

You Choose, We Do It

St. JOSEPH'S COLLEGE OF ENGINEERING



We Make You Shine

St. JOSEPH'S INSTITUTE OF TECHNOLOGY

St. Joseph's Group of Institutions

OMR, Chennai - 600 119

RULES, REGULATIONS AND CODE OF CONDUCT

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COLLEGE WORKING DAYS, TIMINGS & GENERAL RULES

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

General Timings – 7.50 am to 3.00 pm. Buses will leave the campus at 3.10 pm.

1. **On all working days** : 7.50 am to 8.50 am - Daily Class Tutorials (DCT)
8.50 am to 3.00 pm - Regular Classes.
2. Monthly alternate Saturdays are working days and one Saturday NGO Visit (till 4.30 pm) will be arranged.

Students are not permitted to enter the campus after 7.40 am and not allowed to leave the college before 3.10 pm as per the working hours. **Visitors are strictly not allowed during the college hours.**

3. **Vacation:**
Semester break for odd semester is only during Christmas Holidays - No holidays immediately after the odd semester examinations. After even semester regular examinations, students will have one week of break as semester holidays.
4. **Visitors Timings:**
YEAR IN-CHARGES, HODs & PRINCIPAL : 2.00 pm. to 3.00 pm.
DIRECTOR & MANAGING DIRECTOR : 3.00 pm. to 4.00 pm.

HOSTEL VISITORS TIMINGS:

Only on Government Holidays and Sundays : 9.00 am. to 5.00 pm

5. All the day scholars should come only by the college bus. Buses are operated for the convenience of the day scholars and he / she can board the bus only at his / her nearest boarding point. All the buses will leave the campus at 3.10 pm. Students are not permitted to come by MTC buses / Motor bikes / Cars to the college.
6. All the first year students should submit their original +2 mark list, Conduct Certificate & Transfer Certificate. For CBSE & Courses other than +2 Tamil Nadu State Board, 10th mark sheet should also be submitted. Community Certificate should be produced whenever required.
7. All requisition letters for Expenditure certificate, Industrial visit permission, all ODs, leave letters, Medical certificates, Permission, Hostel matters including permission and leave should be addressed to **The Managing Director.**
8. All the requisition letters for Bonafide certificates, Scholarship forms, charitable trust scholarship forms, Project and In-plant training permission letters should be addressed to **The Principal.**

II

TRANSPORT

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

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

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

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

Since 3 / 4 sets of buses are running in the return trips during Model I and after the last working day, for Model Practical, Model II and University Examinations (11.30 am, 3.10 pm & 5.10 pm during Model I & II and Model practical examinations and 1.00 pm, 3.00 pm and 5.10 pm during the University examinations), it may not be possible to cover all the boarding points. Morning trips will be operated as per the regular schedule.

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

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.

III

ATTENDANCE

Even though the requirement as per Anna University Regulations for completion of a semester, a student has to attend at least 75% of the classes, the college insists on a minimum of 96% attendance for theory classes and 100% for the laboratory classes, so that (i) students can perform well in the model and university examinations (ii) No one will be detained from writing the Anna University examinations due to shortage of attendance.

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

Parents are informed about their ward's absence by SMS in the following cases:

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

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

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

LEAVE REGULATIONS

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

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

Absence without leave letters will be viewed seriously.

For Availing One Day Leave:

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

For Availing Two Days Leave:

1. Leave letter should be submitted on the previous day itself with the parents' signature.
(or)
2. Leave letter should be submitted (with the parents' signature) on the first day of the leave availing through any other student.
(or)
3. Parents should call up the office and inform the respective Year In-charge regarding the leave matter.

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

For Availing three or More Days leave:

For any family function or on medical grounds, parents should come in person and can apply with all Medical documents for availing leave through the respective HOD and Year In-charge.

Note to Students:

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

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

Ayudha Pooja, Diwali, Christmas and Pongal holidays.

Half - a-Day Leave is not allowed.

Absence for Cycle Tests I, II & III, Model Theory Examinations I, II & III and Model Practical Examinations is strictly not allowed.

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

For Availing Symposium / Cultural OD

1. Students who have participated / won prizes during Intra-department symposium will be allowed to avail OD to participate in the symposium conducted in other colleges / Universities.
2. For Technical events: Prior OD will be given to the students for presenting papers in other colleges, only upon furnishing 'acceptance letter'. Those students will be motivated by reimbursing 'Registration fee' with to and fro train fare.
3. For Non-technical / Cultural events: OD will be given, only to the prize winners, after furnishing certificates. These students are motivated by presenting Cash prizes and dinner during **Achiever's Day** celebration.

IV

ID CARD

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

1. If damaged - Fill in the application for replacement of ID card; get it forwarded by HOD and Year In-charge and submit the form along with a fee of Rs.30/- for replacement.
2. For lost / Address Changes - Parents should come in person and submit the application for replacement along with a fee of Rs. 100/- for replacement.

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

1. In case of any violation of dress code or disturbance in the class, ID card taken from the student will be handed over to the student on the same day with proper warning and advice through Year In-charge / HOD.
2. In case of any misbehavior or violation of the college rules, ID cards of the students will be with the Disciplinary committee members till the enquiry is over.

V

DRESS CODE

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

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

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

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

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

Physics, Chemistry, Computer, Electronics, Instrumentation, Metrology, Biotech, Chemical and Communication skills labs.	For both boys and girls – long white over coat, leather black or brown shoes.
Basic workshop, Dynamics, Thermal, F.M, S.M, Machine shop, Welding, Foundry, all Electrical Labs and Chemical labs.	For both boys and girls – Green pants and Green Half-sleeved shirts, leather black or brown shoes.

For Boys

To Grow Beard : Students are expected to come with a clean shave and neatly combed hair to the college, however students are allowed to grow beard with prior permission from **the Managing Director** in the following cases.

- Ayyapan devotees for the period of Pilgrimage
- During Ramzan Season for Muslim Students

To Tonsure the Head:

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

Students are exempted from wearing neck tie from 15th April to 30th May.

VI CONTINUOUS ASSESSMENT

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

a. DCT

On every working day, one hour (60 minutes) is allotted for conducting Tutorial sessions. The sessions are conducted in three ways.

I. Tutorial & Seminar – Group I – Students with 8 CGPA (UG) and 7.5 CGPA (PG)

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. **Assignments need not be submitted.**

II. Daily Class Test – Group II – Students with less than 7.5 CGPA, 1 & 2 arrears – Optional – Daily Class Tutorial can also be chosen

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

A minimum of 60 % should be secured in each subject otherwise assignment should be submitted for the particular subject.

III. Daily Class Tutorial – Group III – Others

The assignment questions should be solved / answered by the students during this Daily Class Tutorial period. For every unit of a subject at least two tutorial classes will be conducted. A minimum of two faculty members will be present in each class to help and guide the students to write the assignments.

Note: For all UG & PG I semester: DCT II or III

	Assignment I	Assignment II	Assignment III	Assignment IV	Assignment V
Portion	Unit I	Unit II	Unit III	Unit IV	Unit V
No. of Questions	Part A - 8 Part B - 4	Part A - 8 Part B - 4	Part A - 8 Part B - 4	Part A - 8 Part B - 4	Part A - 8 Part B - 4

In each Daily Class Tutorial period 2 Part- B Questions will be discussed and explained to the students.

The Answers for the assignment should contain

○ Key points ○ Neat diagrams / circuits ○ Derivations ○ Tables or plots
as expected in the answer-scripts of university exams.

- One hard copy of Assignment questions should be attached to the note book.
- The concerned faculty member will help the students to answer the questions given in the assignment during the tutorial classes as per the allotment of the subjects in the DCT schedule every week.
- The completed assignment for each unit need to be submitted to the faculty member strictly on the stipulated date in the department. Assignments should not be collected after the stipulated date. List of students who have submitted / not submitted the assignments should be given to the HOD through the class counselor the next day itself in the given format.

Note: Notebooks will be provided by the college for writing all the assignments.

b. Model Examinations I, II & III

	Model I	Model II	Model III
Date	From 30 th day of college reopening	From 70 th day of college reopening	7 to 9 days after last working day
Portion	Unit I & II	Unit III & IV	Unit I, II, III, IV & V
Questions for the exam	From Assignment 1 & 2 and other questions	From Assignment 3 & 4 and other questions	From Assignment 1, 2, 3, 4 & 5 and other questions
No Due	-----	-----	From the next working day of last Model II examination - 1 Week

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

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

Model Examination Intimation to parents:

Parents of all the students will be informed through SMS, regarding the schedule of Model Examinations and special classes one week in advance.

c. Part - A Questions Examinations - 3 Cycles

Students are given an opportunity to gain internal marks by writing test on Part - A questions, answers for which are given in the question bank. For this, it is planned to conduct 3 cycles of tests before the model examinations. The students would have to write tests during the week before the Model Examinations for all the subjects.

**Cycle Tests I, II & III will be conducted:
Daily in DCT hours
During the week before Model I, II & III
7.50 am to 8.50 am
30 Part A Questions = 30 Marks**

Model Examinations will be conducted for 100 marks. The total marks (130) obtained in Cycle Test (30) and Model marks (100) will be converted to 100 marks for internal assessment.

d. Special Classes Planning For Model exam failures :

Special classes for Model – I & II Students failed in the Model – I & II Special classes for Model – III	3.00 to 5.00 pm from the week that follows each Model examinations
After AU practical examinations Students who failed even in one subject have to attend all the days	Coaching for current semester subjects Timings: 7.50 to 3.00 pm

e. Special Coaching Classes Planning for arrear Subjects

Special Classes for arrear subjects after Model – III examinations	Coaching for arrear subjects
Duration : 5 to 6 days after the above days.	Timings: 7.50 to 3.00 pm

The concerned team captains, year in-charges and block in-charges should be present at the examination halls and monitor the students' dress code and discipline.

Weightage will be considered for the students fulfilling the following norms:

- Submission of all assignments on the stipulated dates.**
- Not availing more than 4 days leave** till the last working day of each semester. If any leave is taken along with vacation or long holidays such as Pongal, Pooja, Deepavali, Christmas etc., the holidays are also counted as leave.
- Not undergone any disciplinary action.**
- Not absent for Cycle Tests I, II & III, Model Theory Examinations I, II & III and Model Practical Examinations.**
- Not absent for special classes (3- 5 PM) conducted for Model Examination for the failed subject**
- However, weightage will also be considered for genuine medical leave and leave taken for own**

f. Repeat Examinations:

No Repeat Examination will be conducted for **Model Examination I, II & III.**

However the repeat examinations will be conducted for the following cases:

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

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

Repeat Model I& II

Only for the i, ii & iii category students.

Immediately after the distribution of Model answer scripts from 3. 00 to 5. 00 pm.

Marks will be awarded.

Repeat Model Practical

For all the failed students - during Model Theory III

Timings from 11. 30 to 3.00 pm. Marks will not be awarded. Record note-books will be returned only for the students who passed in the Model Practical Examinations with the Bonafide Certificate signed by the Lab in-charge and the Lab HOD.

Repeat Model Theory III

Only for the i, ii & iii category students **during the University practical Examinations** Marks will be awarded.

Anna University Examinations - Withdrawal:

A candidate may, for valid reasons, be granted permission to withdraw from appearing for any course(s) of only one semester examinations during the entire duration of the degree programme. Also, only one application for withdrawal is permitted for that semester examinations in which withdrawal is sought.

Withdrawal application shall be valid only if the candidate is eligible to write the examination and it is made prior to the examination in that course(s) and also recommended by the Head of Department and the Head of the Institution. Xerox copy of the hall ticket must be enclosed along with the withdrawal form.

SMS will be sent to parents

For Leave & Absence, Dates of all Cycle Tests & Model Examinations, Model I, II, & III absence, Result of Model I, II & III Examinations, Anna University Examination results of every semester, Any holiday due to the announcement of Government of Tamil Nadu or Anna University.

Month-wise SMS details

Month	IV Year	III Year	II Year	I Year-UG	I Year-PG	II MBA	III MCA & IV MSc	II M.E
June	✓ POP-II	✓ POP-I	✓ BEC Training			✓ Model Viva Voce-2	✓ Model Viva Voce-2	✓ Model Viva Voce-2
July	✓ Cycle Test-1 ✓ Model-1	✓ Cycle Test-1 ✓ Model-1	✓ Cycle Test-1 ✓ Model-1			✓ BEC ✓ POP ✓ Summer Internship		✓ Zeroth Review
August	✓ Cycle Test-2 ✓ Phase1-project Review	✓ Cycle Test-2	✓ Cycle Test-2	✓ Communication Enhancement Program-1				✓ First Review
September	✓ Cycle Test-3 ✓ Model-2 ✓ Model-3 ✓ Model Practical	✓ Cycle Test-3 ✓ Model-2 ✓ Model-3 ✓ Model Practical	✓ Cycle Test-3 ✓ Model-2 ✓ Model-3 ✓ Model Practical ✓ BEC Exam	✓ Cycle Test-1 ✓ Model-1	✓ Cycle Test-1 ✓ Model-1 ✓ Communication Enhancement Program-1			✓ Second Review
October								✓ Third Review
November		✓ Reopening Date and vacation Notification	✓ Reopening Date and vacation Notification	✓ Cycle Test-2 ✓ Cycle Test-3 ✓ Model-2 ✓ Model-3 ✓ Model Practical	✓ Cycle Test-2 ✓ Model-2			✓ Key in & Model Viva Voce
December	✓ Christmas wish and online fee intimation	✓ Christmas wish and online fee intimation	✓ Christmas wish and online fee intimation	✓ Christmas wish and online fee intimation	✓ Christmas wish and online fee intimation ✓ Cycle Test-3 ✓ Model-3		✓ Project review-1	
January	✓ Cycle Test-1 ✓ Model-1	✓ Cycle Test-1 ✓ Model-1	✓ Cycle Test-1 ✓ Model-1				✓ Project review-2	✓ Project review-1 ✓ Project review-2
February	✓ Project review-1	✓ Value Added Course	✓ Value Added Course	✓ Cycle Test-1 ✓ Model-1 ✓ Communication Enhancement Program-2	✓ Cycle Test-1 ✓ Model-1	✓ Project review-1	✓ Project review-3	✓ Project review-3
March	✓ Cycle Test-2 ✓ Model-2 ✓ Cycle Test-3 ✓ Project Review-2 ✓ Key in & Model Viva Voce-1	✓ Cycle Test-2 ✓ Model-2 ✓ Cycle Test-3 ✓ Model Practical	✓ Cycle Test-2 ✓ Model-2 ✓ Cycle Test-3 ✓ Model Practical		✓ Communication Enhancement Program-2 ✓ Value Added Course	✓ Project Review-2	✓ Project review-4	✓ Project review-4
April	✓ Model-3 ✓ Model Viva Voce-2	✓ Model-3	✓ Model-3	✓ Cycle Test-2 ✓ Model-2 ✓ Cycle Test-3 ✓ Model-3 ✓ Model Practical	✓ Cycle Test-2 ✓ Model-2	✓ Project Review-3	✓ Key in & Model Viva Voce-1	✓ Key in & Model Viva Voce-1

Parents are requested to pay the Anna University arrear examination fee (if any) in person to the College within 15 days after receiving the SMS about their ward's result.

Tentative Schedule	Odd Semester	Even Semester
University Practical	4 th Week of October	3 rd Week of April
University Theory	2 nd Week of November	1 st Week of May
Results	1 st week of February	4 th Week of June



EXAMINATION RULES

1. **Students should not enter the Exam Hall without proper dress code & ID Card.**
2. Silence should be maintained in the examination hall.
3. Students should occupy the allotted seats at least 10 minutes before the commencement of all the examinations.

Exam Timings:

Cycle Tests :	7.50 am	to	8.50 am
Model Exams:	7.50 am	to	11.00 am
University Theory Exams:	10.00 am	to	1.00 pm (F.N)
	2.00 pm	to	5.00 pm (A.N)

4. **Seating Arrangements:**
For Model Examinations, seating arrangement will be displayed in our college web portal three days before the commencement of examinations.
For University Exams – refer the Exam Block Notice Board on the day of the Exam.
5. Students themselves should check the Hall tickets, ID cards and calculators before entering the Exam Hall.
6. Wallets, pouches (from all students), Cell Phones and bus passes (from passed out students) should be kept on the stage before the commencement of the examinations while other belongings should be kept outside the exam hall only.
7. Candidates should not carry any written / printed material, cell phone, pen drive, iPod, programmable calculator (other than the calculators given by the college) / any unauthorized data sheet / tables / data books into the examination hall. Possession of any of the above materials will be considered as malpractice.
8. Students are not allowed to exchange pencil, eraser, scale and calculator inside the exam hall.
9. Students should check whether the answer booklet contains 44 pages including first page for Anna University Exams.
10. Candidates should use only blue or black pen for writing in the booklet.
11. Students should write their Register number on the question paper and they should not write anything else on the question paper.
12. Students should verify the subject code and subject name with hall ticket as soon as they receive the question paper. If there is any discrepancy, they should report it to the invigilator immediately, since some subjects with same subject name and different subject code may be prescribed for other branches.
13. Candidates should write and shade his / her register number, semester, subject and date of examination in the appropriate space provided in the first page of the answer booklet and nowhere else in the answer booklet.
14. **If a candidate writes his / her register number on any part of the answer booklet / sheets other than the columns provided for or put any special mark or write anything, it will be treated as malpractice.**
15. Sufficient attention should be paid while signing on the attendance sheet.
16. **Students are not allowed to go to toilets during the examination. He / She may be allowed after submitting the answer booklet only.**

17. **Students writing regular exams should not leave the exam hall before 1.00 pm (Forenoon session) / 5 pm (Afternoon session) i.e. for the full 3 hours and they should leave the corridor immediately after coming out of the exam halls.**
18. Students writing arrear exams are allowed to leave the exam hall one hour after the commencement of the exams.
19. **University/Model Exam Malpractice:**
Strict action will be taken against misbehavior and malpractice during the examinations, for theory as well as practical subjects conducted by the College and the University.

a. Cycle Tests and Model Examinations conducted by the college.

- In order to eliminate the chances of malpractice by the students in the examinations, the students must be made to un-tuck their shirts and remove the shoes and socks. However, there is no compromise in the dress code to be followed before and after the examination timings.
- A thorough physical check should be carried out to prevent any student from carrying any indiscriminating material/any writing on the dress and on their person.
- Study materials such as books and class notes are not allowed to be kept in the corridors of the exam halls.
- A thorough checking of essential items such as calculators, hall ticket, both sides of ID card should be done by the staff members on exam duty.
- If any student indulged in malpractice during University Examinations, the student will not be allowed to participate in any activities in the college until the completion of University enquiry and subsequent enquiry conducted by the college disciplinary committee.
- If any student indulged in malpractice during Model Examinations, the student will not be allowed to write the further examinations and the student will be allowed to participate in the college activities only after completion of the enquiry conducted by the college disciplinary committee.

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

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

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

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

RULES GIVEN BY ANNA UNIVERSITY

Sl. No	Nature of Malpractice	Punishment
1	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks.	
2	The candidate writing his / her name in the answer script.	
3	The candidate writing his/her registration number /college name in places other than the specified in the answer script	
4	Any special marking in the answer script by the candidate.	
5	The candidate communicating with neighboring candidate orally or non-verbally; the candidate causing suspicious movement of his / her body.	
6	Irrelevant writing by the candidate in the answer script.	
7	The candidate either possessing the question paper of another candidate with, the question paper containing no additional writing on it.	
8	The candidate possessing Cell Phones / Programmable calculator(s) / any other electronic storage device(s) containing no incriminating materials.	
9	The candidate facilitating the other candidate(s) to copy from his / her answer script.	Invalidating the examination of the particular subject written by the candidate.
10	The candidate possessing incriminating material(s) (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on scale, calculator, 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 scripts of the arrears- subjects.
12	The candidate possessing 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 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)	

Sl. No	Nature of Malpractice	Punishment
15	The candidate copying from neighboring candidate.	
16	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.
17	The candidate possessing the answer script of another candidate.	
18	The candidate passing his / her answer script to another candidate.	
19	Appeal by the candidate in the answer script coupled with a promise of any form of consideration.	
20	The candidate misbehaving in the examination hall.	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears- subjects registered by the candidate: Additional Punishment : (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. (II) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrear- subjects for two subsequent semesters.
21	Involved in any one or more of the malpractices of serial no. 10 to 19 for the second or subsequent times.	
22	Cases of Impersonation.	A) Handing over the impersonator to the police with a complaint totake appropriate action against the person involved in the impersonation by theChief. Superintendent. B) If a student of this University is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his/her studies and writing the examinations permanently. He/She is not eligible for any further admission to any programme of the University. C) Debarring the 'bonafide student' for whom the impersonation was done from continuing his/her studies and writing the examinations permanently. He/She is not eligible for any further admission to any programme of the University.



ELECTRONIC GADGETS

Possession and use of cell phones, cameras, i Pods, MP3 Players or any other electronic gadgets in the buses and college premises is strictly not allowed. **Checking will be done by the respective Departments periodically.**

Possession and use of Electronic Gadgets including Cell Phones:

1. Electronic gadget worth less than Rs. 4500/- – Donate the needed materials worth Rs. 1500/- to recognized Non-Governmental Organizations listed in the calendar in consultation with the NSS Program Officer. The gadget will be returned to the parents in person.
2. Electronic gadget worth Rs. 4500/- or more than Rs. 4500/- - Donate the needed materials worth 1/3 rd. of the cost of the gadget to recognized Non-Governmental Organizations listed in the calendar in consultation with the NSS Program Officer. The gadget will be returned to the parents in person.
3. Repeated violation – Confiscation of the gadget/s and one week suspension.

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



INDUSTRIAL VISITS

Industrial Visits are Compulsory for all students.

Only one relevant industrial visit per semester, either local visit or one day visit will be arranged for each class. No amount will be collected for the Industrial Visit.

1. In and Around Chennai

- a. City Industrial Visit - After DCT, from 9.00 am to 2.30 pm.
- b. City Industrial Visit - from 9.00 am to 5.00 pm. Parents will be informed about the Late Arrival.

NOTE : Students are not allowed to get down from the bus on the way to the industry, or while coming back. They are also not allowed to go for buying any soft drinks or eatables at the time of lunch. Also, students are not allowed to have cell phones or any other electronic gadgets with them during industrial visits.

2. One full Day Industrial Visit - from 5.00 am to 10.00 pm

Sriharikota, Cheyyar, Thiruvannamalai, Sriperumbudur, Nellikuppam, Ariyalur, Jeppiaar Steel Plant, Trichy, Hosur, Neyveli, Pondicherry, Ranipet, Cuddalore, etc. - by College Bus only.

During the 3rd to 7th Semesters, Students can go for any of the above places and also for Chennai Industrial Visits. For other semester classes, these are optional.

Industrial visits can be arranged in **the second week of the month** as given below:

Year	Odd Sem.	Even Sem.
IV	July	----
III	August	January
II	September	February

No other dates are allowed for Industrial visits other than the above mentioned.

During outstation Industrial Visits, the staff and day scholar students have to stay in the hostel on the previous evening to ensure timely departure and early return.

- Daily Allowance – Rs. 100/- per head** (for Lunch & Snacks).
- Attendance is compulsory on the next day.
- No separate Industrial Visits for Boys & Girls.
- Minimum 7 days needed for all arrangements.
- Form I – should be submitted before the Industrial visit, 7 days in advance – with the Industry's acceptance letter and students confirmation list.
Form II – should be submitted 2 days before the Industrial Visit.
Form III – should be submitted on the following working day immediately after the Industrial Visit.
- Once students have given their name for the Industrial Visit and all the arrangements are made by the college – students are not allowed to withdraw / skip the Industrial Visit. If they do so, they have to pay Rs. 200/- – the amount which has been spent for the arrangements and they would lose 2 days attendance.
- For the Industrial Visits, student HODs can approach College Transport In-charge, well in advance for making travel arrangements.

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 driver/staff in-charges have the authority to return the bus to the college immediately.

- Information about the Industrial Visit should be sent to the parents in the prescribed format.
- Industrial visit arrangements format should be distributed to all the students including hostel students at least 4 days before the industrial visit.
- Undertakings signed by the student and parent should be submitted to the year In-charge at least **2days before the Industrial Visit.**
- 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.**
- 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.
- Industrial Visits may be arranged only up to 25th September during the odd semesters and up to 25th February during the even semesters.

- g. Industrial Visits to the same place should not be repeated i.e. Visit to one place should be made only once.
- h. **At least 85% strength** is compulsory for Industrial Visits. Otherwise, the Industrial Visit will be cancelled.
- i. At least one HOD from the respective department and the Year In-charge should be present to check the attendance and the dress code for the local Industrial Visit.
- j. **SMS** will be sent to the parents after collecting all undertakings from the students.
- k. The driver should not open the door without the staff member's instructions. If any problem occurs, they should call the **Manager's** mobile immediately.
- l. Only the experienced senior faculty members (minimum 2, one must be lady staff) and a mechanic should accompany the students for one day outstation Industrial Visit (**Sriharikotta, Cheyyar, Thiruvannamalai, Sriperumbudur, Nellikuppam, Ariyalur, Jeppiaar Steel Plant, Hosur, Neyveli, Pondicherry, Ranipet and Cuddalore by College Bus only**).
- m. There is no **exchange of duties** by any staff member or the driver allowed, once committed for a particular industrial visit.
- n. The staff member should obtain the signature with seal regarding the entry and exit time to and from the industry in the given format.
- o. Day scholars are allowed to take cell phones with them for the full day outstation Industrial Visits so that they can inform their parents about the arrival time while coming back from the industry.
- p. During the full day Industrial Visits, the staff should communicate to the HOD/ Manager:
 - i. After the attendance (The attendance should be informed to the year in- charge **before 8 am**)
 - ii. On reaching the industry
 - iii. While leaving the industry
 - iv. At tea break in the evening
 - v. On reaching Tambaram

IMPORTANT NOTE:

Stopping for Shopping, Park, Riverside, Poolside, Beach and Sight Seeing Spots is not allowed.

X

DISCIPLINARY ACTIONS

Students should not disturb other students, especially their juniors.

Students should not quarrel or fight either with their year mates or with the other year students.

Any damage to the property of the college - identified students / whole class / batch will be given punishment

Physical assault, mental harassment or any other activities that are considered as Ragging – Punishment as per the Ragging Rules by Anna University, Chennai, Government of Tamil Nadu and Government of India.

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

Inducing and provoking others to form groups - 1 week suspension

Violating dress code - One day absent.

Using electronic gadgets:

1. Electronic gadget worth less than Rs. 4500/- – Donate the needed materials worth Rs. 1500/ to recognized Non-Governmental Organizations listed in the calendar in consultation with the NSS Program Officer. The gadget will be returned to the parents in person.
2. Electronic gadget worth Rs. 4500/- or more than Rs. 4500/- – Donate the needed materials worth 1/3 rd. of the cost of the gadget to recognized Non-Governmental Organizations listed in the calendar in consultation with the NSS Program Officer. The gadget will be returned to the parents in person.
Repeating – **Confiscation and one week suspension.**
3. Repeated Violation – Decision taken by the Disciplinary Committee will be final.

XI

HOSTEL RULES AND REGULATIONS

1. All the hostel students should have their ID cards mentioned 'Hostel' on it.
2. **STUDY HOURS:** All the students should stay in their respective rooms during the study hours - 6.00 pm to 8.30 pm.
3. The first year hostel students from Tamil medium, vocational groups, rural areas and other students who find it difficult to speak in English will be shortlisted as members of **the Non-formal English Club.** The members must attend the **Club meetings on every Wednesday, 5 – 8.30 PM.**
4. **Students will not be allowed to go home between Cycle Test II and Model III.**
5. Students who are not performing well in Model Examinations are not allowed to go home/anywhere before and during the Model and University Exams.

Special Coaching:

Hostel and sports students requiring additional attention will be given special coaching for arrear papers after University Practicals.

Hostel and sports students who failed in Model – III examinations have to attend special classes. The time table has to be prepared and displayed by the department.

All the hostel students leaving the hostel during study holidays should get an out-pass signed by the staff in-charge and HOD – Team Captain of the concerned team.

The out-pass will be issued only to the students who have passed in all subjects in Model Examination - III and not having any arrears in Anna University examinations.

S. no	Facilities available in the hostel	Hostelites to bring – for the hostel stay
1.	Cot, foam, pillow, pillow cover & bed sheet	1. Toiletries and personal cosmetic items
2.	Tube light	2. Formal dresses – at least 6 sets
3.	Fans	3. Informal dress and casual wears
4.	Mirror in the bath room	4. Leather shoes and sports shoes
5.	Big water tub & mug	5. Lock & Key
6.	Health wash in the toilets	6. 1 umbrella
7.	Water heater from Oct 27 th to Feb 10 th	7. 30 passport size photos
8.	Free Saloon, Laundry & Medical facilities	8. Xerox copy of all Mark sheets and other Certificates
		9. First-aid Medical Kit

5. Students can consume 600 units of electricity per room per year. If it exceeds, they will be charged- Rs. 10/- per additional unit - Rs. 1000/- should be remitted as deposit.
6. All the hostel students should open a bank account in our College Extension Counter. Money transaction should be made only through D.D to the students from the parents. Money order will not be entertained. Money should not be sent by courier. Inmates should not keep more than Rs. 100/- in their rooms. The Management will not be responsible for loss of money or any other belongings.
7. Possession or usage of electrical/electronic gadgets like Cell phone, Heater, Camera is strictly prohibited in the Hostel.
8. College buses are only for Day scholars hence hostel students should not board the college buses. Special buses will be arranged for hostel students to go to Central, Egmore and Koyambedu for Ayudha Pooja, Diwali, Christmas and Pongal holidays - Drop at Sholinganallur / Tambaram

For the monthly outing, college bus will be provided for the Hostel students

9. During working days and Saturdays, Parents and authorized local guardians are not permitted to meet their wards.
10. Parents and authorized local guardians are allowed to meet their wards **from 9.00 am to 5.30 pm during Sundays and Government holidays.**

11. If the parents are planning to stay in Chennai, wards are allowed to stay with their parents for a maximum of 7 days in a year.
12. **All the first year UG** boys are permitted to go home only with their parents or authorized local guardians with the ID card given by the college and the letter from their parents. Students should return to the hostel promptly.
13. **All the first and second year UG girls** should go home only with their parents or authorized local guardians with the ID card given by the college and the letter from their parents. Students should return to the hostel promptly.
14. Students are strictly instructed not to indulge in Ragging inside the college or hostel premises. If any student is found indulging in ragging, the college will inform the university and the government for necessary action.
15. Students should not fight with each other or cause injury to others.
16. The hostel fee is for the whole year. If a student wants to leave or if a student is sent out from the hostel in the middle of the year for absconding from the hostel or disturbing other inmates or consuming prohibited items, no refund will be made on any account. Such students will have to vacate the hostel immediately.
17. In case of any misbehavior or misconduct, students will not be allowed to continue in the hostel. No amount will be refunded.
18. No other fee or fine will be collected from the students other than the hostel fee paid and the charges for additional electricity consumption.
19. Students residing in Chennai and staying near the bus routes are not considered for hostel accommodation.
20. **Students who have cleared all subjects besides fulfilling the following eligibility criteria only can avail the hostel facilities and shall pay the hostel fee for the next academic year within 15 days from the release of the odd semester results (tentatively 3rd week of Feb).**

ELIGIBILITY CRITERIA FOR CONTINUING IN THE HOSTEL

STUDENTS:

WITH NO STANDING ARREARS AT THE TIME OF REMITTING HOSTEL FEE IN THE MONTH OF FEBRUARY
NOT INVOLVED IN ANY INDISCIPLINARY ACTIVITIES
NOT INVOLVED IN ANY MISBEHAVIOUR OR MISCONDUCT
KEEPING THE ROOMS NEAT AND CLEAN
KEEPING THE ELECTRICAL FITTINGS AND FURNITURE IN THE ROOM PROPERLY
CAREFUL IN POWER USAGE BY SWITCHING OFF THE ELECTRICAL EQUIPMENTS LIKE FANS AND LIGHTS
NOT USING CELL PHONES
NOT ABSCONDING FROM THE HOSTEL
NOT DISTURBING OTHER INMATES OR CONSUMING PROHIBITED ITEMS

Students once vacated the hostel by themselves or sent out because of any other reason, will not be given hostel accommodation again.

Value of assets maintained in each of the Hostel Rooms			
Sl. No	Item	Numbers	Value (Rs.)
1.	Cot	4	$6,000 \times 4 = 24,000$
2.	Foam with cover	4	$12,000 \times 4 = 48,000$
3.	Pillow	4	$400 \times 4 = 1600$
4.	Pillow Cover	4	$150 \times 4 = 6,00$
5.	Bed Sheet	4	$550 \times 4 = 2,200$
6.	Bucket	4	$200 \times 4 = 8,00$
7.	Mug	4	$30 \times 4 = 120$
8.	Water big bucket	1	$900 \times 1 = 900$
9.	Mirror	1	$300 \times 1 = 300$
	Total		78,520
10.	Fan	2	2,900
11.	Light	3	900
12.	Switches	13	585
13.	Socket	3	270
	Total		4,655
14.	Plumbing Fitting	--	11,500
15.	Heater	--	7,000
16.	Lock & 3 Keys	--	300
17.	Full Paints	--	11,000
18.	Intercom	--	500
	Overall total		1,13,475

LOCAL GUARDIAN

Parents can declare 1 (or) 2 local guardians for their wards subject to the following conditions:

1. The local guardian shall be of a minimum age of 35 years.
2. He / She shall not be a student of any educational institution.
3. The local guardian shall be working or having own Business.
4. Local Guardian may be from the same family or from 2 different families.
5. Any change in Local Guardian during the Course period - Parents should come in person and change the Local Guardian by producing necessary documents to the Warden.
6. For any Local Guardian proof of identification should be enclosed.
7. Parents and Local Guardians are expected to drop their wards before 6.00 p.m in the reception. After 6 pm wards should be dropped at the Entry Point or at the Main Gate.

1. Common Outings will be arranged in a month for boys and girls separately by the college - College buses will be provided.
2. College will not take any responsibility for the outing.
3. If parents are not interested to send their wards for common outing, they should directly inform and restrict their wards not to go for the outing.



You Choose, We Do It

St. JOSEPH'S COLLEGE OF ENGINEERING



We Make You Shine

St. JOSEPH'S INSTITUTE OF TECHNOLOGY





UNDERTAKING BY STUDENTS AND PARENTS

I,(Roll No.....)

Son/Daughter of.....

studying in St. Joseph's Engineering / Technology, Year, Course.....,

Branch..... do hereby submit this undertaking duly signed by me and my parent to St. Joseph's Engineering / Technology on

1. I will attend all the classes regularly as per the college schedule.
2. I will be regular and punctual to all the classes (theory/practical/drawing) and secure attendance of not less than 96% in each 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, involving in Ragging is punishable by law as per Anna University, Chennai, Government of Tamil Nadu and Government of India.
7. I will not cause or involve in any unwanted gathering and create any sort of violence or disturbance both within and outside the college campus.
8. I will not involve in any clash with my classmates or juniors / seniors in the college / hostel / bus.
9. I will not indulge in any activities inciting other students against each other/the Institution.
10. **A. If I am a day scholar:**
I will be boarding only the bus which is allotted to me with proper dress code wearing ID card and will not disturb any of my classmates / batch mates / seniors/juniors.

B. If I am a hostel inmate:

I will not go to any other rooms and also will not disturb 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

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 16 to 19** before signing the same.

SIGNATURE
OF THE STUDENT

SIGNATURE
OF THE PARENT



UNDERTAKING BY STUDENTS AND PARENTS

I, (Roll No.....)

Son/Daughter of.....

studying in St. Joseph's Engineering / Technology, Year, Course.....,

Branch..... do hereby submit this undertaking duly signed by me and my parent to St. Joseph's

Engineering / Technology on

1. I will attend all the classes regularly as per the college schedule.
2. I will be regular and punctual to all the classes (theory/practical/drawing) and secure attendance of not less than 96% in each 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, involving in Ragging is punishable by law as per Anna University, Chennai, Government of Tamil Nadu and Government of India.
7. I will not cause or involve in any unwanted gathering and create any sort of violence or disturbance both within and outside the college campus.
8. I will not involve in any clash with my classmates or juniors / seniors in the college / hostel / bus.
9. I will not indulge in any activities inciting other students against each other/the Institution.
10. **A. If I am a day scholar:**
I will be boarding only the bus which is allotted to me with proper dress code wearing ID card and will not disturb any of my classmates / batch mates / seniors/juniors.

B. If I am a hostel inmate:
I will not go to any other rooms and also will not disturb 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.

FORM VII



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

ENCLOSURES

I

PLACEMENT TRAINING AND VALUE ADDED TRAINING PROGRAM FOR I to VI SEMESTERS FOR ALL STUDENTS

a. PLACEMENT TRAINING & VALUE-ADDED COURSES (optional only)

S. no	Semester	ACTIVITY	MONTH	DURATION
1	I Semester	Communication Skill Training (Phase I)	September	6 Days
		Coaching for Aptitude on Saturdays		
2	II Semester	Communication Skill Training (Phase II)	February	6 Days
		Coaching for Aptitude on Saturdays		
3	III Semester	BEC Training	August	6 Days
		BEC Examination (fees to be directly paid by the students to Cambridge University, UK. Vantage level - Rs. 3,400 & Preliminary level – Rs. 2800 – as on May 2016)		
		Aptitude Crash Course	June	3 Days
		Online placement Aptitude test (specified topics only)		
4	IV Semester	Aptitude Crash Course	January	3 Days
		Pre Assessment for Value Added Course (C / C++) Segregation into Groups & Training Based on Needs Training & Post Assessment	February	6 Days
		Online placement Aptitude test (specified topics only)		
		Mock Interview	March 3 rd Week	2 Days
5	V Semester	Placement Orientation Training Program I (POP I) For Students good at Communication – In-plant Training / Internship or Communication Enhancement Training for remaining students	June June	6 Days 1 Week
		GET SET GO (An Initiative for addressing the 3rd year students by Alumni, Departments & Experts from Industries)	July	1 Day
		Mock Interview & Resume Preparation	August	1 Day
		Online placement Aptitude test (All topics)		
		Department Specific Value Added Course (Based on needs & recent Trends in Industries)	February	6 Days
		Phase 1 Project - Registration	March 3 rd Week	1 Day
6	VI Semester	AMCAT exam I	March	1 Day
		Online placement Aptitude test (All topics)		

b. INTENSIVE PLACEMENT TRAINING PROGRAM (Before Campus Recruitment in September 1 st week Only for all clear students – optional only)				
S. no	Semester	ACTIVITY	MONTH	DURATION
7	VII Semester Total package worth Rs. 5000	Placement Orientation Training Program II	June	6 Days
		Aptitude Practice Session	June	6 Days
		AMCAT exam II	June	1 Day
		Phase 1 Project - During regular working days in their respective departments	June - July	1 Day
		Mock Interview – Alumni, Cognizant & Experts from Corporate	July 2 nd Week	
		Placement Orientation Training Program III	August	
		(Company Specific Training & Practice Sessions)	Last Week	6 Days
		Placement Oriented Technical Training - IT Refresher Training & Mock Interview	August Last Week	3 Days
		Online placement Aptitude test (All topics)		

Periodical Placement activities

in Each Sem

- 1 day NGO visit / activity
- 1 day Guest lecture
- NTPL video lectures
- 1 day Industrial visit
- All club activities
- eIIT online certificate courses
- Student Chapter activities
- Student workshops

in Odd Sem

- Intra Department Symposium
- Department National level Symposium
- ear-wise Sports Meet

in Even Sem

- Intra Department cultural
- Department National level workshop
- 3 Days College cultural

II PREREQUISITES FOR PLACEMENT AND PLACEMENT RULES

Corporate Recruitment Eligibility Criteria - 60 % and above in 10th, 12th and up to 7th semester in UG
- No standing arrears / No history of arrears

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

Online Placement Aptitude Test is conducted every week (From II Year Onwards)
Communication skills Enhancement training is conducted for all the students in I & II Semesters
Students should undergo Business English Certificate (BEC) Training and Examination in III Semester
Placement Orientation Program-I (POP – 6 days) is conducted in V Semester for all pass and 1 & 2 arrear students in the University Examinations and students secured minimum average of 50% marks in all weekly Online Placement Aptitude Tests
Students should have a minimum of two Value-Added Course Certificates in their respective core subjects
Students should have hands-on experience through Mini Project in VII Semester & POP - II

The average of Online Placement Aptitude Test marks (from III semester to IV semester) should be minimum 50% in order to appear for POP I in the V semester and also for campus recruitment process in the VII semester.

III IMPORTANT INFORMATION TO PARENTS ABOUT FEES

- Tuition Fee (Yearly)**
- for the whole year
 - Before the commencement of the academic year
 - Online Payment Process will be opened from 3rd week of Jan every Year - After Pongal

- Hostel Fee (Yearly)**
- for the whole year
 - for the hostel students (only for the all clear students) includes boarding and lodging for the whole year
 - before 2nd week of Feb in a current academic year

Apart from the above fee, from II Semester Rs. 5000/- will be collected by the college for University Examinations and Continuous Assessment process which includes expenses for all Stencils, Xerox, Test Booklets, Lab Records, Observation Books, Note Books, Question Bank and Lab Manuals – **during the last week of March / last week of September.**

All fees payments should be made using Bank Challans only. No cash payment is accepted in the office and also in the department.

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

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

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

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

Department staff members and students are not allowed to collect any money from the students. All payments should be made only through the Bank.

No amount is collected for any industrial visits in Chennai and one full day industrial visits outside Chennai like **Sriharikota, Cheyyar, Thiruvannamalai, Sriperumbudur, Nellikuppam, Ariyalur, Hosur, Neyveli, Pondicherry, Ranipet and Cuddalore.** All the expenses for transport, lunch, tea, snacks, are borne by the college.

HENCE PARENTS ARE REQUESTED NOT TO GIVE ANY EXTRA MONEY TO THEIR WARDS, IF THEY ASK YOU IN THE NAME OF THE COLLEGE.

THERE WILL NOT BE ANY ESCALATION OF FEE DURING THE COURSE OF STUDY.

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

IV STUDENTS WELFARE SCHEME

NAME OF THE SCHEME	STUDENT WELFARE SCHEME
Objective of the scheme	To provide insurance cover to continue education at St. Joseph's College of Engineering & St. Joseph's Institute of Technology in case of unnatural and unforeseen circumstances.
Beneficiary / Obligations	Students are the primary beneficiaries. Student subscription is not required under this scheme.
Purpose of the scheme in the entire course period	1) To extend financial support to the students against unforeseen events such as accidental death of their parents. The financial support will be extended to the guardian in case parents are not alive at the time of admission with respect to the payment of college fees.
	2) To extend financial assistance for the students in case of Incapacitation / permanent disability.
	3) To offer financial aid in case of accidental death of the Student in the college or while participating in Curricular, Co-Curricular and Extra-Curricular activities permitted by the college.
	4) To extend financial help to the students in case he/she is suffering from chronic disease or organ transplantation.
Contribution to the Welfare Scheme	This scheme is completely funded by the Management of St. Joseph's Group of Institutions. The fund allotted will be administrated by the Nominated Representatives of the board presided by the Managing Director, St. Joseph's College of Engineering & St. Joseph's Institute of Technology.
Coverage of the scheme	All the students of St. Joseph's College of Engineering & St. Joseph's Institute of Technology enrolled at Undergraduate and Postgraduate level are covered.

FEATURES OF THE SCHEME

1	Death-Natural/ Accidental cover upto Rs. 2 Lakhs	Financial Assistance upto Rs. Two Lakhs would be provided. If any student unfortunately meets with death either natural / accidental while participating in activities related to the college (Curricular, Co-Curricular and Extra-Curricular activities permitted by the college).
2	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).
3	Medical Treatment Cover for chronic diseases / organ transplantation	Financial support upto Rs. Two Lakhs would be extended. The financial support would be extended if the parent's annual income is below Rs. Two Lakhs.
4	Personal Accident Insurance for Parent / Guardian	<p>The fee payable to the college will be provided as repayable loan in case of the death of the breadwinner of the family or loss of the student's earning potential. The student has to start repayment of the loan to the college from the first month of his/her getting employed and the repayment has to be completed within two years after the student gets employment.</p> <p>The loan would be provided on fulfillment of the following conditions:</p> <ul style="list-style-type: none"> • The loan is not applicable in case of the casualty of father or mother and the earning potential (annual income) of the student is enough to meet the expenses for continuing his/her education. • The loan would be provided for those students who cannot continue their studies due to financial crisis after the casualty of the breadwinner. • The loan will not be provided to the students who get regular income by way of business even after the casualty of his/her parents.

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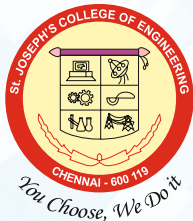
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Mr. S. SANKAR	

MEETING TIMINGS: 1.00 - 3.00 PM ON ALL TUESDAYS

IMPORTANT PHONE NUMBERS



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