answer scripts of the arrears-subjects.
11.	The candidate possessing Cell Phones / Programmable calculator(s) / any other electronic storage device(s) containing incriminating materials. (Whether used or not).	
12.	The candidate possessing the question paper of another candidate with additional writing on it.	If the candidates has registered for arrears-subjects only, invalidating the examinations of all the arrears-subjects registered by the candidate.
13.	The candidate passing his / her question paper to another candidate with additional writing on it.	
14.	The candidate passing incriminating materials brought into the examination hall in any medium (hard/soft) to other candidate(s)	
15.	The candidate copying from neighboring candidate.	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears - subjects registered by the candidate. (15-19)
16.	Vulgar/offensive writings by the candidate in the answer script.	
17.	The candidate possessing the answer script of another candidate.	
18.	The candidate passing his / her answer script to another candidate.	
19.	Appeal by the candidate in the answer script coupled with a promise of any form of consideration.	
20.	The candidate misbehaving in the examination hall.	Invalidating the examinations of all the theory and practical subjects of

21.	Involved in any one or more of the malpractices of serial no. 10 to 19 for the second or subsequent times.	<p>the current semester and all the arrears- subjects registered by the candidate: Additional Punishment :</p> <p>(i) If the candidate has not completed the programme he/she is debarred from continuing his/her studies for one year i.e. for two subsequent semesters. However the student is permitted to appear for the examination in all the arrears- subjects up to the last semester during the debarred period.</p> <p>(ii) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrear- subjects for two subsequent semesters.</p>
22.	Cases of Impersonation.	<p>A) Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent.</p> <p>B) If a student of this University is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his/her studies and writing the examinations permanently. He/She is not eligible for any further admission to any programme of the University.</p> <p>C) Debarring the 'bonafide student' for whom the impersonation was done from continuing his/her studies and writing the examinations permanently. He/She is not eligible for any further admission to any programme of the University.</p>

8. ELECTRONIC GADGETS

Use of cell phones, cameras, i Pods, MP3 Players or any other electronic gadgets in the buses and college premises is strictly not allowed.

Use of Electronic Gadgets including Cell Phones:

1. The gadget will be returned to the parents in person.
2. Repeated violation – Confiscation of the gadget/s and one week suspension.

However, hostel students are allowed to use i Pods and MP3 Players only in the Hostel rooms.

9. INDUSTRIAL VISITS

Industrial Visits are Compulsory for all students.

Only one relevant industrial visit per semester, either local visit or one day visit will be arranged for each class. Transportation amount will be borne by the student.

Students are not allowed to get down from the bus on the way to the industry, or while coming back..

Rules for Industrial Visits

- a. All the students must wear ID cards and come in the regular dress code during the Industrial Visit.
- b. Information about the Industrial Visit should be sent to the parents in the prescribed format. Undertakings forms are signed by the student and parent and the same was submitted to the year In-charge at least 2 days before the Industrial Visit.
- c. Industrial visit arrangements format should be distributed to all the students including hostel students at least 4 days before the industrial visit.
- d. Any indiscipline or misbehavior during the Industrial Visits will be viewed very seriously and no further Industrial Visits will be allowed till the end of their course.
- e. At least 85% strength is compulsory for Industrial Visits. Otherwise, the Industrial Visit will be cancelled.
- f. At least one HOD from the respective department and the Year In-charge should be present to check the attendance and the dress code for the local Industrial Visit.
- g. Only the experienced senior faculty members (minimum 2, one must be lady staff) should accompany the students for one day outstation Industrial Visit.

- h. There is no exchange of duties by any staff member or the driver allowed, once committed for a particular industrial visit.
- i. The staff member should obtain the signature with seal regarding the entry and exit time of the industry in the given format.
- j. Day scholars are allowed to take cell phones with them for the full day outstation Industrial Visits so that they can inform their parents about the arrival time while coming back from the industry.

10. DISCIPLINARY ACTIONS

- Any damage to the property of the college - identified students / whole class / batch will be given Punishment.
- Physical assault, mental harassment or any other activities that are considered as Ragging – Punishment as per the Ragging Rules by Anna University, Chennai, Government of Tamil Nadu and Government of India.
- Use of abusive / unparliamentarily words and misbehavior and Violating dress code are also punishable.

Using electronic gadgets:

1. The gadget will be returned only to the parents in person.
Repeating – **Confiscation and one week suspension.**
2. Repeated Violation – Decision taken by the Disciplinary Committee will be the final.

11. HOSTEL RULES AND REGULATIONS

1. All the hostel students should have their ID cards mentioned 'Hostel' on it.
2. STUDY HOURS: All the students should stay in their respective rooms during the study hours from 6.00 pm to 8.00 pm.
3. Students will not be allowed to go home during the weekends between CIA's and Model Exams.
4. Students who are not performing well in Model Examinations are not allowed to go home and during the Model and University Exams.
5. Students are strictly instructed not to indulge in Ragging inside the college or hostel premises. If any student is found indulging in ragging, college will inform the university

and the government for necessary action.

6. The hostel fee is for the whole year. If a student wants to leave or if a student is sent out from the hostel in the middle of the year for absconding from the hostel or disturbing other inmates or consuming prohibited items, no refund will be made on any account. Such students will have to vacate the hostel immediately.
7. In case of any misbehavior or misconduct, students will not be allowed to continue in the hostel. No amount will be refunded.
8. No other fee or fine will be collected from the students other than the fee paid and the charges for additional electricity consumption.
9. Students once vacated the hostel by themselves or sent out because of any other reason, will not be given hostel accommodation again.

I. PREREQUISITES FOR PLACEMENT AND PLACEMENT RULES

Corporate Recruitment Eligibility Criteria - 60 % and above in 10th, 12th and up to 7th semester in UG - No standing arrears and up to 3 arrears candidates can apply

Additional Requirements: - Knowledge in C, C++, JAVA, EMBEDDED, CCNA, Excellent Communication Skills, Aptitude skills with Logical Reasoning.

Placement Training Program is conducted in VII Semester for all pass and 1, 2 & 3 arrear students in the University Examinations

Students should have a minimum of two Value-Added Course Certificates in their respective core subjects in VI Semesters.

II INFORMATION ABOUT FEES

Tuition Fee (Yearly) - for the whole year

- Before the commencement of the academic year

Hostel Fee (Yearly) - for the whole year

- For the hostel students includes boarding and lodging for the whole year.
- Before 3rd week of current academic year.

Other than the above fee, the college is not collecting any amount from the students in the name of penalty or in any other forms.

No fee will be collected from the students for the College Day, Hostel Day and any other functions.

For the remittance of Anna University arrear exam fee Parents should come in person and remit the fee to the concerned HOD.

Students are not permitted to organize the farewell day inside or outside the campus.

III. BOARD OF GOVERNANCE

CHAIRMAN	- DR.A.C.SHANMUGAM, (FOUNDER ACS GROUP OF INSTITUTIONS)
PRESIDENT	- ER.A.C.S.ARUNKUMAR
SECRETARY	- SHRI.A.C.RAVI
PRINCIPAL	- DR.V.THIRUNAVUKKARASU
VICE PRINCIPAL	- SHRI.R.VENKATARATHINAM
HOD EEE	- SHRI.T.ELANGO
HOD MECH	- SHRI.C.ARUMUGAM
HOD CSE	- SHRI.T.KARTHIKEYAN
HOD ECE	- SHRI.S.BOOPATHI
HOD CIVIL	- SHRI.P.SANTHOSH
HOD MCA	- SHRI.D.B.SHANMUGAM
HOD MBA	- SHRI.K.SIVA
PLACEMENT OFFICER	- SHRI.V.KANDASAMY

IV. MEMBERS OF DISCIPLINARY COMMITTEE (ANTI-RAGGING)

COORDINATOR OF DISCIPLINARY COMMITTEE: SHRI.K.SIVA, HOD MBA

PRINCIPAL	- DR.V.THIRUNAVUKKARASU
VICE PRINCIPAL	- SHRI.R.VENKATARATHINAM
PLACEMENT OFFICER	- SHRI.V.KANDASAMY
HOD EEE	- SHRI.T.ELANGO
HOD MECH	- SHRI.C.ARUMUGAM
HOD CSE	- SHRI.T.KARTHIKEYAN
HOD ECE	- SHRI.S.BOOPATHI
HOD CIVIL	- SHRI.P.SANTHOSH
HOD H&S	- SHRI.S.VIJAYAKUMAR
HOD MCA	- SHRI.D.B.SHANMUGAM

PLACEMENT COMMITTEE

PLACEMENT & TRAINING OFFICER: SHRI.V.KANDASAMY

DEPARTMENT COORDINATOR'S

SHRI.BHARATHI,	AP/EEE
SHRI.VIJAYAKANTH,	AP/ECE
SHRI.PALANISAMY,	AP/CSE
SHRI.DEVARAJ,	AP/MECH
SHRI.JAGAN	AP/CIVIL
SHRI.SEETHA	AP/IT
SHRI.YUVARAJ.D	AP/MBA
SHRI.KARTHI.C	AP/MCA


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