

AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

“NIZARA EDUCATIONAL CAMPUS”,

IAF-AVADI, MUTHAPUDUPET, CHENNAI - 600055



INSTITUTION CODE OF CONDUCT

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I-

COLLEGE WORKING DAYS, TIMINGS & GENERAL RULES

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.
2. Working days as per College Calendar.
3. Vacation: As per Anna University Academic Schedule.
4. Visitor Timings: Visitors are allowed to meet Student Counselor/HOD/PRINCIPAL between 2.00 PM to 4.00 PM.
5. College Bus students are to board and alight at designated boarding point and will reach the campus at 8:40AM in the morning and leave the campus at 4.15 PM in the evening.
6. All Request letters such as, Leave application, Internship, Seminars, Symposium, Workshop and Sports to be addressed to Principal routed through class counselor & 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 counselors & HOD.
8. Visit to NGOs to be arranged by the NSS Programme Officer to imbibe social responsibility amongst students and to train as a responsible citizen.

II- TRANSPORT

Students should apply for College Transport facility well in advance by remitting requisite fees in full. Faculty Bus in-charge will maintain the name list of the faculty members and students boarding the bus and mark the attendance during morning and evening. Prior information will be given to the bus students if there is any change in Bus Routes and timings during Model and University Practical and Theory Examinations. Hostel students are strictly not allowed to board the buses when they are going to their hometown or to their local guardian's house and also while returning to college/ hostel.

III- ATTENDANCE

As per Anna University Regulations for completion of a semester, a student needs to attend at least 75% of the classes, the college insists on a minimum of 90% attendance for theory classes and 100% for the laboratory classes, so that the students can perform well in the Model and University Examinations. Parents will be informed about their ward's absence/Leave by SMS Phone/ Whatsapp.

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 of absence.

ALL LEAVE LETTERS TO BE SUBMITTED TO THE STUDENT COUNSELOR DULY SIGNED BY HOD AND PRINCIPAL.

Absence without approved leave letters will be viewed seriously.

For Availing One Day Leave:

Leave letter should be submitted on the previous day with the student's signature.

For Availing Two Days Leave:

Leave letter should be submitted on the previous day with the parent's signature.

OR

Leave letter should be submitted on the first day of the leave availing through any other mode.

OR

Parents should inform their ward leave to the respective Student Counselor through phone or E-mail.

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 to explain the reasons for the leave of absence. If the leave applied on medical grounds, in support, Medical documents to be produced.

Note to Students:

Whenever there are two or more consecutive holidays, students should not take leave before and after the said holidays.

Students are not allowed to extend their leave along with any festival or long holidays.

Students must avoid taking Half-a-Day leave.

Absence from Assessment Test I, II & III, Model Theory Examination and Model Practical Examination is strictly not allowed.

Mass absence (i.e., more than 25% of the students) from the class is strictly not permitted and they are to face disciplinary action.

For Availing OD to attend Symposium/ Workshop

1. Students willing to participate in Symposium/ Workshop are allowed to avail OD by applying well in advance.
2. For Technical events: Prior OD will be given to the students for presenting papers in other colleges, only upon furnishing 'acceptance letter' from the organizing college.

IV- IDENTITY CARD

ID cards will be provided to each student with his/her name, Photo, Address and Blood group. All the students have to wear their ID Cards while they are on the campus and in the bus. Replacement of ID cards will be done in the college office. Students are not allowed to enter the college campus without an ID.

1. If damaged- Fill in the application with the reasons for replacement of the ID card; get it forwarded by HOD and class in charge and submit the form for replacement.

2. For loss of ID / Address Changes- Parents should come in person and submit the application form for replacement. After verification, a new ID card will be provided to the students.

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

- 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.
- In case of any violation of dress code or disturbance in the class, the ID card taken from the student will be handed over to the student on the same day with proper warning and advice through Counselor/ HOD.

V- DRESS CODE

BOYS	GIRLS
Do's	
Neatly dressed.	Neatly dressed.
Wear Formal Pants & shirts neatly tucked in. Black Leather oxford shoes, formal haircut.	Wear churidar with dupatta neatly pinned in 'V' shape.
don'ts	
Wearing jeans, Low- hip pants, Pencil fit pants, Lycra pants.	Wearing Leggings (Stretch pants)
Short length shirts, T-shirts.	Wearing transparent net dupatta.
Folding the sleeves	Churidar with slit.
Wearing slippers.	
Wearing bangle or bracelet, ring or stud in the ears.	Coloring/ Bleaching the hair.
Coloring/ Bleaching the hair.	
Having long hair.	

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

Physics, Chemistry, Computer, Electronics, Electrical, Metrology, Environmental Engineering, CAD Labs and Communication skills Labs.	For both boys and girls- Lab coat, leather black shoes.
Basic workshop, Dynamics, Thermal, F.M., S.M., Machine shop, Welding, Foundry, Soil Mechanics, Highway Engineering	For boys- khaki pants and khaki Half-sleeved shirts, leather black leather shoes. For girls-Lab coats and Black leather slip on shoes.
Surveying Lab I & II	For boys- khaki pants and White Half-sleeved shirt, leather black shoes. For girls -White churidar and Black leather shoes.

VI - CONTINUOUS ASSESSMENT

The following tests are conducted every semester and marks are posted to the parents periodically. Parents are requested to note these results and monitor the academic performance of their wards by maintaining regular contact with the class counselor.

a. Internal Assessment

Assessment I , Assessment II , Assessment III and Model exam will be conducted as per the schedule mentioned in the college calendar.

Model Examination Intimation to parents:

Parents of all the students will be informed through SMS, regarding the schedule of Assessment Tests and Model Examination prior to University Examinations.

Daily Practice Test:

20 Marks (Two 2 Mark Questions and Two 8 Mark Questions)

Assessment Test I and II

50 Marks (5 Part A Questions and 2 Part B Question and one 8 Mark Question)

Assessment Test III

50 Marks (25 Part A Questions)

Model Exam- As per Anna University Pattern.

SPECIAL CLASSES

b. For Internal Assessment test failures

- Internal Assessment Failures and DPT

Assessment Failures and DPT	<ul style="list-style-type: none">● Day Scholar - 4.00 PM to 5.00 PM● Hosteller - 7.00 PM to 8.30 PM.
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b. Special Coaching Classes for arrear Subjects

Special Classes for arrear subjects after Model examinations	University Preparatory Classes
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d. Retest:

Retests will be conducted for Assessment I, II & II and Model Examination for the following cases only.

- i) Absence due to genuine Medical reason - Hospitalization with all Medical Documents - Parents should inform the class counselor immediately after the hospitalization and Parents should report and Submit all the Medical Documents to the HOD on the first day of their ward returning to the college.
- ii) Own Sister's / Brother's Marriage.
- iii) OnDuty granted when applied in advance for Sports , Symposium and Workshop .

Permission should be obtained at least a week before the examinations for the above cases.

VII - ANNA UNIVERSITY EXAMINATION RULES

S.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	
2	The candidate writes 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	Fine of Rs.1000 / per subject
4	Any special marking in the answer script by the candidate.	
5	The candidate communicating with neighboring candidates 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 writes answers on his or her question paper or makes use of his / her question paper for rough work.	
8	The candidate possessing Cell Phones / Programmable calculator (s) / any other electronic storage device (s) containing incriminating materials.	
9	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, 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
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 script of the arrears – subjects
12	The candidate possesses the question paper of another candidate with additional writing on it.	If the candidate has registered for arrears – subjects only, invalidating the examinations of all the arrears – subjects registered by the candidate
13	The candidate passes 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 candidates(s)	
15	The candidate copying from the neighboring candidate.	
16	The candidate taking out of the examination hall answer booklets(s), used or unused.	
17	Appeal by the candidate in the answer script coupled with a promise of any form of consideration.	

18	Candidate destroying evidence relating to an alleged irregularity	<p>Invalidating the examinations of the subject concerned and all the theory and the practical subjects of the current semester registered by the candidate</p> <p>Further, the candidate is not considered for revaluation of answer script of the arrears – subjects</p> <p>If the candidate has registered for arrears – subjects only, invalidating the examinations of all the arrears-subjects registered by the candidate</p> <p>(i) If the candidate has not completed the programme, he/she is debarred from continuing his studies for one year i.e., for two subsequent semesters. However, the student is permitted for the examination in all arrears subjects during the debarred period.</p> <p>(ii) If the candidate has completed the programme he/she is prevented from writing the examinations of the arrears-subjects for two subsequent semesters.</p>
19	Vulgar/offensive writings by the candidate in the Answer script	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears- subjects registered by the candidate.
20	The candidate possessing the answer script of another candidate	
21	The candidate passing his / her answer script to another candidate	
22	The candidate substituting an answer booklet prepared outside the examination hall for the one already distributed to the candidate	Invalidating the examinations of the subject concerned and all the theory and the practical subjects of the current semester and all the arrears subjects registered by the candidate; Additional Punishment:
23	Involved in any one or more of the malpractices of serial number:8-21 for the second or subsequent times	

24	The candidate misbehaving in the examination hall	<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>
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VIII- STUDENT WELFARE SCHEME

1	Personal accident cover upto Rs.One lakh	Financial assistance upto Rs.One Lakh would be provided if any student unfortunately meets with an accident and he/she suffers from incapacitation/ permanent disability while participating in activities related to the college (Curricular, co-curricular and Extracurricular permitted by the college)
2	Medical Treatment	Medical facility is available in our campus for student well being
3	Cash prize for 100% Attendance	In each semester 100 % attendance will be awarded a cash prize.
4	Cash Prize for class Topper	In each semester, every class topper will be awarded.

5	Value added courses beyond the syllabus	Latest software installed with video material in the R & D center located in the CSE Department. R&D center- Overall Co-Ordinator Prof.Dr.S.Ramkumar/ Mech. Engg. Prof.Dr.A.S.Salma banu –ECE Prof.Dr.A.Mohanasundaram-EEE Prof. Dr.E.Ganesh –CSE Prof. Dr. Junaid ur Rahman- Civi. Engg. Prof. Dr.M.Prabhu – AI & DS Er. Lavanya-IT
6	College e-mail	e-mail Id will provided by the respective Department
7	Industrial webinar	Industrial webinars will be arranged for the 2 nd & 3 rd Year students by IIASE Team to enhance the job opportunities skills among the students.
8	Communication skills	Soft skills training Programme for students conducted weekly
9	For publication, paper in the conference will be motivated though R&D faculty incharge. Student can seek the help from R & D Centre for the proof reading, copy editing and guidance to publish paper in International Conferences.	R & D Centre will be kept open beyond the college hours i.e., upto 05.30 pm in all working days.
10	Patent Filing	To file the patent, the students will be encouraged through IIASE team Faculty Incharge Prof. Dr. N. R. Shanker CSE 9444200777.
11	Workshop	Every Semester, Workshop will be conducted in the college by our Faculty Members. After the Workshop, Students can continue to practice their topics, which are taught, in the workshop, by our Faculty Member. Workshop topics will be in the latest software working or industry related training will be provided.
12	NPTEL Course and Certification	To enhance the Knowledge of the student in different streams, the student can apply for the NPTEL Courses Certified by IIT.
13	Virtual Laboratory Registration	Students can Register themselves in the Virtual Laboratory through R&D Centre
14	Video Material on Latest Software	Students will be provided with Video materials in the latest software from IIASE team members
15	International Conference	Every year International Conference will be held in the College to motivate the student for Publication of the paper in the National/International Journals

16	Price for the Paper Publication in Standard International Conference	Students publish their research papers in the International Conferences and they will be rewarded with Cash Prizes.
17	For Suggestion related to Academics Only	Suggestions related to academic nature to be posted through whatsapp. Suggestion will be considered only after giving the full identity of the Student in the Whatsapp through the respective HOD. Student Name : Department Counselor Name : Suggestions:

IX- INDUSTRIAL VISITS

Industrial Visits are mandatory for all students. Industrial visits will be arranged once in a year. Parents will be informed in advance. Report must be submitted by the students to the Head of the Department after completion of the Industrial Visit.

COMMON RULES FOR INDUSTRIAL VISITS:

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, the faculty in-charge have the authority to cancel the visit and return the bus to the college immediately.

- a. Information about the Industrial Visit will 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 four days before the industrial visit.
- c. Undertakings signed by the student and parent should be submitted to the class-in-charge at least two days before the Industrial Visit.
- d. The Principal will meet representatives (two boys and two girls) from the students, Faculty Members, HOD and the driver on the previous day of the Industrial Visit at 2.30 pm.
- e. Any discipline 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. SMS/ Whatsapp messages will be sent to the parents after collecting all undertakings from the students.
- g. Only the experienced senior Faculty members (minimum two including a lady faculty Member) will accompany the students for Industrial Visit.
- h. There is no exchange of duties by any Faculty member or the driver allowed, once committed for a particular industrial visit.

- i. The Faculty Member should submit the report pertaining to the Industrial Visit to the Head of the Department and the Principal.

X- INSTITUTE INTERACTION WITH INDUSTRY

1. Internship for the students will be arranged for all clear students.
2. Virtual Internship Registration will be arranged.
3. Industrial Experts will deliver the Lecture through Webinar.
4. Guest Lecture arranged from Industrial Experts.

XI- DISCIPLINARY ACTIONS

Students should not disturb other students, especially their juniors.

Students should not quarrel or fight with their college mates.

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 TamilNadu and Government of India.

Use of abusive / unparliamentary words and misbehavior – one week suspension.

Inducing and provoking others to form groups – one week suspension

Violating dress code – One day absent.

***REPEATED VIOLATION – DECISION TAKEN BY THE DISCIPLINARY COMMITTEE
WILL BE FINAL.**

XII- HOSTEL RULES AND REGULATIONS

1. Students are not allowed to leave the hostel premises after 6.45 p.m. from Monday to Friday. However relaxation of time is given on Saturday's up to 10:00PM and Sunday's up to 9:00 p.m.
2. Attendance for free tuition class is compulsory for hostel students to improve their academic performance (7.00 p.m. to 8.30 p.m.). If he fails to attend the free tuition classes for more than 3 times, he will lose hostel membership.
3. CCTV cameras are installed in the hostel as per instruction given by the Government Order. If the cameras are found damaged, students of the particular floor will be responsible and damages will be recovered.

4. Hostel students should maintain discipline in all places such as Mess hall, rooms, corridors and the other common places frequented by them.
5. Mess dining timings should be strictly followed. (Breakfast- 7.30 a.m. to 8.45 a.m.; Lunch- 12.30 p.m to 01.10 p.m.; Dinner- 8.30 p.m. to 9.30 p.m.).
6. Hostel Gate will be opened at 5.00 a.m. and locked at 9.00 p.m.
7. Hostel students should give in written requests to avail the holidays.
8. No student should stay back in the hostel after 8.50 a.m. without permission.
9. Students should not indulge in unnecessary conversations, hooting and exchange of words, creating nuisance in the hostel.
10. Students found violating the above rules will attract administrative action which will lead to expulsion from hostel/ college under disciplinary grounds and cannot claim for the fees and deposit.
11. Students will lose Hostel membership if he/she is giving poor academic performance.

XIII-LABORATORY RULES & REGULATIONS

General Guidelines

1. Students need to display their identity card while entering the laboratory.
2. Students have to adhere to the Dress Code as per the guidelines of the respective Department laboratories.
3. Use of mobile phones is strictly prohibited in the laboratory.
4. Students have to strictly adhere to the safety precautions as instructed.

Rules in Computer Laboratories:

1. Students should remove their shoes and place them in the rack provided outside the laboratory before entering the lab.
2. Students should place their bags on the rack provided outside the laboratory.
3. Students found mishandling the computer systems and teaching tools will be viewed seriously.
4. Students are prohibited to change computer settings (i.e., wallpaper, folder, system file, mouse pointer and desktop settings including operating systems).
5. Students are not allowed to remove or relocate any computer equipment from its location.

6. Students must switch off the computer after the working hours so as to avoid energy waste and equipment damage leaving the laboratory.
7. Students must obtain permission from the laboratory for each computer equipment (i.e., mouse, laptop, etc) that is needed to be brought into the laboratory from outside.
8. Account/ password that is given to a student must be kept secret. Students are not allowed to give the password to other users. Each student is responsible for his/her own account.
9. Students are not allowed to use Storage Devices such as Pen Drive, Card Reader and external HD etc.,
10. Students are advised to backup important documents or files to avoid virus attack.
11. Students are not allowed to avail the internet facility inside the computer laboratory for personal use.
12. Students are not permitted to use the computers for performing any non-academic activities.

Rules in Electrical & Electronics Engineering Laboratories:

1. Students must wear an ID card, lab coat and leather shoes when present inside the lab.
2. They must bring an observation book, lab manual, record note book, necessary drawing aids and calculator to every lab class.
3. Students are allowed to move to the respective tables after getting the circuit diagram and procedure corrected by the faculty member in charge.
4. Students will collect the required equipment, meters and other accessories for the experiment by submitting an Indent Form at the issue counter.
5. Students are allowed to start the experiment only after the verification of wiring and power ON by the Faculty in charge.
6. The observation book must be completed before leaving the lab and the completed record for the previous experiment must be submitted for correction.
7. Students are encouraged to interact with the faculty to correlate the concepts taught in the class with real time applications.

Rules in Electronics & Communication Engineering Laboratories:

1. Students have to wear laboratory coats and display their identity card while entering the laboratory.
2. In laboratories related to Electronics, Electronic circuits and Communication, student must wear formal black leather shoes with rubber soles while doing the experiments.
3. In computer laboratories, students should remove their shoes and socks and put them on the racks provided outside the laboratory before entering the laboratory.

4. Students should enter the laboratory only with a formal dress code.
5. Students should enter the details of the kits and computers that they are using for a particular experiment in the Entry register kept in each laboratory.
6. While leaving the laboratory, students must update the status of the experiment that they have performed (completed/ incomplete), in the status register kept in each laboratory.
7. Students should not mishandle the components, computer systems or any property of the laboratory.
8. Students have to be too careful while handling the Breadboard connections and make sure that the Breadboard is not damaged.
9. Prior permission of the concerned Laboratory in charge is mandatory for working in the Laboratory after regular working hours.
10. Students doing In-house projects must obtain permission from the concerned Laboratory in charge for each component or computer equipment that is essential to be brought into the laboratory from outside.
11. Students are prohibited to change computer settings (i.e., wallpaper, folder, system file, mouse pointer and desktop settings including operating system).
12. Students are not allowed to remove or relocate any computer equipment from its location.
13. Students must switch off the power supplies after working hours to avoid energy waste and equipment damage, before leaving the laboratory.

Rules in Mechanical/ Civil Engineering Laboratories:

1. Enter Lab with Proper Shoes.
2. Boys should wear laboratory uniform only and compulsorily “Tuck in” the shirts.
3. Women students having long hair should be protected and not to let loose, especially near Rotating Machinery.
4. Any other machines/equipment should not be operated other than the prescribed one for that experiment.
5. Power supply to the Test Bench should be obtained only through the Lab Technician.
6. Do not lean over and do not be close to the rotating Components/machines.
7. Tools, Apparatus & Gauge sets are to be returned before leaving the lab.
8. Before performing the experiment, the student should get the approval from the Faculty-in-charge.
9. Submit the RECORD notebook in the subsequent laboratory class for respective experiments.

Placement Department provides Placement training programme for developing the skills for the students of final year, pre final year and second year students. A fixed training module of 36 hours is imparted to the students of all the departments. The duration of the training programme has 6 working days.

RULES:

The respective Department teachers have to monitor the classes during the training period and collect attendance of the students and submit the same to the Placement Department at the end of the day.

The class teachers need to ensure that the students are attending the training session and make sure that the External Trainers are comfortable during the corporate training session.

Any student absenting himself from the training needs to be counseled and 100% attendance is mandatory during the training sessions.

The students must update their database after publication of the result of every semester to the department coordinator within a week and the same has to be submitted to the Placement Department within 7 days.

PLACEMENT DAY:

Each department should appoint 1 or 2 senior placement coordinators and ensure all the eligible students are participating in the recruitment with a formal dress code.

Placement coordinators have to ensure all the eligible students are informed and attend the drive without fail so as to ensure a maximum number of students are placed. It is the responsibility of the concerned coordinators to ensure that the students are attending the interview with a resume, photo and mark statement.

JOB OFFER:

- A) As a policy, the placement department will provide a maximum of 2 JOB OFFERS per student.
- B) However if the student get 1 offer from Capability Maturity Model level 5 or 4 graded companies or in good core companies they are not permitted to appear for other companies recruitment.
- C) Once the student expresses the interest to attend the interview in any company and receive an offer from a company, it is the responsibility of the department coordinators to ensure that the students are joining in the company without fail.

XV- IMPORTANT INFORMATION TO PARENTS ABOUT FEES

Tuition Fee (Yearly) - For the whole year

-Before the commencement of the academic year

Hostel Fee (Yearly) - For the hostel students includes boarding and lodging for the whole year.

- Before the commencement of the academic year

For the remittance of Anna University exam fee, students should remit the fee to the concerned HOD'S.

PARENTS ARE REQUESTED NOT TO GIVE ANY EXTRA MONEY TO THEIR WARDS, IF NECESSARY ENQUIRY CAN BE MADE WITH THE COLLEGE AUTHORITIES.

PARENTS MAY PLEASE NOTE THAT NO TOURS ARE ARRANGED BY THE COLLEGE DURING THE ENTIRE COURSE PERIOD.

XVI - MEMBERS OF DISCIPLINARY COMMITTEE

Prof. Dr.K.Sureshkumar	Co-ordinator
Dr.S.Ramkumar	Head/Mech
Dr.A.S.Salma Banu	Head/ECE
Dr. Arif Abdul Rahman	Head/IT
Mr.Shagul Hameed	Asst.Prof/Deputy Warden of Men's Hostel
Ms.V.Amarshree	Asst.Prof./Deputy Warden of Women's Hostel
Ms. P.Thanya	Asst.Prof./CSE

AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING
Nizara Educational Campus,
AVADI I.A.F, Muthapudupet, Chennai-600 055

UNDERTAKING

I _____ S/o. _____
_____ residing _____ at
_____ studying in _____
year _____ semester in Department of _____ and staying in room
no: _____, Men's hostel. I assure that I will not indulge in any indisciplinary activities in the hostel
and campus premises. If found violating the hostel rules and regulations, I will abide by the decision of
the management. I will not claim refund of any balance of hostel fees, if hostel membership is seized on
account of indisciplinary activities.

(Signature of the student)

(Signature of the parents/Guardian)

Date/:

Place/:

Student Phone No:

Parents Phone No:

XVII - UNDERTAKING BY STUDENTS AND PARENTS

I, (Reg.No.....)
Son/Daughter of
Studying in Aalim Muhammed Salegh College of Engineering, Year,
Course, Branch do hereby
submit this undertaking duly signed by me and my parent to Aalim Muhammed Salegh College
of Engineering 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) and secure attendance of not less than 90% in each theory subject and 100% in practical subjects as stipulated by the college / I am fully aware that deficiency in attendance in any of the subjects will make me to lose one year as per Anna University rules and regulations. Also, I will lose one year as per Anna University rules and regulations. Also, I will concentrate on my studies and attend all the internal assessment 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 classrooms, campus, bus and hostel.
6. I am fully aware that bringing electronic gadgets including cell phones to the college is an offense.
7. I am fully aware that involvement in Ragging is punishable by laws as per Anna University, Chennai, Government of Tamil Nadu and Government of India.
8. I will not cause or indulge in any unwanted gathering and create any sort of violence or disturbance both within and outside the college campus.

9. I will not be involved in any clash with my classmates or Juniors/ Seniors in the college/ hostel/ bus.
10. I will not indulge in any activities inciting other students against each other/ the Institution.
11. A. If I am a day scholar: I will wear proper dress, 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 the other inmates in the hostel. I will be in proper dress code wearing an ID card while coming out of the hostel in the morning and till returning 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 them is for my/his/her own benefit and improvement. I also understand that if I/he/she fail(s) 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 the Student

- a) Name:
- b) Roll No.:

Signature of the Parent

- a) Name:
- b) Address:
- c) 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. We declare that we have read page numbers 1 to 16 and understood the college rules, regulations and code of conduct before signing the same.

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. We declare that we have read and understood the hostel rules in page numbers 12 and 19 before signing the same.

Signature of the Student

Signature of the Parent

ACKNOWLEDGEMENT

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

Signature of the Student

Signature of the Parent

a) Name:

a) Name:

b) Roll No.:

b) Address:

c) 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.

We declare that we have read page numbers 1 to 16 and understood the college rules, regulations and code of conduct before signing the same.

Signature of the Student

Signature of the Parent

IMPORTANT PHONE NUMBERS

PRINCIPAL	Dr.S.SATHISH	9894260193	MECH	Dr.S.RAMKUMAR	8072608763
I YEAR/ HOD	Dr.A.ASHMA	9788027867		Er. R.MANIKANDAN	9094044612
PHYSICS / NSS	Dr.K.SURESH KUMAR	9940360988		Er. P.MUNIRAJA CHANDRA	9962739003
MATHEMATICS	Ms.BHUVANESWARI RAJA	9790701112			
ENGLISH	Ms.C.ABHINAYA	7708792105	EEE	Er.M.S.RAJAN	9840665659
				Er. MOHAMED ILYAS	9043283638
CSE	Er. SULTHANA BEGUM	9677029695		Er. RAMEEZ RAJA	8124287904
	Er.M.AHSAN SHARIFF				
	Er.PASUPATHY	984353880	IT	PROF.Dr.ARIF ABDUL RAHMAN	9894750399
				Er. KHAJA MOHIDEEN	9976758838
ECE	Dr.A.S SALMA BANU	9444260079		Er. DIVYA BHARATHI	6385786760
	Er. A.MOHAMMED MYDEEN	9884101997			
	Er.A.DURAI BABU	7845219500	AI&DS	Dr. M.PRABHU	9445754245
				Er. R.SINDHUJA	8610804213
CIVIL	Prof.Dr.M.AFZAL ALI BAIG	9842081297			
	Er. PRAKESH	9677963503	YRC	Mr.K.SHAGUL HAMEED	9894641341
	Er.KALPANA	9176413373			