

You Choose, We Do It

St. JOSEPH'S COLLEGE OF ENGINEERING



We Make You Shine

St. JOSEPH'S INSTITUTE OF TECHNOLOGY



Since 1994

RULES, REGULATIONS AND CODE OF CONDUCT

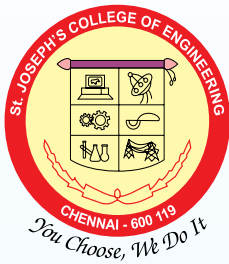
St. Joseph's Group of Institutions

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OMR, Chennai - 119.



STUDENT IN-CHARGES & STAFF IN-CHARGE

St. JOSEPH'S COLLEGE OF ENGINEERING		
I YEAR IN CHARGE	Mr. VANDIMALAYAN S	9840009629
II YEAR IN CHARGE	Mr. DURAI P	9840009630
III YEAR IN CHARGE	Mr. THALAPATHY S	9840660883
IV YEAR IN CHARGE	Mr. TAMILMANI S	9840004975
ALL PG IN CHARGE	Mr. RAMADASS T	9840004976
STAFF IN CHARGE	Mr. SETHURAMAN S	9840902286
St. JOSEPH'S INSTITUTE OF TECHNOLOGY		
I YEAR IN CHARGE	Mr. ANTONY PARTHIBAN RAJ	9840009438
II YEAR IN CHARGE	Mr. SAMPATHKUMAR R	7358035340
III YEAR IN CHARGE	Mr. MARIMUTHU P	9500113746
IV YEAR IN CHARGE	Mr. GUNA SEKARAN P	9840902293
STAFF IN CHARGE	Mr. SASI S (VIJAYAN)	9500113724

MEMBERS OF DISCIPLINARY COMMITTEE AND COMMON REDRESSAL COMMITTEE

St. JOSEPH'S COLLEGE OF ENGINEERING		
Dr. V. VALLINAYAGAM, Co-ordinator		
Dr. S. ARIVAZHAGAN	Dr. S. ANNADURAI	Dr. JAYASREE KRISHNAN
Dr. N. ARUN KUMAR	Dr. A. CHANDRASEKAR	Dr. G. SREE KUMAR
Dr. R. BASKARAN	Dr. B. VICTORIA JANCEE	Dr. JAYARAMA PRADEEP
Mrs. G. LATHA SELVI		
Mr. P. SELVARAJ		
St. JOSEPH'S INSTITUTE OF TECHNOLOGY		
Dr. T. KALYANI, Co-ordinator		
Dr. C. GNANA KOUSALYA	Dr. D. KIRUBAKARAN	Dr. G. ROHINI
Dr. S. KALARANI	Dr. J. DAFNI ROSE	Dr. T. T. RAMAN
Dr. S. HEMALATHA	Dr. K. ARUN VASANTHA GEETHAN	
Mr. S. SANKAR		

I

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.
- Monthly alternate Saturdays are working days and on 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.
Visitors are strictly not allowed during the college hours.
- 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. All the students must undergo two weeks of internships during both odd and even semester vacation.
- Visitors - Parents & Alumni : 2.00 pm to 3.00 pm**
YEAR IN-CHARGES, HODs & PRINCIPAL : Monday to Friday
CHAIRMAN : 3.00 pm to 3.30 pm
St. Joseph's Engineering : Tuesday
St. Joseph's Technology : Thursday
HOSTEL VISITORS TIMINGS:
Only on Government Holidays and Sundays : 9.00 am to 5.00 pm
- Buses are operated for the convenience of the day scholars and students **who have opted for availing transport facilities.** They can board the bus only at his/her nearest boarding point.
- 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.
All these certificates except +2 Transfer Certificate will be returned after DIRECTORATE OF TECHNICAL EDUCATION verification.

II

TRANSPORT

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

No private vehicles are allowed inside the campus. Hence, parents are kindly requested not to provide two wheelers or any other vehicles to your wards to come to the college.

Day scholars **availing transport facilities** 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 Practical, Model Theory and University Examinations** (11.30 am, 3.10 pm & 5.10 pm during Model Theory 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 cellphones, 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 give proper explanations during the weekly meeting in the Chairman's chamber.**

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

1. Absent /Leave
2. Absent for one period in the hourly attendance will be considered as full day absent.

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:

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

For Availing Two Days Leave:

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

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 IAEs 1 - 4, Model Theory Examinations 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. Only the Students who have won prizes during Intra-department symposium and the students from the panel of students listed by the departments 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 gifts and dinner during '**Achiever's Day**' celebration.

- a. Daily allowance of Rs 150 will be provided to the students whenever they are going for competitions to colleges where lunch is not provided.
- b. Registration fee (if any) will be borne by the college.
- c. For outstation competitions, Travel allowance and Daily allowance can be reimbursed.

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. **Change of address and loss of ID card :** If there is any change in the address or contact number and lost the ID card, **Parents should come in person,** report to the respective year incharge and submit the application for replacement of ID card along with a **fee of Rs. 100/-.**
3. In case of any violation of dress code or disturbance in the class, ID card will be taken from the student and it should be informed to the parents. The ID card will be handed over to the student on the same day with proper warning and advice by the HOD at 3 PM.
4. 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 dhupata.
Wearing Slippers.	Churidhar with slit.
Wearing bangle or bracelet, ring or stud in the ears.	Short tops and tops with net sleeves.
Coloring / Bleaching the hair.	Coloring / Bleaching the hair.
Having beard or long hair.	

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 : Boys 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 obtained through the HOD in the following cases:

- Ayyapan devotees for the period of Pilgrimage.
- During Ramzan Season for Muslim Students.
- In case of dermatological problems with proper medical documents

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**.

Students are exempted from wearing neck tie from **15th April to 15th June**.

DRESS CODE



St. JOSEPH'S GROUP OF INSTITUTIONS

A well-planned Continuous Internal Assessment pattern is required to ensure and assess the continuous learning among the students. It also motivates the students to score good marks so that they would earn good Internal Marks. The following exams are conducted every semester and the results are sent by SMS to the parents by periodically. Parents are requested to note these marks in our Student's Portal and monitor the academic performance of their wards.

Theory Subjects

a). INTERNAL ASSESSMENT EXAMS 1 - 4

4 Internal Assessment Exams are conducted for Units 1 – 4 respectively. IAEs are conducted for 50 marks - 10 Part A questions (10 x 2 = 20 marks) and 3 Part B questions (3x10=30 marks) like **Anna University exams** pattern 'either' 'Or' type.

This makes the students concentrate on every Unit on the syllabus and develop a sound knowledge of all the units of all the subjects.

The total marks of IAE 1 and IAE 2 out of 100 marks will be entered in Anna University Internal Assessment Exams Entry I.

Similarly, the marks secured in IAE 3 and 4 will be entered in Anna University Internal Assessment Exams Entry II.

b). MODEL THEORY EXAMINATIONS

Model Theory Examinations are conducted for 100 marks on all the five Units in the same question pattern as the Anna University Theory Examinations - 10 Part A and 5 Part B (and 1 Part C for applicable subjects). The marks obtained in Model Theory Examinations are entered in Anna University Internal Assessment Exams Entry III.

Internal Assessment	Portion	Timings	Part – A	Part – B	Max. Marks	Anna University entry
Internal Assessment Exam – 1	Unit - I	7.50 to 9.30 am	10 x 2 = 20	3 Qns 3 x 10 = 30 marks	50	Total marks of IAE 1 & IAE 2 out of 100 will be entered in Anna University Mark Entry I
Internal Assessment Exam – 2	Unit - II				50	
Internal Assessment Exam – 3	Unit - III	7.50 to 9.30 am	10 x 2 = 20	3 Qns 3 x 10 = 30 marks	50	Total marks of IAE 3 and IAE 4 out of 100 will be entered in Anna University Mark Entry II
Internal Assessment Exam – 4	Unit - IV				50	
Model Theory Examinations	All five units	7.50 to 10.50 am	As per University Pattern Part A (10 x 2 = 20 marks) Part B (5 x 13 = 65 marks) Part C (1 x 15 = 15 marks)		100	Anna University Mark Entry III

Practical Subjects

Model Practical Examinations :

Before the week of the Last working day (schedule will be given by the respective departments)

In order to appear for the Model Practical Examinations, the students must have completed all the lab manuals and record works and obtain the signature from the respective staff before the week of the Last Working Day. Those who have not completed and obtained the staff's signature in the manuals/record work will not be permitted to appear for the Model Practical Examinations and Repeat Model Practical Examinations.

Absence for Examinations

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

Model Examination intimation to Parents

Parents of the students will be informed through SMS regarding the schedule of 4 IAEs & Model Examinations and special classes one week in advance.

Note :

Students are expected to

- 1. not avail more than 4 days leave**
- 2. not involve in any indisciplinary activities**
- 3. not indulge in any Examination malpractice**
- 4. not absent themselves for IAEs 1-4, Model Theory Examinations and Model Practical Examinations**

so that they will be able to perform well in the Continuous Assessment examinations and score high Internal marks and also obtain good grades in the University examinations.

Repeat Examinations

Repeat Internal Assessment Theory Exams

- The repeat examinations will be conducted for the **students who failed** by the respective department from 3.00 to 5.00 pm and **however repeat examinations marks will not be considered for any weightage.**
- The Repeat Model examinations will be conducted in the **following cases** by the respective departments and **repeat examinations marks will be considered.**
 - i. Leave 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.
 - ii. Leave granted in advance Own Sister's /Brother's Marriage.
 - iii. OD granted in advance for Sports, Symposium and Cultural.

Repeat Model Lab Exams

For all the students who failed in Model Lab Exam

- The repeat examinations after the model practical examinations will be conducted for the students who failed by the respective department after the model practical examinations during 3.00 to 5.00 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.

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 DETAILS

SMS will be sent to parents for :

- Leave & Absence - on regular working days, IAE 1 - 4, Model Theory, Model Practical, University Practical & University Theory examinations.
- Dates of IAE 1 - 4, Model & University examinations.
- Results of IAE 1 - 4 and Model examinations.
- **Internal Marks out of 7 marks (after Anna University Entry - I) & out of 13 marks (after Anna University Entry - II) for the students who have secured less than 66% of internals.**
- **Internal Marks out of 20 marks (after Anna University Entry - III),**
- **Anna University Examination results of every semester.**
- Any sudden holiday due to the announcement of Government of Tamil Nadu or Anna University
- Dates of Campus Placement drive during final year.

Students with arrears

Parents are requested to pay the Anna University arrear examination fee to the College within 7 days after receiving the SMS about their ward's result.

TENTATIVE SCHEDULE	ODD SEMESTER		EVEN SEMESTER	
	III, V & VII Sem	I Sem	IV, VI & VIII Sem	II Sem
University Practical	October 1 st Week	November 1 st Week	April 2 nd Week	May 1 st Week
University Theory	November 1 st Week	December 1 st Week	April 3 rd Week	May 2 nd Week
Results	December 3 rd week	January 3 rd week	June 1 st Week	June 3 rd Week



EXAMINATION RULES

1. **Students should not enter the Exam Hall without proper college 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 :

Internal Assessment Exams	:	7.50 am	to	9.30 am
Model Theory Exams	:	7.50 am	to	10.50 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 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, cellphone, pendrive, 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 any thing 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 no where 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. IAEs 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 hall.

A thorough checking of essential items such as calculators, hall ticket, both sides of ID card should be done by the staff members on exam duty.

If any student 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 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.

MALPRACTICE

The students indulged in malpractice :

- has to appear in front of disciplinary committee along with parents and then only they will be allowed for regular academic activities.
- will not be considered for weightage throughout their course period - till the final semester.
- will not be considered for placements.
- will not be given letter of recommendations for higher studies.

RULES GIVEN BY ANNA UNIVERSITY

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 will be levied
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.	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.	
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).	
12.	The candidate possessing the question paper of another candidate with additional writing on it.	Further the candidate is not considered for reevaluation of answer scripts of the arrears-subjects.
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 neighboring candidate.	
16.	Vulgar/offensive writings by the candidate in the answer script.	If the candidates has registered for arrears-subjects only, invalidating the examinations of 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.	
21.	Involved in any one or more of the malpractices of serial no. 10 to 19 for the second or subsequent times.	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears - subjects registered by the candidate. Additional Punishment : (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.
22.	Cases of Impersonation.	
		A) Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief. Superintendent. 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.

VIII ELECTRONIC GADGETS

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

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 1/3rd of the cost of the gadget to recognized Non-Governmental Organizations listed in the calendar in consultation with the NSS Program Officer. The gadget will be returned to the parents in person.
3. Repeated violation – Confiscation of the gadget/s and one week suspension.

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

IX 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 - 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 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 as given below:

Year	Odd Sem	Even Sem
IV	June 4 th week	----
III	July 1 st week	Feb 1 st week
II	July 2 nd week	Feb 2 nd week

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. 150/- per head** (for Lunch & Evening 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, students HOD 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. Undertakings signed by the student and parent should be submitted to the year In-charge **at least 2 days before the Industrial Visit.**
- Industrial visit arrangements format should be distributed to all the students including hostel students at least 4 days 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.

- f. Industrial Visits may be arranged only in June/July during the odd semesters and in 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, River side, Pool side
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 1/3rd 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 the 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, 6.00 pm - 8.30 pm**.
4. **Students will not be allowed to go home during the weekends between IAEs and Model Exams.**
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:

- On working Saturdays, special coaching will be given to students with arrears.
- On the day prior to IAEs, special classes will be conducted for students who need additional coaching.
- After IAE 4, special coaching will be given to students who did not perform well in IAEs.
- 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 Theory 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 Examinations and not having any arrears in Anna University examinations.

6.

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 & other Certificates
9. Chair	9. First-aid Medical Kit

7. 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.
8. 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.
9. Possession or usage of electrical/electronic gadgets like Cell phone, Heater, Camera is strictly prohibited in the Hostel.
10. **College buses are only for Day scholars hence hostel students should not board the college buses.**

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

11. During working days and Saturdays, Parents and authorized local guardians are not permitted to meet their wards.
12. Parents and authorized local guardians are allowed to meet their wards **from 9.00 am to 5.00 pm during Sundays and Government holidays.**
13. 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.

14. **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.
15. **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.
16. Students are strictly instructed not to indulge in Ragging inside the college or hostel premises. If any student is found indulging in ragging, college will inform the university and the government for necessary action.
17. Students should not fight with each other or cause injury to others.
18. 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.
19. In case of any misbehavior or misconduct, students will not be allowed to continue in the hostel. No amount will be refunded.
20. No other fee or fine will be collected from the students other than the fee paid and the charges for additional electricity consumption.
21. Students residing in Chennai and staying near the bus routes are not considered for hostel accommodation.
22. **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 (before 28th of February).**
23. **While going home, Hostel students have to place their finger prints on Exit & Entry SMS will be sent to parents.**

ELIGIBILITY CRITERIA FOR RENEWAL OF HOSTEL ACCOMMODATION

STUDENTS :

WITH MAXIMUM OF 1 ARREAR 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.

Non refundable Hostel Admission Fee Rs. 20,000/-

Value of assets maintained in each of the Hostel Rooms

Sl. No	Item	Numbers	Value (Rs.)
1.	Cot	4	10,000 × 4 = 40,000
2.	Foam with cover	4	15,000 × 4 = 60,000
3.	Pillow	4	500 × 4 = 2,000
4.	Pillow Cover	4	200 × 4 = 800
5.	Bed sheet	4	700 × 4 = 2,800
6.	Bucket	1	200 × 1 = 200
7.	Mug	1	30 × 1 = 30
8.	Water big bucket	1	1000 × 1 = 1,000
9.	Mirror	1	500 × 1 = 500
	Total		1,07,330
10.	Fan	2	4,000
11.	Light	3	1,000
12.	Switches	13	585
13.	Socket	3	270
	Total	---	5,855
14.	Plumbing Fitting	---	13,000
15.	Heater	---	8,000
16.	Lock & 3 Keys	---	300
17.	Full Paints	---	13,000
18.	Intercom	---	500
	Grand total		1,47,985

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 pm in the reception. After 6.00 pm wards should be dropped at the Entry Point or at the Front Office.

1. Common Outings will be arranged in a month for boys and girls separately by the college - College buses will be provided free of cost.
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.

In view of commemorating **Silver Jubilee Celebrations** of **St. Joseph's Group of Institutions**, we are happy to inform that the **"Hostel Guest House Facilities"** are extended to parents of hostel students for one night stay with prior booking (subject to the availability of accommodation).

Note : The stay can be planned either.

Friday : 3.30 p.m. to Saturday 3.30 p.m. (or) Saturday : 3.30 p.m. to Sunday 3.30 p.m.



UNDERTAKINGS 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 using electronic gadgets including cell phones in 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** (optional):
I will be boarding only the bus (for students availing transport facilities-optional) 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 (optional):
I will not go to any other rooms and also will not disturb other inmates in the hostel. I will be in proper dress code wearing ID card while coming out of the hostel in the morning and till returning 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 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 15** 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 and that the hostel accommodation for the next academic year can be renewed only if my ward has cleared all the subjects upto the previous semester.

We declare that we have read and understood the hostel rules in **page numbers 15 to 18** before signing the same.

SIGNATURE
OF THE STUDENT

SIGNATURE
OF THE PARENT

ENCLOSURES

I PLACEMENT TRAINING PROGRAMME - 1

FOR I to VI SEMESTERS STUDENTS				
SEMESTER	ACTIVITY	ELIGIBILITY	TRAINING PARTNER	DURATION (In Days)
I	Communication skill Enhancement	ALL	STRIDES / WINSPIRE	6
II	Aptitude Crash Course	ALL	SMART Training Resource	6
III	Cambridge - Business English Certificate Training and Exam	ALL	STRIDES / WINSPIRE / SIX PHRASE	6
IV	C Programming Training	ALL	Finemind / EBox / Benchmark	5
V	Department Specific Value Added Course	ALL	EXTERNAL VENDOR	6
VI	AMCAT Assessment I		ASPIRING MINDS	3.5hrs
	Advanced C Programming & Datastructures	ALL Branches (Except Civil)	MY SLATE	5
	Department Specific Training	Mechanical	EDX Training & Education	3
	Staad Pro Training	Civil	EDIFICE	5
	AMCAT Assessment II		ASPIRING MINDS	3.5hrs

Note : Online placement exams will be conducted by external agency from III semester onwards.

PLACEMENT TRAINING PROGRAMME - 2

SEMESTER	ACTIVITY	ELIGIBILITY	TRAINING PARTNER	DURATION (In Days)
VII	Advanced Datastructures & Algorithm (College Sponsored - Product Batch)	ALL Departments (Selected Students Only)	EXTERNAL VENDOR	10
VII Total package worth Rs.....	Placement Orientation Training Program		SMART Training Resource	6
	Datastructures & Algorithm		SIX PHRASE	6
	CODE Fit Training		SIX PHRASE	6
	Department Specific Training		EXTERNAL VENDOR	6
	CoCubes Online Assessment I		CO CUBES	3 hrs
	AMCAT Assessment III		ASPIRING MINDS	3.5 hrs
	Mock Interview		EXTERNAL PARTNER	
	Interview Skills Training		EXTERNAL PARTNER	2
	CoCubes Online Assessment II		CO CUBES	3 hrs
	Company Specific Training Program		SIX PHRASE	6

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

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

Communication skills Enhancement training is conducted for all the students in I Semester.

Placement Aptitude Test training is conducted for all the students in II Semester.

Students should undergo Business English Certificate (BEC) Training and Examination in III Semester.

Online Placement Aptitude Test is conducted every week (From III Semester onwards).

Placement Orientation Program is conducted in VII Semester for all pass and 1, 2 & 3 arrear students in the University Examinations.

Students should have a minimum of two Value-Added Course Certificates in their respective core subjects in VI Semesters.

Students should have hands-on experience through Mini Project in VI Semester.

The average of Online Placement Aptitude Test marks (from III Semester to VI Semester) should be minimum 50% in order to appear for Placement Orientation Training Program II in the VII Semester and also for campus recruitment process in the VII Semester.



St. JOSEPH'S COLLEGE OF ENGINEERING St. JOSEPH'S INSTITUTE OF TECHNOLOGY

St. Joseph's Group of Institutions, OMR, Chennai - 119



2019 - 20 CAMPUS PLACEMENT

We are glad to inform that **1703** students have been recruited through the campus recruitment processes by **212** companies in the academic year 2019 - 20. - as on 29th February, 2020

TOTAL OFFERS : 1703*

ENGINEERING : 1201*

TECHNOLOGY : 502*

COMPANY DETAILS

42HERTZ SOFTWARE	FLATIRONS SOLUTIONS	MK AUTO COMPONENTS	SOPRA STERIA
777 TRADES	FRESHWORKS	MONEXO FINTECH	SOSALEY
ABYETI TECHNOLOGIES	FSS	MOUNT BLUE TECHNOLOGIES	SPOOKFISH
ACTIVE INTELIIGENCE	Full Creative	MPHISIS	STRADEGI
ADHYAS SOFTWARE	G-CUBE SOLUTIONS	MR SOFTWARES	SWIGGY
ADOBE SYSTEMS	GEEKYANTS	MRF	SYMANTAC
ADP PVT LTD	GISFY	MUSIGMA	TATA COMMUNICATIONS
AGILYSYS	GO FRUGAL	NAPIER HEALTHCARE	TCS
AJIRA	GOLDMAN SACHS	NAUKRI	TEACHFORINDIA
ALCHIMICA	GSPANN TECHNOLOGIES	NETAXIS IT SOLUTION	TECHUGO
ALTIMETRIK	GUESTHOUSER	NIIT LTD	TECMAESTRO
AMAR UJALA	GUVI	NINJACART	TEKION
AVICONN SOLUTIONS	HELLO PARENT	NITTANY CREATIVE SERVICES	TENMILES
BAJAJ CAPITAL	HEXAVIEW TECHNOLOGIES	NKATS GLOBAL TECH	THAPOVAN INFO SYSTEMS
BANKBAZAAR.COM	HEXAWARE TECHNOLOGIES	NUTPAM	TIMES INTERNET
BLUETECH	HFFC	ODESSA	TNQ
BNP PARIBAS	HOST ANALYTICS	ODYSSEY	T-SYSTEMS ICT INDIA
BOSCH	HSBC	OMICS	TUBE INVESTMENTS
BRUHAT LOGISTICS	IBM	OPTIMUS INFORMATION INC	VALUE LABS
CADTECH INDIA	ICICI SECURITIES	ORIGIN LEARNING	VERITAS FINANCE
CALOTROPIS SOFTWARE	IDBI FEDERAL LIFE INSURANCE	PINNACLE WORKS	VERIZON
CLOFUS INNOVATIONS	IN TIME TEC	PLEASANT HEALTH CARE	VERNALIS
COCUBES	INDUSTRY ARC	POSITIVENAICK	VIJAY RAJA HOMES
CODEBRAHMA	INFINITI SOFTWARE	QBRICS	VIRTUSA
CODING MART	INFOSYS	QMAX SYSTEMS	VISUAL BI
COGNIXIA	INPUT ZERO TECHNOLOGIES	QUAPT TECHNOLOGIES	VSAN SENSORS
COGNIZANT	INTELLECT	RESEARCH SERVICES	VVDN TECHNOLOGIES
COMITS AG PVT LTD	INVENTION LABS	RGF-PROFESSIONAL	VWR
CONVERTCART	JARO EDUCATION	RHOMBUS LABS	WEBALLURES TECHNOLOGIES
CYIENT	JRA-ANALYTICS	ROBERT BOSCH	WEBVILLEE TECHNOLOGY
DATA PATTERN	JUSPAY	SAINT GOBAIN	WEST AGILE LABS
DBS BANK	JUSTDIAL	SAMARTH	WHIRLDATA SCIENCE
DHL LOGISTICS	K7 COMPUTING	SAMSUNG R&D	WIPRO
DIGIRYTE	KAAR TECHNOLOGIES	SANMAR	WIZELY
DISPATCH TRACK SOFTWARES	KELTON TECHNOLOGIES	SCAPIC INC	YELLOW MESSENGER
DOODLEBLUE	KREA EKNOWLEDGE	SCHUECO	ZALARIS
DXC TECHNOLOGIES	LAVA INTERNATIONAL	SEW EURODRIVE	ZIFO R&D
E-CON SYSTEMS	LnT INFOTECH	SIEMENS	ZOHO
EDLOCUS SOLUTIONS	LUCID TECHNOLOGIES	SIGARAM TECHNOLOGIES	SYNTEL
ELITISTS	MAARGA SYSTEM	SOFTCRYLIC	TORRY HARRIS
EQUITAS BANK	MASTECH INFOTRELLIS	SOFTEON	FOUR KITES
EVENTJINI	MCS SOLUTIONS	SOLITON	COGNIZANT-NEXT
EXPEDITORS	MELSS	SOLUTIONCHAMPS TECHNOLOGIES	MAARGA
FABULYST	MIND TREE	SONY	SUEZ
ASPIRE SYSTEMS	NTT DATA	MBIT WIRELESS	EXCELACOM
DATA MATICS	Mr.Cooper	RELIANCE	PATHCARE
BIG BAZAAR	MAKERDEMY	RANE	JBM AUTO
ENA GAME STUDIO	VALUED EPISTEMICS	TEAM LEASE	IONIXX
SPIC Limited	YES BANK	NETTYFISH NETWORKS	LENNOX
ZOHO - Technical Support	SONATA	EMERSON	KBR
THOUGHTWORKS	VSAN	S10	ATTRA
PAYPAL	ZOOMRx	MULTICOREWARE	ZILKER
AVASOFT	QUBE CINEMAS	EMBEDUR	DIVERTA

III IMPORTANT INFORMATION TO PARENTS ABOUT FEE

Tuition Fee (Yearly) - for the whole year
- Before the commencement of the academic year - Payment Process will be opened from 3rd week of Jan every Year - After Pongal.
- DD can be taken in favour of Name of the College.

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.
- 28th of February in a current academic year.

Apart from the above fee, **from II Semester Rs. 7000/- 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 3rd week of February / 1st week of September.**

All the fee payments should be made using bank challans only.

No Cash payments will be accepted in the office and the departments.

Other than the above fee, 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.

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 to places 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.

Students are not permitted to organize the FAREWELL DAY inside or outside the campus.
College does not entertain any collection of money towards the FAREWELL DAY

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 extend 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 student 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 administered by the Nominated Representatives of the board presided by the Chairman & 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 up to 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 up to Rs. 1 lakh	Financial Assistance up to Rs. One lakh would be provided If any student unfortunately meets death 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 up to 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	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. The loan would be provided on fulfillment of the following conditions: <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.

V FRONT OFFICE

1. All Visitors must collect Entry slip from the Front Office and hand over in the Front Office when exit.
8.00 a.m to 5.00 p.m

2.

Day Scholars & Hostel Students, Parents to meet HODs	1.20 p.m to 2.00 p.m
Hostel Students Parents & Local Guardians – to pick up – on any occasion – produce Identity Card	3.20 p.m to 5.30 p.m
Hostel Students Parents & Local Guardians to meet the ward with prior permission on week days – produce Identity Card	3.30 p.m to 5.00 p.m
Alumni - for the latest 3 to 4 batches	1.20 p.m to 2.00 p.m
Alumni - other than the above	10.00 a.m to 2.00 p.m
Vendors	1.20 p.m to 2.00 p.m
Visitors for Admission	8.00 a.m to 5.00 p.m
All Should be in proper Dress code	

3. Front Office entry closed from 9.00 p.m to 6.00 a.m - open only for Mess Materials, Water Lorries and Steel.
4. Hostel Parents & Local Guardians to meet their wards on Sundays & Government Holidays – Issue Entry Pass and Exit Pass.
Produce given Identity cards and in proper dress code. - 9.00 a.m to 5.00 p.m
5. Entry restricted for all Vehicles from 2.45 p.m to 3.15 p.m
6. For any outing, for doing Courses, final year Projects and for any reasons hostel students should hand over Exit Pass – while leaving / and produce Entry Pass – while entering
7. All Staff should hand over Exit Pass – while leaving
All Staff should hand over Entry Pass – while entering – use only shuttle van.
8. Other than the regular route buses all Transport Vehicles should hand over Exit Pass
9. Auto Rickshaw Entry only from 6.00 a.m to 6.00 p.m
10. For FDP, Workshop, Conference, Guest Lectures, MOU – Department give the list of participants and 1 Staff should be available in the Front Office
11. Other than Sundays & Government holidays hostel visitors (local guardians, parents) should hand over parcels only in Front Office.
12. For Non Teaching Staff, permitted vehicles only allowed For Teaching Staff only permitted vehicles. for PhD - are allowed till the front office – use Shuttle van for Entry & Exit

VI RECEPTION

1. Issue Entry Pass only for Entry Slip holders with Proper dress code for all entries.
2. Entry to College only the Entry Pass holders – Entry pass returned in wicket gate.
3. All Visitors Exit through wicket gate – handed over Entry Pass
All Staff for on duty and permission - out – only through wicket gate – produce Exit Pass.
Use Shuttle Van.
4. Reception open Timings 5.00 a.m to 9.00 p.m. Sundays & Government Holidays - Holiday
5. When hostel Students go out – Wicket gate – Collect Hostel Out pass – and enter in to computer for sending SMS.
More staff available in front of Reception entry steps and wicket gate – during week end, festival holidays and Vacation days to check Parents & Local Guardian Identity Card.
6. Visitors are not make them wait more than 5 minutes in the Reception and they are not allowed to use cell phone inside the campus.

VII HOSTEL

1. Any outing permission only from **3.30 p.m. to 5.30 p.m.** - on any occasion with proper dress code.
2. **I year UG Boys and I, II Year UG Girls** - Parents and Local Guardian - pick up only between **3.30 p.m. and 5.30 p.m.** on any occasion
3. Complete all the procedure collect the Out Pass, Exit Pass & Entry Pass in the hostel office Hand over Out pass in the Reception wicket gate and Exit Pass in the Front Office - with proper dress code.
4. Main Gate Entry - not permitted - **9.00 p.m. to 6.00 a.m.**
Produce Entry Pass - in Front Office
Same will be produced in the Reception and handed over in the hostel - collect the Out Pass.
5. Stay in the hostels on working day - for Leave, Medical Leave, study holidays and for any reason - take Lunch only after **1.30 p.m. to 2.00 p.m.**
However during University Theory exams have the lunch from **12.00 noon to 12.30 p.m.** - and no entry in to college area till 3.15 p.m. Students have to follow proper dress code.
6. Maintain proper dress code - to meet doctor, go to Trinity - between **3.30 p.m. to 5.30 p.m.**
7. **Hotel stay will be renewed only for All cleared students.**
8. For Final Year projects in Jan, Feb, March - Permitted students only and for doing courses - permitted students only - Exit Pass & Entry Pass issue - same procedures.
9. Go home - All Exit & Entry - send SMS to Parents - with the given out pass.
10. Hostel Students - not permitted to use College Buses for up & down.
11. If not returned in the stipulated timings - **Out pass will be handed over to the Chairman.**
12. Any emergency to go out between **3.30 p.m. to 6.00 p.m.** permission from the **Manager** and **6.00 p.m. to 9.00 p.m.** - from hostel Co-ordinator **Rajaganesh** is required.
13. Model Theory failures not allowed to go home during study holidays
Once University theory started no out pass issued in between any holidays. - only on the last exam after **3.30. pm.**
14. Other than Parents & Local Guardian - no visitors are allowed - on Sundays & Government Holidays with proper dress code.
If parents need to come in any week day evening - prior permission can be obtained **3.30 p.m. to 5.30 p.m.**
15. For common outing - prior registration
SMS to parents
Attenders should accompany
If not returned - in time, inform to parents.

16.

Timings :

Day Scholar & Hostel Students Parents to meet HODs	1.30 p.m to 3.00 p.m
Hostel Students Parents & Local Guardians - to pickup - in any occasion - Produce Identity Card	3.30 p.m to 5.30 p.m
Hostel Students Parents & Local Guardians to meet the ward with prior permission on week days - Produce Identity Card	3.30 p.m to 5.00 p.m

IMPORTANT PHONE NUMBERS



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