



# Selvam College of Technology

Accredited by NAAC with "B+" Grade | UGC Recognized 2(f) Status | An ISO 9001:2008 Certified Institution

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**Academic Year (2017-2018)**

## **RULES, REGULATIONS AND CODE OF CONDUCT**

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# 1

## COLLEGE WORKING DAYS, TIMINGS & GENERAL RULES

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

General Timings – 09.10 am to 05.25 pm. Buses will leave the campus at 05.40 pm.

**1. On all working days: 09.10 am to 05.25 pm**

**2. Monthly alternate Saturdays are working day.**

Students are not permitted to enter the campus after 09.10 am and not allowed to leave the college before 05.25 pm as per to the working hours.

Visitors are strictly not allowed during the college hours.

**3. Vacation:**

Semester break will be provided after regular examinations students will have one week of break as semester holidays.

**4. Visitors Timings:**

I Year Coordinator & Hostel Warden : 2.00 pm to 3. 00 pm.

HOD & PRINCIPAL : 3.00 pm. to 4.00 pm.

**HOSTEL VISITORSTIMING:**

Only on Government Holidays and Sundays: 9.00 am to 5. 00 pm

5. All the day scholars should come only by the college bus and Government buses.

College Buses are operated for the convenience of the day scholars and he / she can board the bus at his / her nearest boarding point. All the buses will leave the campus at 04.50 pm. Students are not permitted to come by Motor bikes without helmet to the college.

6. 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.

7. All requisition letters for Expenditure certificate, Industrial visit permission, all ODs, leave letters, Medical certificates, Permission, Hostel matters including permission and leave should be addressed to Concerned Department HOD.
8. All the requisition letters for Bonafide certificates, Scholarship forms, charitable trust scholarship forms, Project and In-plant training permission letters should be addressed to The Principal.

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Our college buses cover every nook and corner of Namakkal city and suburbs so students staying near the college bus routes are not considered for hostel accommodation.

All the day scholars and staff members should come to college by the college bus with proper discipline only. No private vehicles are allowed. Hence, parents are kindly requested not to provide any other vehicles to your wards to come to the college.

All day scholars should board only the college buses which are 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.

Since 3 / 4 sets of buses are running in the return trips during Model I and after the last working day, for Model Practical, Model II and University Examinations, it may not be possible to cover all the boarding points. Morning trips will be operated as per the regular schedule.

Staff members and students are strictly not allowed to use any electronic gadgets like cell phones, i pods, MP3players, cameras, etc. inside the buses.

## 3 ATTENDANCE

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Even though the requirement as per Anna University Regulations for completion of a semester by a student has to attend at least 75% of the classes, the college insists on a minimum of 96% attendance for theory classes and 100% for the laboratory classes, so that

- (i) Students will get maximum of the 5 marks allotted for internal assessment marks for attendance**
- (ii) If the student does not fulfill Anna University norms they 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.

**Parents are informed about their wards absence by SMS in the following cases:**

1. Absent / Leave
2. One hour absent in the hourly attendance will be considered as full day absent.

**Also the following message is sent to parents through SMS if a student avails:**

- I. 5 to 8 days: Your ward's absence exceeds the limit. Advise him / her not to avail further leave. II.
- II. 9 to 12 days: Report to the Disciplinary Committee for the poor attendance of your ward.

### **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 DEPARTMENT THROUGH THE CLASS ADVISORS AND HOD.**

Being 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:**

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

**(or)**

2. Leave letter should be submitted (with the parents' signature) on the first day of the leave availing through any other student.

**(or)**

3. Parents should call up the office and inform the respective Class Advisor regarding the leave matter.

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 Class Advisor.

***Note to Students:***

Whenever there are two or more consecutive holidays, students should not take leave before and after the said holidays. If they are taking leave, it will be treated as absent for all the days including holidays. (i.e. Leave taken on Friday and Monday will be calculated for Saturday and Sunday also). Students are not allowed to extend their leave along with any festival or long holidays such as

**Ayudha Pooja, Diwali, Christmas and Pongal holidays. Half – a–Day Leave is not allowed.**

**Absence for Model Examinations is strictly not allowed.**

Mass absence (i.e. more than 15% of the students) from the class is strictly not permitted. All absentees on that day will be considered - One day leave = 2 days leave.

#### **For Availing Symposium / Cultural OD**

1. Students who have participated / won prizes during Intra-department symposium will be allowed to avail OD to participate in the symposium conducted in other colleges / Universities.
2. For Technical events: Prior OD will be given to the students for presenting papers in other colleges, only upon furnishing 'acceptance letter'.
3. For Non-technical / Cultural events: OD will be given, only to the prize winners, after furnishing certificates.

4

#### **ID CARD**

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ID card will be provided to each student with his / her name, Photo, Address and Blood group will 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 Physics Department.

1. If damaged - Fill in the application for replacement of ID card; get it forwarded by HOD and class advisor and submit the form along with a fee of Rs.50/- for replacement.
2. For lost / Address Changes - Parents should come in person and submit the application for replacement along with a fee of Rs. 100/- for replacement.

**Change of Address :** If there is any change in the address or contact number, parents should inform the respective class advisor of their ward immediately.

1. In case of any violation of dress code or disturbance in the class, ID card taken from the student will be handed over to the student on the same day



with proper warning and advice through Year In-charge / HOD.

2. In case of any misbehavior or violation of the college rules, ID cards of the students will be with the Disciplinary committee members till the enquiry is over. Even though the requirement.

## 5

### DRESS CODE

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**Dress Code:** All the students in the campus should be neatly dressed - in all days including during all Examinations.

**Boys:** All the boys are expected to wear self-coloured pants with their shirts neatly tucked in, with shoes. 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 in 'V' shape neatly pinned. Colouring/ bleaching the hair and Wearing leggings (Stretch pants), transparent or net dhupata is not permitted.

| BOYS   | GIRLS   |
|--|---|
| <b>Dos</b>   |   |
| Neatly dressed.  | Neatly dressed.   |
| Wear self-coloured Pants & Shirts neatly tucked in.  | Wear saree / churidhar with dhupatta in 'V' shape neatly pinned.  |
| Wear tie after putting the neck button with Black or Brown colour leather shoes. (Optinal) | Wear lengthy tops for Churidhar below knee level Without slit / Anarkali churidhar / churidhar with Umbrella cut. |
| <b>Do not's</b>  |   |
| Wearing Jeans, Low-hip Pants.  | <b>Wearing leggings (Stretch pants).</b>  |
| Short length shirts, T-Shirts.   | Wearing transparent net dhupata.  |
| Wearing Slippers.  | Churidhar with slit.  |
| Wearing bangle or bracelet, ring or stud in the ears.                                      | Short tops and tops with net sleeves.   |
| Coloring / Bleaching the hair.   | Coloring / Bleaching the hair.  |
| Having beard or long hair.   |   |

**If any student fail to follow the above dress code He/she should pay Rs 50.00/- Per Day towards Student Welfare Fund.**

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

**For both boys and girls – long Navy Blue over coat leather black or brown shoes.**

**For Boys**

**To Grow Beard:** Students 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 from the Class Advisor in the following cases.**

- Ayyapan devotees before starting their Pilgrimage to Sabarimala
- During Ramzan Season for Muslim Students

**To Tonsure the Head:**

If a student wishes to tonsure the head as per religious practice or rite, they have to do so with the **prior permission from the Class Advisor and HOD.**

## 6

## CONTINUOUS ASSESSMENT

Following tests are conducted every semester and results are sent to the parents periodically. Parents are kindly requested to note these results and monitor the academic performance of their wards.

### Assignments

|                  | Assignment I                                 | Assignment II                                | Assignment III                               | Assignment IV                                | Assignment V                                 |
|------------------|--|--|--|--|--|
| Portion          | Unit I                                       | Unit II                                      | Unit III                                     | Unit IV                                      | Unit V                                       |
| No. of Questions | 16 Mark-3<br>8 Mark-4<br>4 Mark-5<br>Quiz-10 | 16 Mark-3<br>8 Mark-4<br>4 Mark-5<br>Quiz-10 | 16 Mark-3<br>8 Mark-4<br>4 Mark-5<br>Quiz-10 | 16 Mark-3<br>8 Mark-4<br>4 Mark-5<br>Quiz-10 | 16 Mark-3<br>8 Mark-4<br>4 Mark-5<br>Quiz-10 |

The Answers for the assignment should contain

- ❖ Key points
- ❖ Neat diagram / circuit
- ❖ Derivations
- ❖ Tables or plots

As expected in the answer-scripts of university exams

The completed assignment for each unit need to be strictly submitted to the faculty member on the stipulated date in the department. Assignments should not be collected after the stipulated date. List of students who have submitted / not submitted the assignments should be given to the HOD through the class advisor the next day itself in the given format.

### CYCLE TEST

On every working day one hour (60 minutes) is allotted for conducting Cycle Test(09.10 am – 10.10 am). The questions (5-2 Mark & 2- 16 Mark) should be

solved / answered by the students during this Cycle Test. For every unit of a subject at least two Cycle Test will be conducted.

### TUTORIAL PERIOD

A minimum of two teachers will present in each class to help and guide the students to solve the problems. In each tutorial period.2 **Part- B Questions will be discussed and explained to the students.**

### Assessment Tests & Model Examination

|                | I.A TEST-I           | I.A TEST-II           | I.A TEST-III | MODEL EXAM  |
|----------------|----------------------|-----------------------|--------------|-------------|
| <b>Date</b>    | 10.07.2017           | 21.08.2017            | 18.09.2017   | 04.10.2017  |
| <b>Portion</b> | UNIT(1&2-First Half) | UNIT(2 Second Half&3) | UNIT(4&5)    | ALL 5 UNITS |

Students who have submitted the assignments and class notes IN TIME only will be given weightage.

### Students Welfare Schemes:

| Particulars                                   | Action Plan  |
|---|--------------|
| Failing in Internal Test & Model Examinations | Rs 200.00/-  |
| Absent for Internal Test & Model Examinations | Rs 1000.00/- |

Students who have cleared the subject in University Exams Corresponding amount will be refund to the students.

## 7

## EXAMINATIONS RULES

1. Students should not enter the Exam Hall without proper 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 all the examinations.

## Exam Timings:

|                                   |   |          |    |               |
|-----------------------------------|---|----------|----|---------------|
| Cycle Test                        | : | 9.10 am  | to | 10.10am       |
| Internal assessment & Model Exams |   | 2.00 pm  | to | 05.00 pm      |
| University Exams                  | : | 10.00 am | to | 1.00 pm (F.N) |
|                                   | : | 2.00 pm  | to | 5.00 pm (A.N) |

## 4. Seating Arrangements :

For Internal test & Model Examinations, seating arrangement will be displayed in our department notice board on three days before the commencements examinations.

For University Exam - verify Exam Block Notice Board on the day of the Exam.

5. Hall tickets, ID cards and calculators should be checked by the students themselves

Before entering the Exam Hall.

6. Wallets, pouches (from all students), and bus passes (from passed out students) 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, cell phone, pen drive, iPod, programmable calculator (other than the calculators given by the college) and 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 anything 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 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. **Malpractice:**

**Tests and Examinations conducted by the college.**

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.

**University/Model Exam Malpractice:**

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.

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 is 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.

If any student indulged in malpractice during internal assessment and Model Examinations, the student will not be allowed to write further examinations



and the student will be allowed to participate in the college activities only after completion of the enquiry conducted by the college disciplinary committee.

## 2 Examinations conducted by the University Rules given by Anna University

A candidate is permitted to use geometric tools, non-programmable calculators, and 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 to 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.

| 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   |   |
| 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   |   |
| 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  |   |
| 9.    | The candidate facilitating the other candidate(s) to copy from his / her answer script.   | Invalidating the examination of the particular subject written by the candidate   |
| 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, | Invalidating the examinations of the subject concerned and all the theory and the practical subjects of the current semester registered by the candidate. |
| 11.   | The candidate possessing Cell Phones / Programmable calculator(s) / any other electronic storage device(s) containing incriminating materials (Whether used or not)                                 | Further the candidate is not considered for revaluation of answer   |
| 12.   | The candidate possessing the question paper of another candidate with additional writing on it.   |   |
| 13.   | The candidate passing his / her question paper to 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.        |
| 14.   | The candidate passing incriminating materials brought into the examination hall in any medium (hard/soft) to other candidate(s)   |   |

| Sl.No | Nature of Malpractice  | Punishment   |
|-------|--|--|
| 15.   | The candidate copying from neighboring candidate.  |  |
| 16.   | Vulgar/offensive writings by the candidate in the  |  |
| 17.   | The candidate possessing the answer script of another candidate.   | Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears- subjects registered by the 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.   |  |
| 21    | Involved in any one or more of the malpractices of serial no. 10 to 19 for the second or subsequent times. | Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears- subjects registered by the candidate: Additional Punishment :<br>(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.<br>(ii) If the candidate has completed the |

| Sl.No | Nature of Malpractice   | Punishment   |
|-------|-------------------------|--|
| 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</p> |

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

Checking will be done by the respective Departments periodically.

**Possession and use of Electronic Gadgets including Cell Phones:**

1. Electronic gadget worth less than Rs. 4500/- – Donate the needed materials worth Rs. 1500/- to recognized Non-Governmental Organizations listed in the calendar in consultation with the NSS Program Officer. The gadget will be returned to the parents in person. Gadgets will be seized by the Discipline committee and it will be returned to them after their course completion.
2. Electronic gadget worth Rs. 4500/- or more than Rs. 4500/- Donate the needed materials worth 1/3 rd. of the cost of the gadget to recognized Non-Governmental Organizations listed in the calendar in consultation with the NSS Program Officer. The gadget will be returned to the parents in person.
3. 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.

Industrial Visits will be arranged for interested candidates

Only one relevant industrial visit per year, it will be held on odd semester as follow

| Year | Odd Sem.                | No. of Days |
|------|-------------------------|-------------|
| IV   | 12 <sup>th</sup> August | 3           |
| III  | 13 <sup>th</sup> August | 2           |
| II   | 14 <sup>th</sup> August | 1           |
| I    | 15 <sup>th</sup> August | 1           |

- a. No other dates are allowed for Industrial visits other than the above mentioned.
- b. Attendance is compulsory on the next day.
- c. No separate Industrial Visits for Boys & Girls.
- d. Minimum 7 days needed for all arrangements.
- e. Form I – should be submitted before the Industrial visit, 7 days in advance – with the Industry’s acceptance letter and students confirmation list.  
Form II – should be submitted 2 days before the Industrial Visit.  
Form III – should be submitted on the following working day immediately after  
The Industrial Visit.
- f. Once students have given their name for the Industrial Visit and all the arrangements are made by the college – students are not allowed to withdraw / skip the Industrial Visit. If they do so, they have to pay the amount which has been spent for the arrangements and they would lose 2 days attendance.
- g. For the Industrial Visits, students HOD can approach College Transport In-charge, well in advance for making travel arrangements.

All the students must wear ID cards and come in the regular dress code during the Industrial Visit. If there is any violation during the Industrial Visit, staff in-charge has the authority to return the bus to the college immediately.

- a. Information about the Industrial Visit should be sent to the parents in the prescribed format.
- b. Industrial visit arrangements format should be distributed to all the students including hostel students at least 4 days before the industrial visit.
- c. Undertakings signed by the student and parent should be submitted to the year In-charge at least 2 days before the Industrial Visit.
- d. The Principal will meet representatives (2 boys and 2 girls) from the students, staff and the HOD on the previous day of the Industrial Visit.
- e. 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.
- f. Industrial Visits to the same place should not be repeated i.e. Visit to one place should be made only once.
- g. At least 85% strength is compulsory for Industrial Visits. Otherwise the Industrial Visit will be cancelled.
- h. 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 Industrial Visit.
- i. SMS will be sent to the parents after collecting all undertakings from the students.
- j. The driver should not open the door without the staff member's instructions. If any problem occurs, they should call the Principal's mobile immediately.
- k. Only the experienced senior faculty members (minimum 2, one must be lady staff) and a should accompany the students for Industrial Visit.
- l. There is no exchange of duties by any staff member or the driver allowed, once committed for a particular industrial visit.

- m. The staff member should obtain the signature with seal regarding the entry and exit time to and from the industry in the given format.
- n. 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.
- o. During the full day Industrial Visits, the staff should communicate to the HOD/Principal
  - i. After the attendance (The attendance should be informed to the In- charge)
  - ii. On reaching the industry
  - iii. While leaving the industry

**IMPORTANT NOTE:**

**Stopping for River side, Pool side & Beach is not allowed.**

**10**

**DISCIPLINARY ACTIONS**

**Members of Disciplinary Committee**

**Dr.R.Prabhu – Principal  
Overall Convener**

|                    |                       |
|--------------------|-----------------------|
| Dr.R.Sasikumar     | Dr.G.Jagajothi        |
| Dr.P.Manimekalai   | Mrs. N. Sharmila Devi |
| Mrs. N. Padmapriya | Mr. G. Selvaraj       |



|                     |                  |
|---------------------|------------------|
| Mrs.R.Bhuvaneshwari | Dr.A.Jayaseelan  |
| Mrs.K.Vidhyavadhi   | Dr. M. Devi      |
| Ms.M.Valarmathi     | Mr.P.Periyasamy  |
| Mr.N.Prasannan      | Mr. K. Jayarajan |
| Mr. R. Senthilkumar | Mrs.R.Babysalini |

- ❖ Senior students should not disturb other students, especially their juniors.
- ❖ Students should not quarrel or fight either with their year mates or with the other year students.
- ❖ 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 - 1 Week suspension
- ❖ Including and provoking others to form groups - 1 week suspension

- ❖ Violating dress code students will be paid Rs – 50/-
- ❖ Possession and use of cell phones, cameras, i Pods, MP3 Players or any other electronic gadgets in the buses and college premises is strictly not allowed. Checking will be done by the respective Departments periodically.

# 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 - 08.00 pm to 10.00 pm.
3. Students who are not performing well in Model Examinations are not allowed to go home/anywhere before and during the Model Exams and University Exams.
4. **Special Coaching:** Hostel and sports students having arrears should be given special coaching for arrear papers after University Practical.
5. All the hostel students leaving the hostel during holidays should get an out pass signed by the residential warden of the concerned team.

|    | Facilities available in the hostel |    | Hostelites to bring – for the hostel stay |
|----|------------------------------------|----|---|
| 1. | Cot and Chair                      | 1. | Toiletries and personal cosmetic items    |
| 2. | Tube light                         | 2. | Formal dresses – at least 6 sets          |
| 3. | Fans                               | 3. | Informal dress and casual wears           |
| 4. | Mirror in the bath room            | 4. | Leather shoes and sports shoes            |
| 5. | HOT Water                          | 5. | Lock & Key                                |
| 6. | Health wash in the toilets         | 6. | Big water tub & mug                       |
| 7. | Water Doctor                       | 7. | 30 passport size photos                   |
| 8. | LED TV                             | 8. | Xerox copy of all Mark sheets and other   |

|    |                        |    |                       |
|----|------------------------|----|-----------------------|
| 9. | Wifi Facility-24 Hours | 9. | First-aid Medical Kit |
|----|------------------------|----|-----------------------|

6. Parents and authorized local guardians are allowed to meet their wards **from 9.00 am to 5.30 pm during Sundays and Government holidays.**
7. **All the first year UG boys** are permitted to go home only with their parents or authorized local guardians with the ID card given by the college and the letter from their parents. Students should return to the hostel promptly.
8. **All the first and second year UG girls** should go home only with their parents or authorized local guardians with the ID card given by the college and the letter from their parents. Students should return to the hostel promptly.
9. 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.
10. Students should not fight with or cause injury to others.
11. 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.
12. In case of any misbehavior or misconduct, students will not be allowed to continue in the hostel. No amount will be refunded.

**13. Students who have cleared all subjects besides fulfilling the following eligibility criteria only can avail the hostel facilities and shall pay the hostel fee for the next academic year within 15 days from the release of the odd semester results (tentatively 3rd week of Feb).**

**ELIGIBILITY CRITERIA FOR CONTINUING IN THE HOS**

**Students once vacated the hostel by themselves or by any other reason, will not be given hostel accommodation again.**

**12**

**UNDERTAKINGS BY STUDENTS AND PARENTS**

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I,.....(Roll No.....) Son/Daughter  
of.....studying in Selvam college of Technology,  
Year ....., Course....., Branch..... do hereby submit this  
undertaking duly signed by me and my parent to Selvam college of Technology on  
.....

1. I will attend all the classes regularly as per the college schedule.
2. I will be regular and punctual to all the classes (theory/practical/drawing) and secure attendance of not less than 96% in each subject and 100% in practicals

as stipulated by the college / I am fully aware that deficiency in attendance in any of the subjects will make me lose one year. Also I will concentrate on my studies and attend all the tests.

3. I will not get involved in any malpractice in the examinations.
4. I will strictly follow the dress code and uniform prescribed by the college.
5. I will behave in a highly disciplined and decent manner in the class rooms, campus, bus and hostel.
6. I am fully aware that bringing electronic gadgets including cell phones to the college is an offence. Involving in Ragging is punishable by law as per Anna University, Chennai, Government of Tamil Nadu and Government of India.
7. I will not cause or involve in any unwanted gathering and create any sort of violence or disturbance both within and outside the college campus.
8. I will not involve in any clash with my classmates or juniors / seniors in the college / hostel / bus.
9. I will not indulge in any activities inciting other students against each other/the Institution.

**10. A. If I am a day scholar:**

I will be boarding only the bus which is allotted to me with proper dress code wearing ID card and will not disturb any of my classmates / batch mates / seniors/juniors.

**B. If I am a hostel inmate:**

I will not go to any other rooms and also will not disturb other inmates in the hostel. I will be in proper dress code wearing ID card while coming out of the hostel in the morning and till returning back to the hostel in the evening.

In case of any violation I am liable for any suitable disciplinary action decided by the Disciplinary Committee without any further notice.

## ACKNOWLEDGEMENT

I have gone through the terms and conditions of the above undertaking carefully and understand that following these are for my/his/her own benefit and improvement. I also understand that if I/he/she fail to comply with these terms, will be liable for suitable action as per the college rules. I undertake that I/he/she will strictly follow the above terms.

Signature of Student

a) Name:

b) Roll.No:

c) Address:

Signature of Parent

a) Name:

b) Mobile Number:

## FOR ALL STUDENTS

I hereby affix my signature after understanding the fact that if my ward violates any of the above said rules, regulations and codes of conduct of the college, the Disciplinary Committee has the sole discretion to take proper action against my ward.

SIGNATURE OF THE STUDENT

SIGNATURE OF THE PARENT

## ONLY FOR HOSTEL STUDENTS

I hereby affix my signature after understanding the fact that if my ward violates any of the above said rules, regulations and codes of conduct of the

college, the Disciplinary Committee has the sole discretion to send my ward out of the hostel.

SIGNATURE OF THE STUDENT

SIGNATURE OF THE PARENT



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## **Roles and Responsibilities of the Teaching faculty**

1. Prepare and submit the complete lesson plan and lesson notes for 2 units of syllabus in advance to HOD at the beginning of every semester/year and cover the syllabus as per the lesson plan.
2. Sign in the staff attendance register at 9.00 A.M on every working day unless he/she is on leave.
3. Prepare good notes by referring to number of standard text books and university question papers, Solve Numerical problems in the class before asking the students to solve.
4. Go to class in time at least 5 minutes before commencement of class and engage effectively and windup on time. Clean the board before leaving the class. Contents must be delivered in English only.
5. Suggest the list of books which are to be referred by the students for the subject being taught.
6. Mark attendance in the classroom itself and write the academic diary in the attendance register in time.
7. Prepare and submit the internal question papers in examination section in time and maintain strict confidentiality regarding the question papers.
8. Correct the answer scripts as per the key unbiasedly and post marks in time after verification by the students in the master registers available in the concerned HOD's room and submit the scripts to concerned HOD within stipulated period along with marks award sheet written with his / her

9. Submit the attendance register and academic diary to the HOD at the end of every week.
10. Consolidate and post the attendance in the master register on the last working day of every month.
11. Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.
12. Not apply any type of leave frequently unless it is essential. Alternate arrangements with the teachers of the same class are mandatory for all types of leave.
13. Engage the class work of the colleague who has assigned his/her class in the leave letter.
14. Act as “Mentor” for the group of students who are allotted to him/her by the Head of the Department and be responsible for the proper conduct of the Students.
15. Involve in the examination work of the College as examinations are part and parcel of legitimate duty of staff member. Alternative arrangements are to be made for exam duty in case of emergency only. Faculties are advised to refrain from making alternative arrangements regularly.
16. Route all the Correspondence through the office of the Head of the Department.
17. Assist the HOD in exigencies and in developmental works.
18. Be available in the Department during the working hours for consultation by the students.

19. Seek the permission (Max One Hour and Two Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal
20. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes. In case of female, attend the college with formal dress saree, shoe.
21. Wear ID card as long as you stay in the college campus.
22. Not to carry Mobile Phones to the class room / exam hall for any reason.
23. Follow the guidelines / instructions given by the principal from time to time.

### **Roles and Responsibilities of the Class – Advisors**

1. Instruct all the students to attend the classes regularly and to follow the dress code.
2. Collect the list of absentee students (Period wise) and submit it to the HOD daily.
3. Submit the list of students absent for the internal tests to the HOD.
4. Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that particular month) and also the list of students who have got less than 75% of attendance in aggregate. Submit the lists to the Head immediately.
5. Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HOD.
6. Result analysis must be done after the announcement of results by the university/College and also update student record regularly after knowing supplementary exam results in the current Semester.
7. Motivate the students to attend the seminars without fail.
8. Instruct the students to attend the internal / external exams without fail.
9. Motivate the students to present papers in Conferences / Seminars at regional / national level.
10. Inform the subject staffs of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
11. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
12. Seek the permission (Max One Hour and Two Permissions in a month) when ever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal.

## **Roles and Responsibilities of the HOD**

1. Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
2. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
3. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
4. Send staff attendance register after making necessary entries to the principal office by 9.30 A.M every day.
5. Interact with students (Section wise) of their branch 15 days once, identify the problems and find solutions in consultation with the principal.
6. Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
7. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given. Softcopy of the Assignment Exams & Assignment test also to be submitted to the exam branch as per schedule.
8. Observe the dress code among students and instruct the respective class advisors to implement the dress code among the students.
9. Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.

10. Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feed back to the concerned faculty members in the standard format as decided by principal. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.
11. Advise the class teachers to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.
12. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class advisors.
13. Counsel the students who are absent for the mid test or irregular to the class work.
14. Form the student batches and allot the project guides as per guidelines given by the principal.
15. Route all the correspondence through the office of the principal.
16. Designate faculty member who will be the Head I/c during his/her absence and make sure that all files and records are available for Head in- charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from head quarters.
17. Allocate the students to the teacher-counselors in the beginning of the academic year.
18. Inform the concerned authorities of any important information of events taking place in the Department from time to time
19. Arrange special classes if necessary for the benefit of below average students.

20. Ensure academic discipline in the department.
21. Follow the guidelines / instructions given by the principal from time to time.
22. Maintain and update the files as listed in the Enclosure I
23. Make arrangements to lock and seal all the laboratories before leaving the premises.
24. Plan and conduct the BOS meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.
25. Provide necessary inputs to the principal for conducting Academic Council / GB Meeting.