



ISO 9001 : 2008



Alhaj Dr.S.M.Shaik Nurddin
Founder



Aalim Muhammed Salegh College of Engineering

Rules, Regulations and Code of Conduct

“Nizara Educational Campus”

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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.

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.



TRANSPORT

Student 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.

During Model and University Practical and Theory Examinations the changes in Bus Routes and timings will be informed, if any.

Hostel students are strictly not allowed to board the buses when they are going to their home town or to their local guardian's house and also while returning to college / hostel.



ATTENDANCE

The requirement as per Anna University Regulations for completion of a semester, a student need 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 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 PRINCIPAL THROUGH THE STUDENT COUNSELLOR AND HOD.

Absence without approved leave letters will be viewed seriously.

For Availing One Day Leave:

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

For Availing Two Days Leave:

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

OR

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

OR

Parents should call up the Department and inform the respective Student Counsellor 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 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.

Half - a-Day Leave is not allowed.

Absence from Assessment Tests I, II & III, Model Theory Examination and Model Practical Examinations 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 organising college.



ID CARD

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

1. If damaged - Fill in the application with the reasons for replacement of ID card; get it forwarded by HOD and class In-charge and submit the form along with a fee of Rs.150/- for replacement.
2. For loss of ID / Address Changes - Parents should come in person and submit the application for replacement along with a fee of Rs. 300/- for replacement.

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, ID card taken from the student will be handed over to the student on the same day with proper warning and advice through Counsellor / HOD



DRESS CODE

All the students in the college should be neatly dressed - on all days including Examinations days.

Boys : Boys should wear Formal Dress and wear good black leather shoes. Slippers are not permitted. Boys are not to have long hair and unkept.

Girls : All the girls should wear churidhar with lengthy tops below knee level and free flowing and dhupatta neatly pinned in 'V' shape. Colouring/ bleaching the hair and Wearing leggings (Stretch pants), transparent or net dhupata is not permitted. Chappals and slippers are not allowed and to be worn sports shoes or slippers.

BOYS	GIRLS
Do-s	
Neatly dressed.	Neatly dressed.
Wear Formal Pants & Shirts neatly tucked in. Black Leather oxford shoes, formal haircut.	Wear churidhar with dhupatta neatly pinned in 'V' shape.
Do not-s	
Wearing Jeans, Low- hip Pants.	Wearing leggings (Stretch pants).
Short length shirts, T- Shirts.	Wearing transparent net dhupatta.
Folding the sleeves.	Churidhar 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 Lab 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 shoes. For girls Lab coat, 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 churidhar and Black leather slip on shoes.



The following tests are conducted during 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 the regular contact with the class counsellor.

a. DPT – Daily Practice Test (Not posted)

On every working day, first period (50 minutes) is allotted for conducting Practice Test. The sessions are conducted in three ways according to the performance of the student in the DPT and Assessment Tests.

I. Tutorial & Seminar – Group A – Students with 7.5 CGPA (UG)

Seminars should be presented by students in batches of not more than 3 on the topic given by them in advance. The report of the seminar topic should be submitted before the seminar.

II. Daily Class Test – Group B – Students with less than 7.5 CGPA, 1&2 arrears

The test will be conducted for 20 marks (2 Part A + 1 Part B). The faculty member will brief about the topic for 10-15 minutes.

A minimum of 60 % should be secured in each subject otherwise redo the test on the same day.

III. Daily Class Tutorial – Group C – Others

The DPT Questions are to be answered Two times.

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 (2 Part A Questions and 1 Part B Question)

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.

d. Special Classes Planning For Assessment exam failures :

Assessment Failures and DPT (Less than 70 %)	4.10 P.M. to 5.00 P.M. Daily Schedule – for Day Scholar 7.00 P.M. to 8.30 P.M. Daily Schedule – for Hosteller
After AU practical examinations Students who failed even in one subject have to attend all the days	Coaching for current semester subjects Timings: 9.00 A.M. to 4.00. P.M.

e. Special Coaching Classes Plan for arrear Subjects

Special Classes for arrear subjects after Model examinations	Coaching for arrear subjects daily
Duration : 5 to 6 days after the above days.	Timings: 09.00 a.m. to 12.30 p.m. daily

f. Retest:

Retests will be conducted for Assessment I, II & III 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 counsellor 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) OD 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.

Whatsapp SMS will be sent to parents

For Leave & Absence, Dates of all Assessment Tests & Model Examinations.

Results of Assessment Tests, Model Examinations, Anna University Examination results of every semester.



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.	Fine of Rs.1000/- per subject
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 neighbouring candidate orally or non-verbally; the candidate causing suspicious movement of his / her body.	
6	Irrelevant writing by the candidate in the answer script.	
7	The candidate writing answer on his or her question paper or making 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.	Invalidating the examination of the particular subject written by the candidate
9	The candidate facilitating the other candidate(s) to copy from his / her answer script.	

S.No	Nature of Malpractice	Punishment
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.	<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>
11	The candidate possessing Cell Phones / Programmable calculator(s) / any other electronic storage device(s) containing incriminating materials. (Whether used or not).	
12	The candidate possessing the question paper of another candidate with additional writing on it.	
13	The candidate passing his / her question paper to another candidate with additional writing on it.	
14	The candidate passing incriminating materials brought into the examination hall in any medium (hard/soft) to other candidate(s)	
15	The candidate copying from neighbouring candidate.	
16	The candidate taking out of the examination hall answer booklet(s), used or unused.	
17	Appeal by the candidate in the answer script coupled with a promise of any form of consideration.	

S.No	Nature of Malpractice	Punishment
18	Candidate destroying evidence relating to an alleged irregularity	<p>Invaliding 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 is has registered for arrears – subjects only, invaliding 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 is 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.	<p>Invaliding the examinations of all the theory and practical subjects of the current semester and all the arrears- subjects registered by the candidate:</p>
20	The candidate possessing the answer script of another candidate.	
21	The candidate passing his / her answers script to another candidate.	

S.No	Nature of Malpractice	Punishment
22	The candidate substituting an answer booklet prepared outside the examination hall for the one already distributed to the candidate	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 :
23	Involved in any one or more of the malpractices of serial number: 8 – 21 for the second or subsequent times	(I) If the candidate has not completed the programme he /she is debarred from continuing his/her studies for one year
24	The candidate misbehaving in the examination hall.	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. (II) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrear- subjects for two subsequent semesters
25	The candidate indulge in any disruptive conduct including, but not limited to shouting, assault of invigilator, officials or students using abusive and / or threatening language, destruction of property .	Invalidating the examination of all the theory and practical subjects of the current semester and all the arrears-subjects registered by the candidate Additional Punishment
26	The candidate harass or engage others to harass on his/her behalf an invigilator, official, witnesses or any other person in relation to an irregularity by making telephone calls, visits mails or by any other means.	(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 to appear for the examination in all arrears subjects during the debarred period.
27	Candidate possessing any fire arm / weapon inside the examination hall.	(ii) If the candidate has completed the programme he/she is prevented from writing the examinations of the arrears-subjects for two subsequent semesters.

S.No	Nature of Malpractice	Punishment
28	Cases of impersonation.	<p>(i) 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>(ii) If a student of this University is found to be 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>(iii) Debarring the 'bonafide student' for whom the impersonation was done from continuing his / her studies and writing the examinations permanently. He/She is not eligible for any further admission to any programme of the University.</p>



STUDENT WELFARE SCHEMES

1	Personal accident cover upto Rs. 1 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 Extra Curricular 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 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 –Director-Dr.S. Sathish / Mech. Engg. - 9894260193 R&D co-ordinators: Prof. Dr. A. Anitha Juliet - ECE Prof.Dr. G. Alloy Anuja Mary - ECE Asst. Prof . K. Makendran - CIVIL Engg. Prof. Dr. K. Chandrasekar - EEE Asst. Prof. R. Lavanya - IT
6	College mail ID	ID will be provided by the respective Dept.
7	Industrial Webinar	Industrial webinar 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	To improve the communication skills weekly one period will be allotted for all years students
9	Aptitude Test	Aptitude Test will be conducted weekly one period for all the students from 1st year to 3rd year

10	For publication, paper in the Conference will be Motivated through R&D Faculty in charge. Student can seek the help from R&D Center for proof reading, copy editing and guidance to publish paper in International Conferences	R&D Center will be kept open beyond the college hours i.e., upto .5.30 P.M. in all working days
11	Patent filing	To file the patent of their projects will be encouraged through IIASE team Faculty in charge : Prof. Dr.N.R.Shanker - ECE 9444200777 Convener IIASE Student can contact the In charge for the procedures for filing
12	Workshop	Every semester workshop will be conducted in the college by our Faculty Member. 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
13	NPTEL Course and Certification	To enhance the Rating of the college, Resume of student, the student can apply for NPTEL Courses conducted by IITs and Certification through R&D Centre.
14	Virtual Laboratory Registration	Students can Register themselves in the Virtual Laboratory through R&D Centre.
15	Video Material On Latest software	Students will be provided with Video materials in the latest Software from IIASE Team members
16	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.

17	Prize for the Paper publication in Standard International Conference.	Students publish their own paper in the international standard conferences will be motivated with Cash Prize
18	For Suggestion-Related to Academics only	<p>Suggestion related to academic nature to be posted through WhatsApp in the below format.</p> <p>Suggestion will consider only after giving the full identity of the Student in the WhatsApp to respective HOD.</p> <p>Student Name Department Counsellor Name Suggestion</p>



INDUSTRIAL VISITS

Industrial Visits are Compulsory for all students.

Only one relevant industrial visit per semester will be arranged for each class. Parents will be informed in advance.

NOTE : Students are not allowed to get down from the bus on the way to the industry.

Attendance is compulsory on the next day after 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 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, HOD and the driver on the previous day of the Industrial Visit at 2.30 pm.
- 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. At least 85% strength is compulsory for Industrial Visits. Otherwise, the Industrial Visit will be cancelled.
- g. SMS / Whatsapp message will be sent to the parents after collecting all undertakings from the students.
- h. Only the experienced senior faculty members (minimum 2, one must be lady faculty) will accompany the students for Industrial Visit.
- i. There is no exchange of duties by any staff member or the driver allowed, once committed for a particular industrial visit.
- j. The staff member should obtain the signature with seal regarding the entry and exit time to and from the industry in the given format.
- k. During the Industrial Visits, the faculty should communicate to the HOD
 - On reaching the industry
 - While leaving the industry
 - At tea break in the evening
 - On reaching College Campus



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.



DISCIPLINARY ACTIONS

Students should not disturb other students, especially their juniors.

Students should not quarrel or fight either 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 Tamil Nadu and Government of India.

Use of abusive / unparliamentary words and misbehavior - 1 week suspension

Inducing and provoking others to form groups - 1 week suspension

Violating dress code - One day absent.

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



HOSTEL RULES AND REGULATIONS

1. Students are not allowed to leave the hostel premises after 6.45 p.m. from Monday to Friday. However they are allowed on Saturday up to 10.00 P.M. and on Sunday up to 9.00 P.M.
2. The student should record the attendance through fingerprint biometric system daily. If a students fails to record his attendance for more than 3 times, he will loose Hostel membership for the irregular attendance.
3. 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 loose Hostel membership.
4. 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 the responsible and damages will be recovered.
5. Hostel students should maintain discipline in all places such as Mess hall, rooms, corridors and other common places frequented by them.
6. Mess dining timings should be strictly followed. (Breakfast - 7.30 A.M. to 8.45 A.M.; Lunch- 12.30 P.M. to 1.10 P.M.; Dinner- 8.30 P.M. to 9.30 P.M.)
7. Hostel Gate will be opened at 5.00 A.M. and locked at 9.00P.M. All hostel students should be in the hostel has mentioned this time.
8. Hostel student should give in written request to avail the holidays.
9. No student should stay back in the hostel after 8.50 A.M. without permission.
10. Students should not indulge in unnecessary conversations, hooting and exchange of words, creating nuisance in the hostel.
11. 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.
12. Students will loose Hostel membership for consistently poor academic performance.

We hereby accept and obey all the above said rules and regulations of the hostel.



General Guidelines

1. Students must display their identity card while entering in the laboratory.
2. Students must adhere to the dress code as per the guidelines of the department where the lab is conducted.
3. Use of mobile phone is strictly prohibited in the laboratory at all times.
4. Food and cool drinks are prohibited in the laboratory.
5. Students must strictly adhere to the safety precautions as instructed.

Rules in Computer Laboratories:

1. Students should take off their shoes and put them on the rack provided outside the laboratory before entering the lab.
2. Students should place their bags on the rack provided outside the laboratory.
3. Faulty computer equipment must be reported to the staff in charge immediately, prior or after usage.
4. Students found mishandling the computer systems or peripherals won't be encouraged.
5. Student is prohibited to change computer settings (i.e., wallpaper, folder, system file, mouse pointer, and desktop settings including operating system).
6. Student is not allowed to remove or relocate any computer equipment from its location.
7. Student must switch off the computer after each use to avoid energy waste and equipment damage.
8. Student must obtain permission from lab instructor of the laboratory for each computer equipment (i.e, mouse, laptop, etc.) that is needed to be brought into the laboratory from outside.

9. Account/password that is given to a student must be kept secret. Student is not allowed to give the password to other users. Each student is responsible to his own account.
10. Student must ensure computer or personal storage devices used are free from any computer virus.
11. Student is urged to backup important documents or files to avoid virus attack.
12. Prior permission of the concerned Laboratory Assistant is mandatory for working in this laboratory during the class hours.
13. Students are not allowed to avail the Internet facility inside the computer laboratory for personal use.
14. Students are not permitted to use the computers for playing games.

Rules in Electrical & Electronics Engineering Laboratories:

1. Students must wear ID card, lab coat and good leather shoes when present inside the lab.
2. They must bring observation book, lab manual, record note book, necessary drawing aids and calculator to every lab class.
3. Students will be allowed to the respective tables after getting the circuit diagram and procedure corrected by the faculty 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. The wiring will be verified by the faculty in charge and then power is switched ON in his presence and the experiment conducted.
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 to working of the equipment in real time.

Rules in Electronics & Communication Engineering Laboratories:

1. Students must wear laboratory coats and display their identity card while entering the laboratory.
2. In laboratories related to Electronic, Electric circuits and Communication, student must wear formal black shoes while doing the experiments.
3. In computer laboratories, students should take off their shoes and socks and put them on the racks provided outside the laboratory before entering the lab.
4. Students should enter the laboratory only with proper dress code.
5. Students should enter the details of the Kits and Computers that they are using for a particular experiment in the Entry note kept in each laboratory.
6. While leaving the laboratory, students must update the status of the experiment that they have performed (completed/not-completed), in the Status Note kept in each laboratory.
7. Students should not mishandle the components, computer systems or any property of the laboratory.
8. Students should be careful while handling Breadboard connections and ensure 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. Use of mobile phone is strictly prohibited in college premises.
12. Food and drinks are prohibited in the laboratory.
13. Student is prohibited to change computer settings (i.e., wallpaper, folder, system file, mouse pointer, and desktop settings including operating system).
14. Student is not allowed to remove or relocate any computer equipment from its location.
15. Student must switch off the power supplies after each use to avoid energy waste and equipment damage.

Rules in Mechanical/ Civil Engineering Laboratories:

1. Enter Lab with Closed Footwear
2. Boys should wear uniform only and compulsorily "Tuck in" the shirts.
3. Long hair should be protected and not be let loose, especially near Rotating Machinery.
4. Any other machines/ equipments should not be operated other than the prescribed one for that day.
5. Power supply to your test table should be obtained only through the Lab Technician
6. Do not Lean and do not be Close to the rotating components.
7. Tools, apparatus & Gauge sets are to be returned before leaving the Lab.
8. Before conducting the experiment, the student should get the approval from the Faculty-in-Charge.
9. After completing the experiments, answer to the VIVA-VOCE Questions.
10. Submit the RECORD notebook in the next laboratory for respective experiment.



PLACEMENT DEPARTMENT

Placement Department provides Placement training programme for developing the skills for the students of final year, Third 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 is 6 working days.

Rules:

The respective Department teachers are to sit in 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 are to ensure that the students are attending the training session and ensure the trainers are comfortable during the session.

Any student absenting himself from the training needs to be corrected and ensure 100 % attendance during the training sessions.

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

The students are to display positive attitude while attending interviews. Any indifferent attitude will disqualify from the privilege of attending the next interview.

Placement day:

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

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

The placement coordinators to remain with the CPD Cell till the interview process is over.

Offer:

- A) As a policy the placement department will provide maximum of 2 offers per students.
- b) However if the students get 1 offer from CMM level 5 or 4 graded companies or in good Core companies they are not permitted to sit for other companies recruitment .
- c) Once the student express the interest to attend the interview in any company and receive offer from a company it is the responsibility of the department coordinators to ensure that the students are joining in the company without fail.



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 student should remit the fee to the concerned HOD.

PARENTS ARE REQUESTED NOT TO GIVE ANY EXTRA MONEY TO THEIR WARDS, IF NECESSARY ENQUIRE WITH COLLEGE AUTHORITIES.

THERE IS NO HIKING FEE DURING THE COURSE OF STUDY.

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



MEMBERS OF DISCIPLINARY COMMITTEE

Prof. R.Murali Krishna, Co-ordinator

Dr.Mohd.F.Shabir ,	Head /Mech
Dr. S.Sheik Aalam	Head / ECE
Dr. C.M.Velu	Head / CSE
Mohammed Abithayar	Asst. Prof / Deputy Warden of Men's Hostel
M.Ramalakshmi	Asst. Prof. / Deputy Warden of Women's Hostel
K.Priya	Asst. Prof. / CSE
A.Mohitheen Batcha	Convener Student Counsellor



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 reg-
ulations, 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 :



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/drawing) 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 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 class rooms, campus, bus and hostel.
6. I am fully aware that bringing electronic gadgets including cell phones to the college is an offence.
7. I am fully aware that involving in Ragging is punishable by law as per Anna University, Chennai, Government of Tamil Nadu and Government of India.
8. 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.
9. I will not involve 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 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

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

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 16 to 19 before signing the same.

Signature of the Student

Signature of the Parent



IMPORTANT PHONE NUMBERS

PRINCIPAL	Dr. M. AFZAL ALI BAIG	9842081297				
1 Year In-charge/PHYSICS	Dr.K.SURESH KUMAR	9940360988	CIVIL	K.JAYAGANESH	9962786853	
MATHEMATICS	R.SURESH	9994848163		C.MAKENDRAN	7299739031	
ENGLISH	Dr.IMMANUEL G	9445061750		A.SIKKANDHAR	8248702494	
CHEMISTRY	A.ASHIMA	8939935692		S.SHAJAHAN	7845569400	
			MECH	Dr.MOHD.F.SHABIR	9790713448	
CSE	Dr.C.M.VELU	9380607095		Dr.S.SATHISH	9894260193	
	R.SHANKAR	9840734374		ANJAN KUMAR SAHU	9884142743	
	K.PRIYA	7401361625		S.MOHAMED ABBAS	7299944411	
	A.SARAVANAN	9841999365		MANIKANDAN.R	9094044612	
ECE	Dr.S.SHIEK AALAM	9894440225	IT	Dr. M.AMANULLAH	9841587445	
	Dr. ANITHA JULIETTE.A	94420694.13		S.A.ALTHAF AHAMED	7299517601	
	SALMA BANU.A.S	9444260079		S.SALAGESAN	9841712894	
	RAJESH KANNA.S	9941309602		D.VISHNUPRIYA	9489243281	
	DURAI BABU.A	7845219500	MCA	K.KHAJIA MOHIDEEN	9976758838	
EEE	MURALI KRISHNA R	9444165732		J. AKBAR ALI	9443424064	
	Dr.K.CHANDRASEKAR	77088836338		S. AFSHIA NASRIN	9940497644	
	D.KABILAN	8015255173	LIBRARIAN	Dr.MARIAMMA ALEX	9840275431	
	A MOHANASUNDARAM	9789335953	NSS OFFICER	M.J.RIYAZ AHAMED	9894419333	

On Campus Anti Ragging Helpline Contact number : **94447 65128**



www.aalimec.ac.in

Aalim Muhammed Salegh College of Engineering

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