

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard



Alhaj Dr.S.M.Shaik Nurddin  
Founder



**Aalim Muhammed Salegh College of Engineering**

# Rules, Regulations and Code of Conduct

"Nizara Educational Campus"

Muthapudupet, Avadi IAF, Chennai 600055

Phone : 044-26842627 / 26842086 Fax : 26842456

[www.aalimec.ac.in](http://www.aalimec.ac.in)



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## COLLEGE WORKING DAYS, TIMINGS & GENERAL RULES

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College working days are from Monday to Friday, and Saturday if necessary with prior intimation through circular. College Timings – 9.00 AM to 3.50 PM. College Buses will leave the campus at 4.15 PM.

1. **On all working days :** 9.00 AM to 9.50 AM - Daily Practice Test (DPT)  
9.50 AM to 3.50 PM - Regular Classes.

Students are not permitted to enter the campus after 8.50 AM and not allowed to leave the college before 4.00 PM.

2. Working days as per College Calendar.
3. **Vacation:** As per Anna University Academic Schedule.
4. **Visitors Timings :**

Visitors are allowed to meet Student Counsellor / HOD / PRINCIPAL between 2.00 PM. to 4. 00 PM.

### **HOSTEL VISITORS TIMINGS:**

On regular working days after 4.30 PM

Visitors are also allowed to meet Wards, Caretaker & Warden on Government Holidays and Sundays

5. College Bus students are to board and alight bus at designated boarding point. All the busses leave campus at 4.15 PM.
6. All Request letters such as, Leave Application, Internship, Seminars, Symposium, Workshop and Sports to be addressed to Principal routed through class counsellor & HOD.
7. All the Request letters for Bonafide certificates, Scholarship Forms, Charitable Trust Scholarship Forms, Project and In-plant training permission letters should be addressed to The Principal and routed through class counsellor & HOD.
8. Visits to NGOs to be arranged by NSS Programme officer to imbibe social responsibility amongst students and to train as a responsible citizen.



# AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

Muthapudupet, Avadi, IAF,  
Chennai-600 055.

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# CODE OF CONDUCT AND HR MANUAL



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# AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

## 1. PREFACE

### **AALIM MUHAMMED SALEGH TRUST**

**“Be Learned or Be a Learner or Be a Listener or Be of help to the above” – prophet (PBUH)**

**ALHAJ Dr. S.M. SHAIK NURDDIN** founded the Aalim Muhammed Salegh Trust after his father's name in the year 1990.

The Trust's first educational establishment Aalim Muhammed Salegh Industrial Training Centre, located at Muthapudupet, Avadi - IAF, Chennai - 600 055 was started in the year 1993.

The year 1996 saw the establishment of Aalim Muhammed Salegh Polytechnic College situated at Muthapudupet, Avadi, IAF, Chennai - 600 055.

In the year 1997 the Trust established Aalim Muhammed Salegh College of Paramedical Sciences at Anna Salai in the heart of Chennai. This Institution offers a course in Bachelor of Physiotherapy.

The Millennium year 2000 saw the establishment of Aalim Muhammed Salegh College of Engineering.

In the Year 2011, The Trust has established Aalim Muhammed Salegh Academy of Architecture.

Aalim Muhammed Salegh College of Engineering offers EEE, ECE, CSE, Civil Engineering, Mechanical Engineering, and B.Tech- IT

All UG Degree courses of four years duration comprising Eight Semesters PG Degree courses of Three (Regular) and Two (Lateral) years duration comprising Six and Four Semesters respectively. Anna University conducts Examinations in every six months.

## 2. ABOUT AMSCE

Aalim Muhammed Salegh Trust was founded in the year 1990, with the starting of Aalim Muhammed Salegh college of Engineering in the millennium year 2000. The long cherished dream of our Founder & Chairman Alhaj. Dr. S.M. Shaik Nurddin, has become a reality.

The institution offers undergraduate programmes in EEE, ECE, CSE, IT, Mechanical, Civil and a Post graduate programme in Computer Applications. The college is affiliated to Anna University,

Chennai. The places thrust on providing Quality and value based education to the under privileged and the needy.

### 3. VISION, MISSION, AND QUALITY POLICY

#### **OUR VISION**

“We envisage a global village wherein the students of AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING are the torch bearers of Technological and Management revolution by striving for professional excellence”.

#### **OUR MISSION**

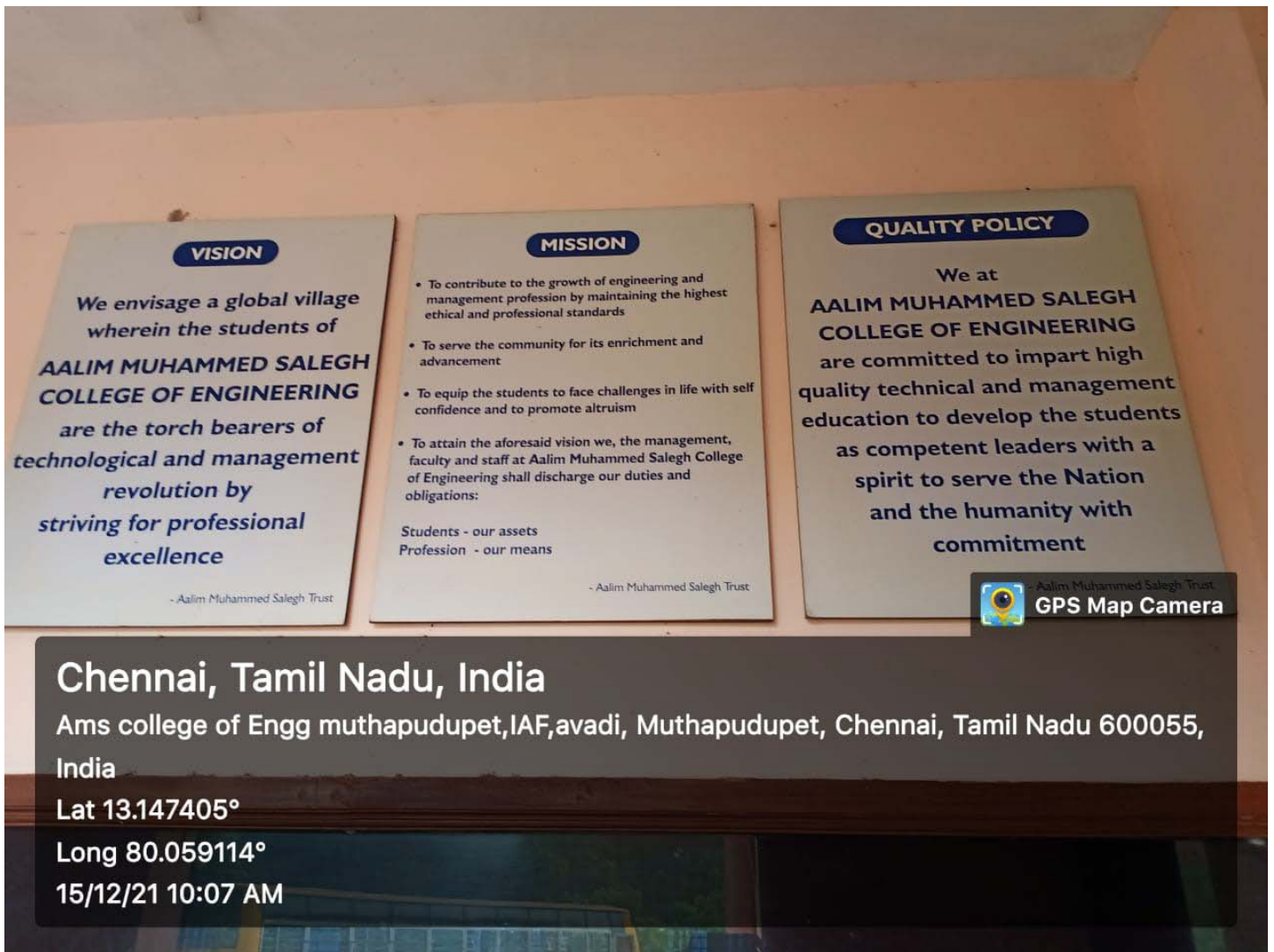
To achieve the vision, the institutional Mission envisages dedicated efforts to:

- To contribute to the growth of engineering and Management profession by maintaining the highest ethical and professional standards.
- To serve the community for its enrichment and advancement.
- To equip the students to face challenges in life with self confidence and to promote altruism.
- To attain the aftersaid vision we, the management, faculty and staff at Aalim Muhammed Salegh College of Engineering shall discharge our duties and obligations to:

Students	-	Our customers
Profession	-	Our means

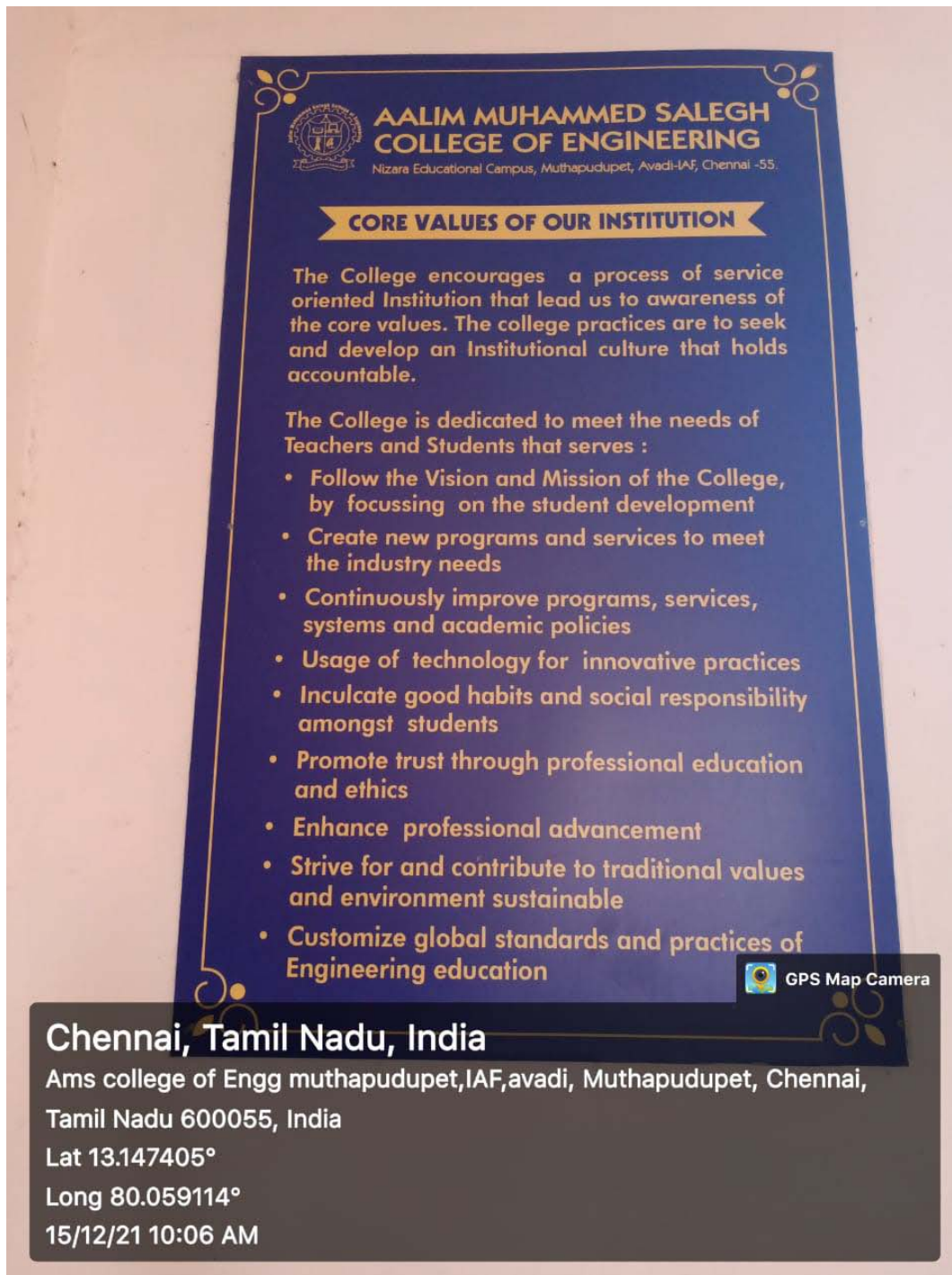
#### **OUR QUALITY POLICY**

“We at Aalim Muhammed Salegh College of Engineering are committed to impart high quality technical and management education to develop the students as competent leaders with a spirit to serve the Nation and the humanity with commitment”



Quality policy, vision and mission holdings





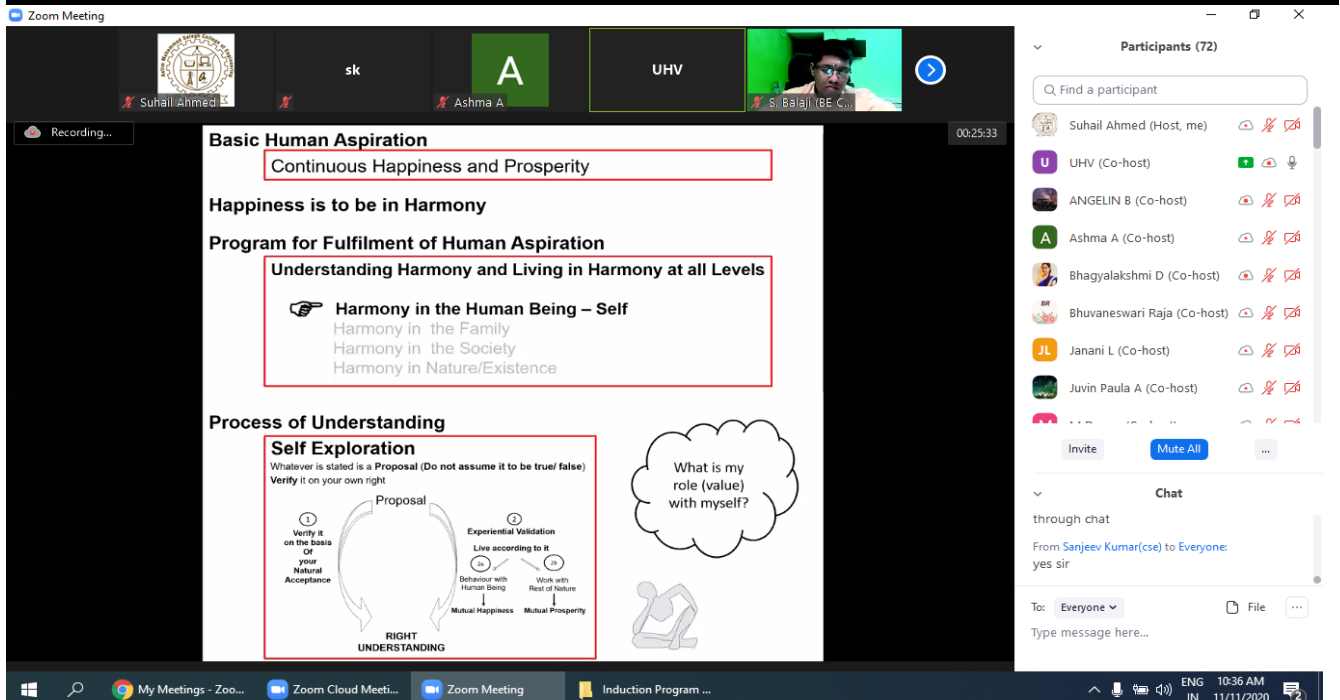
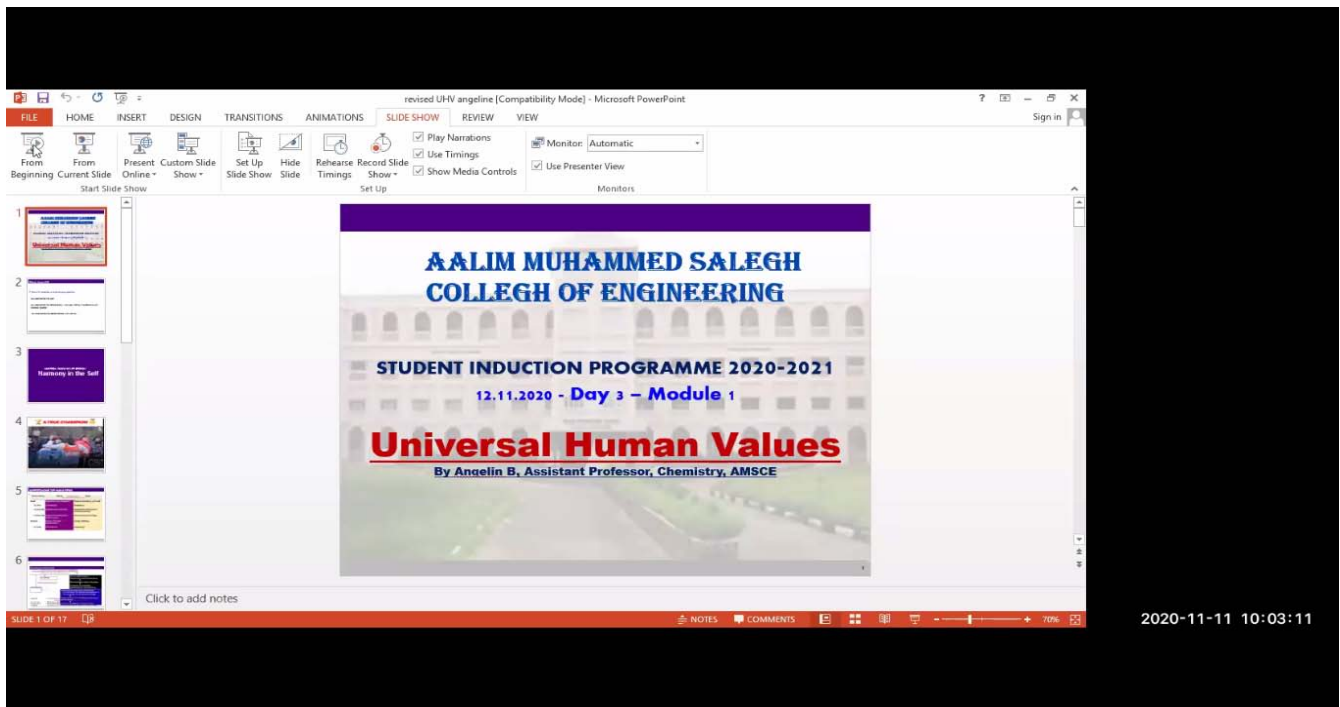
Core values of our institution holdings

## PROFESSIONAL ETHICS SUBJECT

We offer Human Values and Professional Ethics subjects in all the branches of engineering. This includes seminars and lectures related to Professional ethics and Human values.

# UNIVERSAL HUMAN VALUES

As initiated by AICTE and NCC-IP, UHV (Universal Human Values) sessions were conducted as part of the SIP programme in zoom platform. Ms.N.S.Nancy Jabarani, Asst.Prof. of English, Ms.B.Angeline, Asst.Prof. of Chemistry and Er.N. Arthi, Asst.Prof. of Computer science and Engineering, were the resource persons for these sessions. All three of them have underwent the 5-day UHV Introductory FDP and the Refresher FDP, and have received certificates as per the requirement to conduct SIP-UHV sessions. During these sessions, students were engaged with Quizzes, polls, video watching and sharing moments. The session helped the students to understand the importance of self and body, and how to live in harmony with the self, family, society and nature.



**Basic Human Aspiration**  
Continuous Happiness and Prosperity

Happiness is to be in Harmony

**Program for Fulfilment of Human Aspiration**  
Understanding Harmony and Living in Harmony at all Levels

- Harmony in the Human Being – Self
  - Harmony in the Family
  - Harmony in the Society
  - Harmony in Nature/Existence

**Process of Understanding**

**Self Exploration**  
Whatever is stated is a Proposal (Do not assume it to be true/ false)  
Verify it on your own right

Verify it on the basis of your Natural Acceptance → Proposal → Experimental Validation → Live according to it → Behaviour with Human Being → Mutual Happiness → Mutual Prosperity → Work with Rest of Nature → RIGHT UNDERSTANDING

What is my role (value) with myself?

**Participants (72)**

- Suhail Ahmed (Host, me)
- UHV (Co-host)
- ANGELIN B (Co-host)
- Ashma A (Co-host)
- Bhagyalakshmi D (Co-host)
- Bhuvanewari Raja (Co-host)
- Janani L (Co-host)
- Juvin Paula A (Co-host)

**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING  
AVADI - IAF, CHENNAI - 600055**

**MINUTES OF MEETING**

<b>AGENDA</b>	Academic Activity Plan		
<b>DATE &amp; TIME</b>	04.09.2020 at 11 A.M	<b>DEPARTMENT</b>	All Departments
<b>PREPARED BY</b>	Asst.Prof. M.S.Rajan	<b>NO. OF PAGES</b>	VENUE
		06	
<b>IGAC Chamber</b>			
<b>1.Meeting Objectives</b>			
Constitution of IQAC Constitution of PALS Constitution of NPTEL Constitution of SSTP PALS Virtual Labs			
<b>2.Members Present</b>			
Janab Shaik Athaullah – Trustee Administrator Prof. Dr. M. Afzal Ali Baig – IQAC Chairman Prof. Dr. N.R. Shanker – IQAC Director Prof. Dr. Mohd.F.Shahir – IQAC Coordinator			
<b>Department Members</b>			
Prof. Dr. S. Sathish – Head/Mechanical Engineering, Prof. K. Khaja Mohideen –Head/CSE, Asst. Prof. M.S.Rajan – Head/EEE, Asst. Prof. M.F. Nazeer Ahmed – Head/Civil Engineering, Assoc. Prof. K. Balasubramanian i/C Head / Mechanical Engineering, Asst. Prof. A. Ashra / Chemistry, Asst. Prof. S. Rajesh Karan – i/C Head/EEE, Asst. Prof. A. Mohammed Mydeen / ECE, Asst. Prof. B. Nadeeer Ahmed/ ECE, Asst.Prof. P. Mani Raja Chandra / Mechanical Engineering, Asst. Prof. M. Alnan Shariff i/C Head/CSE			
<b>3.Agenda and Notes, Decision, Discussion and Issues</b>			
<b>Topics</b>	<b>Discussion</b>		
Introduction	Coordinator welcomed all the members present for the meeting.		
Constitution of IQAC	<ul style="list-style-type: none"> <li>◆ The following Faculty Members are appointed as incharge each as mentioned apart their names w.e.f. 04.09.2020.</li> </ul>		

Page 1 of 6

Edited By: M.S. RAJAN

	<p><b>Senior Faculty Members - IQAC</b></p> <ol style="list-style-type: none"> <li>1. Assoc. Prof. Dr. S. Sathish – Head / Mechanical Engineering</li> <li>2. Assoc. Prof. Dr. A.S. Salma Banu – Head / ECE</li> <li>3. Assoc. Prof. Dr. M. Aramullah – Head / IT</li> <li>4. Asst. Prof. K. Khaja Mohideen – Head / CSE</li> <li>5. Asst. Prof. M.S. Rajan – Head / EEE</li> <li>6. Asst. Prof. M.F. Nazeer Ahmed – Head / Civil Engineering</li> </ol> <p><b>Members – IQAC</b></p> <ol style="list-style-type: none"> <li>1. Assoc. Prof. K. Balasubramanian / Mechanical Engineering</li> <li>2. Asst. Prof. A. Mohamed Mydeen / ECE</li> <li>3. Asst. Prof. B. Nadeeer Ahmed / ECE</li> <li>4. Asst. Prof. S. Rajesh Karan / EEE</li> <li>5. Asst. Prof. Safia Naveed / CSE</li> <li>6. Asst. Prof. P. Ganesh / IT</li> <li>7. Asst. Prof. A. Ashra / Chemistry</li> </ol>
Constitution of PALS	<ul style="list-style-type: none"> <li>◆ The following Faculty Members are appointed as incharge each as mentioned apart their names w.e.f. 04.09.2020.</li> </ul> <p><b>Executive Care Member</b></p> <ol style="list-style-type: none"> <li>1. Asst. Prof. P. Mani Raja Chandra / Mechanical Engineering</li> <li>2. Asst. Prof. S. Rameshwar / Mechanical Engineering</li> </ol> <p><b>inoWAH Coordinator</b></p> <p>Asst. Prof. S. Rameshwar / Mechanical Engineering</p> <p><b>Placement / Industrial Visit Coordinator</b></p> <p>Asst. Prof. M. Kader Sahib Manickar / ECE</p> <p><b>Department Coordinator</b></p>

Page 2 of 6

	<ol style="list-style-type: none"> <li>1. Asst. Prof. M. Sahish /ECE</li> <li>2. Asst. Prof. K. Rameez Raja / EEE</li> <li>3. Asst. Prof. S. Abdur Rahman / Mechanical Engineering</li> <li>4. Asst. Prof. K. Jaya Ganesh / Civil Engineering</li> <li>5. Asst. Prof. N. Aarthy / CSE</li> <li>6. Asst. Prof. V. Mohamed Keeran / IT</li> </ol>
Constitution of NPTEL	<p>◆ The following Faculty Members are appointed as incharge each as mentioned apart their names w.e.f. 04.09.2020.</p> <p><b>NPTEL Coordinator</b>  Asoc. Prof. K. Balasubramanian / Mechanical Engineering</p> <p><b>Department Coordinator</b></p> <ol style="list-style-type: none"> <li>1. Assoc. Prof. K. Balasubramanian / Mechanical Engineering</li> <li>2. Asst. Prof. V. Kalpana / Civil Engineering</li> <li>3. Asst. Prof. S.F. Syed Vaisiyullah / EEE</li> <li>4. Asst. Prof. Bhuvaneswari Raja / ECE</li> <li>5. Asst. Prof. R. Gayathri / CSE</li> <li>6. Asst. Prof. V. Mohamed Keeran / IT</li> </ol> <p>◆ All Faculty Members must enroll one NPTEL Course per Semester and it is Mandatory</p>
Constitution of SSTP	<p>◆ The following Faculty Members are appointed as incharge each as mentioned apart their names w.e.f. 04.09.2020.</p> <p><b>SSTP Coordinator</b>  Asst. Prof. A. Mohamed Mydeen / ECE</p> <p><b>Department Coordinator</b></p> <ol style="list-style-type: none"> <li>1. Asst. Prof. Ayaz Ahmed / Mechanical Engineering</li> </ol>



	<p>2. Asst. Prof. Sheik Mohamed / Mechanical Engineering</p> <p>3. Asst. Prof. V. Shyam Kannan / Mechanical Engineering</p> <p>4. Asst. Prof. S. Santhosh Prabu / Civil Engineering</p> <p>5. Asst. Prof. V. Kalpana / Civil Engineering</p> <p>6. Asst. Prof. J. Mohammed Ilyas / EEE</p> <p>7. Asst. Prof. M. Deepa / EEE</p> <p>8. Asst. Prof. B. Nalbeer Ahmed / ECE</p> <p>9. Asst. Prof. M. Kader Satrib Manickar / ECE</p> <p>10. Asst. Prof. Nooral Julaina / CSE</p> <p>11. Asst. Prof. R. Gayathri / CSE</p> <p>12. Asst. Prof. P.P. Devi / CSE</p> <p>13. Asst. Prof. N. Aarthy / CSE</p> <p>14. Asst. Prof. K. Shagal Hameed / CSE</p> <p>15. Asst. Prof. V. Mohamed Karan / IT</p> <p>16. Asst. Prof. B. Angelina Pinalpa / IT</p>												
PAIS Virtual Labs	<p>All Heads of the Department are responsible for PAIS Virtual Labs</p> <p>Asst. Prof. Safia Naveed / CSE and Asst. Prof. N. Aarthy / CSE are appointed as PAIS Virtual Labs Nodal officer</p>												
NAAC Criterion Incharge	<p>The following Faculty Members are appointed as UC Criterion each as mentioned apart their names w.e.f. 04.09.2020.</p> <table border="1"> <thead> <tr> <th>Criterion</th> <th>Name of the Faculty Member</th> <th>Designation &amp; Department</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Asst.Prof. K. KHAJA MDHDEEN</td> <td>Head / CSE</td> </tr> <tr> <td>02</td> <td>Asst.Prof. Dr. M. AMANULLAH</td> <td>Head / IT</td> </tr> <tr> <td>03</td> <td>Asst.Prof. M.F. NAZEER AHAMED</td> <td>Head / Civil Engineering</td> </tr> </tbody> </table>	Criterion	Name of the Faculty Member	Designation & Department	01	Asst.Prof. K. KHAJA MDHDEEN	Head / CSE	02	Asst.Prof. Dr. M. AMANULLAH	Head / IT	03	Asst.Prof. M.F. NAZEER AHAMED	Head / Civil Engineering
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03	Asst.Prof. M.F. NAZEER AHAMED	Head / Civil Engineering											

	04	Assoc. Prof. Dr. S. SATHISH	Head / Mechanical Engineering
	05	Asst.Prof. A. MOHAMMED MYDEEN	Asst.Prof./ECE
	06	Asst.Prof. M.S.RAJAN	Head / EEE
	07	Assoc.Prof. Dr. K. SURESH KUMAR	Assoc. Prof / S & H
	Audit Members	Assoc. Prof. Dr. A.S. SALMA BANU	Head / ECE
		Assoc. Prof. K. Balasubramanian	Assoc. Prof. / Mechanical Engineering
Conclusion	The meeting ended with thanks.		

*Shabi*  
10/11/20  
Coordinator - IQAC

*Shanku A*  
Director - IQAC

*Abal*  
10/11/20  
Chairman - IQAC