

ADHIYAMAAN COLLEGE OF ENGINEERING

(An Autonomous Institution)

Hosur - 635130



REGULATIONS 2026

For M.C.A. Programme

Approved by AICTE - New Delhi.

Affiliated to Anna University – Chennai.

Accredited by NAAC - UGC - New Delhi.

Accredited by NBA

Dr. M.G.R. Nagar, Hosur - 635 130, Krishnagiri (Dist.), Tamil Nadu

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NOMENCLATURE, DEFINITION and ABBREVIATIONS

Under these regulations, unless the context otherwise specifies:

“Programme” means Degree Programme, namely the Department of Computer Applications (MCA).

“Course” means a theory or practical subject that is normally studied in the semester, such as Python programming, Advanced Java programming, Full Stack web Development, etc.

“University” means affiliated with Anna University – Chennai.

“Head of the Institution” means the Principal of the College.

“Appropriate Authority” means the Academic Council & Governing Body constituted by the Adhiyamaan College of Engineering.

“Normal Semester” means a semester that typically lasts for 16 to 18 weeks (minimum 90 working days) and has two semesters (odd & even) in the academic year.

ABBREVIATIONS

ACE	Adhiyamaan College of Engineering
HoD	Head of the Department
CIA	Continuous Internal Assessment
EA	End Assessment
GPA	Grade Point Average
CGPA	Cumulative Grade Point Average
CBCS	Choice Based Credit System
CoE	Controller of Examinations
RA	Reappearance
DoTE	Directorate of Technical Education
AICTE	All India Council for Technical Education
UGC	University Grants Commission

1. Scope

- 1.1** The general regulations are common to all MCA (Master of Computer Applications) degree programme under CBCS.

The provision mentioned in this set of regulations governs the policies and procedures on the registration of students, imparting instruction in the course concerned, conducting the examinations, evaluating and certifying students' performance and all amendments to lead to the specified degree programme.

In order to guarantee fairness and justice to the parties concerned in view of the periodic evolutionary refinement, any specific issues or matters of concern shall be addressed separately by the appropriate authorities as and when found necessary.

2. Programme Offered

The MCA is a full-time postgraduate programme of two years duration, comprising four semesters, designed to provide advanced knowledge in the field of computer science and software development for careers in the IT industry.

2.1 Duration of the Programme

The minimum number of semesters is 4 and the maximum number of semesters is 8 for the completion of the MCA Programme.

2.2 Academic Calendar

2.2.1 The Academic Calendar for the MCA programme shall be prepared by the Institution and approved by the Head of the Institution before each semester. It shall include all academic activities such as course registration, class commencement and completion, continuous internal assessments, examinations, holidays and vacations and shall be published at least two weeks before the start of the semester on the college website.

2.2.2 An academic year consists of two semesters, namely the Odd and Even semesters.

2.2.3 The Academic Calendar shall be strictly followed. In case of loss of working days due to unforeseen reasons, compensatory classes shall be conducted as per the institutional decision.

2.2.4 The classes are usually scheduled from 8:30 a.m. to 4:05 p.m., Monday through Friday, and from 8:30 a.m. to 12:30 p.m. on Saturdays with necessary recesses and lunch break. The course instructors may also schedule some additional classes / exams / activities with prior approval of the respective Head of the Institution.

3. Admission

- 3.1. Candidates seeking admission to the first semester of the MCA programme shall have passed a recognized undergraduate degree examination of Anna University or any equivalent qualification approved under the Common Admission Procedure.
- 3.2. The eligibility criteria apply to candidates admitted through both Single Window Counselling (TANCET) and Management Quota.
- 3.3. Applicants must have studied Mathematics/Statistics/Computer-related subjects at the degree level or core Mathematics at the Higher Secondary (+2) level.

4. Program Structure

4.1 Curriculum

The MCA programme follows a well-defined curriculum that specifies the semester-wise sequence of courses required for completion of the programme. It includes theory, practical, integrated courses, internships and project work with detailed syllabi approved by the Board of Studies and the Academic Council of the Institution.

4.2 Programme Duration

- 4.2.1. The MCA programme shall be of two years duration, comprising four semesters, for candidates admitted as per the prescribed eligibility criteria under Clause 3.1.
- 4.2.2. Students are required to complete all academic requirements as per the curriculum and regulations within the stipulated period of two years.
- 4.2.3. The maximum duration may be extended by one additional year for students who avail an authorised break of study or opt for course dropping, in accordance with the regulations.
- 4.2.4. Programme completion refers to a student successfully undergoing all prescribed courses in the curriculum and becoming eligible to appear for the end semester examinations of all courses within the stipulated programme duration.
- 4.2.5. After programme completion, students with arrear courses shall be permitted a maximum of four years from the commencement of the first semester to successfully clear all arrears.

4.3. Medium of Instruction

The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports.

5. Registration of Courses

- 5.1. Students shall register for courses every semester before commencement, strictly as per the Academic Calendar with the prescribed schedule.
- 5.2. Students must consult the Head of the Department for any clarifications related to registration.
- 5.3. Re-registration for courses already completed is not permitted under any circumstances.
- 5.4. Students shall adhere to the maximum credit limit of 26 credits per semester while registering for courses.
- 5.5. Additions or drops of courses shall be permitted only within the stipulated time frame mentioned in the Academic Calendar.
- 5.6. No add/drop requests shall be entertained after the prescribed deadline under any circumstances.
- 5.7. Professional Elective (PE) and Open Elective (OE) courses shall be chosen as per curriculum requirements, with provision for alternate options if not cleared.
- 5.8. Additional courses beyond the curriculum may be permitted with prior approval. However, such credits will be recorded in the grade sheet but will be excluded from CGPA computation.

6. Attendance Criterion

- 6.1. The students are expected to attend all the classes without fail. Attendance of the student in each course is calculated from

$$\% \text{ of attendance} = \frac{\text{Actual No. of Classes attended}}{\text{Total No. of Classes conducted}} \times 100$$

- 6.2. It is mandated that a minimum overall attendance of 75%. This overall attendance percentage is calculated by taking average of student's attendance in all the registered courses in a semester.
- 6.3. For medical reasons, if a student is not able to attend classes, 'Medical Certificate' shall be furnished to the Head of the Institution, within 5 days from the date of reporting back for class work. In the event of student not able to secure 75% attendance, but has at least 70% attendance, such 'Medical Certificate' shall be considered, with the approval of the Head of the Institution.

7. Break of Study

- 7.1. Students shall be permitted to avail one Break of Study for a maximum period of one year (two consecutive semesters) during the entire programme duration for valid bonafide reasons such as hospitalization, accident or serious illness.
- 7.2. All Break of Study request letter shall be submitted by the student to the Head of the Institution through the Head of the Department. Upon approval by the Head of the

Institution, the request letter shall be forwarded to the Controller of Examinations for further processing.

- 7.3. Under no circumstances shall retrospective requests for Break of Study be entertained, and such requests will not be considered after the generation of the prevention list.
- 7.4. Students granted a Break of Study shall be permitted to appear for End Semester arrear examinations for backlog courses, if any, during the approved Break of Study period.

8. Disciplinary Proceedings

- 8.1. Students involved in serious misconduct such as ragging or misbehaviour shall be subjected to disciplinary proceedings and a detailed inquiry shall be completed by the Institute's Disciplinary Committee within ten working days from the date of cognizance.
- 8.2. The Disciplinary Committee shall be constituted by the Head of the Institution and shall include members such as the Head of the Institution (Chairperson), Heads of concerned and other departments, senior faculty members (including women faculty) and the Faculty Advisor of the student concerned.
- 8.3. The committee shall investigate the incident and submit its report with recommendations to the Head of the Institution for further action.
- 8.4. If the recommended punishment includes suspension beyond one week, debarring for a semester or issuance of a Transfer Certificate, the matter shall be escalated to the Students' Grievance Redressal Committee of the Institution for final decision.
- 8.5. The student(s) concerned shall be given an opportunity for representation at all stages of the inquiry process before any disciplinary action or penalty is imposed.

9. Teaching and Evaluation

- 9.1. Each course is managed by a Course Instructor, who is responsible for the effective conduct of the classes, including maintaining student attendance and assessment records for the assigned course.
- 9.2. The academic performance of students is assessed semester-wise through continuous internal assessments and end semester examinations, while certain courses are evaluated solely through continuous internal assessments.
- 9.3. For all theory courses, the evaluation process consists of Continuous Internal Assessments and an End Semester Examinations. The total marks allotted for each theory course shall be 100, of which 40% weightage is assigned to Continuous Internal Assessment and 60% weightage is assigned to the End Semester Examinations.
 - 9.3.1. Continuous Internal Assessment (CIA) shall comprise two internal examinations (CIA-I and CIA-II) along with course-based academic activities prescribed in the respective syllabus. In addition to the CIA,

students shall complete at least one assessment activity, such as an Innovation Report based on Experiential Learning with implementation details, a seminar presentation, an assignment or any other evaluation component specified in the respective course syllabus.

Weightage for Continuous Assessment in Theory (T)

- Assessment – I : 35%
- Assessment – II : 35%
- Innovation : 30%
- Total : 100%

9.3.2 End Semester Examination shall be conducted for 100 marks for a duration of three hours.

9.3.3. A student shall secure a minimum of 50% marks in the End Semester Examination and a minimum aggregate of 50 marks out of 100, combining the Continuous Internal Assessment and End Semester Examination marks, to be declared to have passed the course.

9.4. For Laboratory Integrated Theory Courses, evaluation shall be through Continuous Internal Assessments and End Semester Examination. Continuous Internal Assessment shall have the weightage of 50% and End Semester Examination shall have the weightage of 50%.

9.4.1. Continuous Internal Assessment consists of two Internal Examinations for theory courses and a minimum of one Internal Examination for practical courses. In addition to the CIA, students shall complete at least one assessment activity, such as an Innovation Report based on Experiential Learning with implementation details, a seminar presentation, an assignment or any other evaluation component specified in the respective course syllabus. The rubrics for practical evaluation shall be finalized by the common course committee at the beginning of the semester. The weightage for theory and practical components is provided in Table 1.

Table 1 - Weightage for Continuous Internal Assessments for LIT Courses

S.No.	L-T-P	C	Continuous Internal Assessments		
			Theory	Practical	Activities
1.	3-0-2	4	30%	10%	10%

9.4.2. End Semester Examination shall be conducted for 100 Marks for theory and laboratory courses within a duration of three hours, with a weightage as provided in Table 2.

Table 2 - Weightage for End Semester Examination in LIT Courses

S.No.	L-T-P	C	End Semester Examination	
			Theory	Practical
1.	3-0-2	4	70%	30%

The End Semester Examination marks shall be computed by assigning a weightage of 70% to the theory component and 30% to the practical component. The weighted total shall then be converted to a maximum of 50 marks.

9.4.3 A student shall secure a minimum of 50% marks in the End Semester Examination and a minimum aggregate of 50 marks out of 100, combining the Continuous Internal Assessment and End Semester Examination marks, to be declared to have passed the course.

9.5 Laboratory Courses evaluation shall be through continuous assessments and end-of-semester examinations. Continuous assessment shall have the weightage of 60% and End semester practical examination shall have the weightage of 40%.

9.5.1. Continuous Internal Assessments will be based on turn-to-turn supervision of the student's work, submission of observation notebooks and activities as prescribed in the syllabus content of the respective course. Rubrics for each laboratory course shall be prepared by the course instructor, with approval of the Head of the Department concerned, at the beginning of the semester. Weightage for continuous assessment is given in Table 3.

Table 3 – Weightage for Continuous Assessment in Laboratory(L) Courses

Evaluation of Students' Work, Observation, Record, etc.	Activities
75%	25%

9.5.2. End-Semester Practical Examination shall be conducted for laboratory courses for 100 marks and this examination shall be scheduled preferably before the commencement of the theory examination in a particular semester.

9.5.3. The final assessment shall comprise 60 marks from the Continuous Internal Assessment and 40 marks from the End Semester Examination which shall be scaled to 100 marks. A student shall secure a minimum of 50% marks in the End Semester Examination and a minimum aggregate of 50 marks out of 100, combining the Continuous Internal Assessment and End Semester Examination marks, to be declared to have passed the course.

9.6. Project Work

A Student May undergo final year project work in industry with a minimum of 16 weeks during the final semester with 12 credits. In such cases, the students shall undergo the final project work with the approval obtained from the Head of the Institution / Department. Project work shall be jointly supervised by the supervisor of the department and an expert as a joint supervisor from the industry. The Student shall be instructed to meet the supervisor periodically and to ensure the quality of the project work, sufficient information and data shall be provided by the industry concerned to the students and the same shall be ensured by the internal guide(s) at the beginning and at regular intervals for successful completion.

9.6.1. Evaluation of Project work.

Assessment of the project shall comprise continuous reviews, evaluation of the project report, and a final viva-voce examination. Three reviews shall be conducted at regular intervals by a committee constituted by the Head of the Department. The Continuous Internal Assessment shall carry a weightage of 60%, while the final viva-voce examination shall carry a weightage of 40%. Students shall submit the project report and present their work before the examination panel. The detailed weightage is provided in Table 4.

Table 4 - Weightage for Continuous Internal Assessment & End Semester Examination (Viva Voce) for Project Work.

Continuous Internal Assessment (60%)			End Semester Examination			
			Project Report Evaluation		Viva Voce	
Review I	Review II	Review III	Guide	External Examiner	Guide	External Examiner
20%	20%	20%	10%	10%	10%	10%

The Project Report is prepared according to the approved guidelines as given by the Anna University, duly signed by the supervisor (s) and the head of the department.

9.7. Internship

Every student shall successfully complete a four-week internship during the summer vacation following the Semester II end-semester examinations, in accordance with the programme curriculum. The internship shall carry one credit.

The industry in which the student proposes to undergo the internship shall be engaged in Software Development, IT Services, Software Testing, Implementation or other activities relevant to the programme. Upon completion of the internship, the student shall submit an internship report describing the work carried out, observations, skills acquired and the usefulness of the training, along with an attendance certificate issued by the concerned industry.

- 9.7.1. The internship shall be evaluated based on the internship report and related documents by internal examiners appointed by the Controller of Examinations. The detailed weightage is provided in Table 5.

Table 5 - Weightage for Continuous Assessment of Internship

Report	Presentation	Viva -Voce
40%	30%	30%

- 9.7.2. A student shall secure a minimum of 50% marks in the Internal Evaluation to be declared to have successfully completed and passed the internship course.

9.8 Mini Project

From Semester I to Semester III, all students shall undertake a Mini Project carrying one credit to enhance their theoretical and experimental understanding in the respective domain. Evaluation shall be based on Continuous Internal Assessment and End Semester Examination. Continuous Internal Assessment shall include three periodic reviews conducted by a committee constituted by the Head of the Department and shall carry a weightage of 60%. The End Semester Examination, comprising project report evaluation and viva-voce examination, shall carry a weightage of 40%. The detailed weightage is provided in Table 6.

Table 6 - Weightage for Assessment of Mini Project

Report	Presentation	Viva -Voce
40%	30%	30%

A student shall secure a minimum of 50% marks in the External Assessment and a minimum aggregate of 50 marks out of 100, combining the Continuous Internal Assessment and External Assessment marks, to be declared to have passed the Mini Project.

10. Grading of Courses

- 10.1. The award of letter grades will be decided using the relative grading principle, except for Laboratory Courses and Project Work. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

Table 7 - Weightage for Grade Point

Letter Grade	Grade Points*
S (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8

B + (Good)	7
B (Above Average)	6.5
C+ (Average)	6
C (Satisfactory)	5
U (Re-appearance)	0

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “S”, “A+”, “A”, “B+”, “B”, “C+”, “C”.

“U” denotes that the student has failed to pass in that course.

10.2 Absolute Grading

Absolute grading shall be followed for all courses. The grades shall be awarded based on the marks secured by the student, as specified in Table 8.

Table 8 – Grade range for absolute grading

S	A+	A	B+	B	C+	C	U
91-100	81-90	71-80	66-70	61-65	56-60	50-55	< 50

For **Project Work, Internship, and Laboratory Courses**, the same absolute grading procedure shall be followed, irrespective of the number of students registered for or appearing in the course.

A student who secures **50 marks or above** shall be declared to have passed the course and shall be awarded the corresponding grade as per Table 6. A student who secures **less than 50 marks** shall be awarded the grade 'U' (**Unsatisfactory**) and shall be declared to have failed in the course.

10.3. The grades S, A+, A, B+, B, C+, C and U awarded for **Value Added Courses, Internship, Industrial Training, or any one/two-credit course not forming part of the programme curriculum** shall be reflected in the Grade Sheet under the appropriate heading.

10.4. For a student who successfully completes a **Mandatory Course** by fulfilling the prescribed course requirements, the title of the Mandatory Course shall be recorded in the Grade Sheet. No grade or credit shall be awarded for the Mandatory Course unless otherwise specified in the curriculum.

11. Calculation of Grade Point Average (GPA) / Cumulative Grade Point Average (CGPA)

During each semester, the list of curricular courses (not the additional courses) registered, and the grades scored in each course are used to compute the Grade Point Average (GPA). GPA is the ratio of the sum of the products of the number of credits of curricular courses

(not the additional courses) registered and the grade points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester. U grades will be excluded from calculating GPA and CGPA.

$$\text{GPA / CGPA} = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

Where,

- C_i is the number of Credits assigned to the course.
- GP_i is the point corresponding to the grade obtained for each course
- 'n' is the number of all courses successfully cleared during the particular Semester in the case of GPA and during all the semesters in the case of CGPA.

In the consolidated grade sheet, the CGPA earned shall be converted into a percentage of marks as follows:

$$\text{Percentage of Marks} = \text{CGPA} \times 10.$$

12. Award of Degree

12.1. A student is deemed to have completed the requirements for the award of a degree if the student has:

- Completed all courses as per the respective curriculum of the discipline, satisfying the minimum credit requirement and other academic requirements for the programme.
- No pending disciplinary action against him/her.

12.2. Degree Classification Criteria

12.2.1. **First Class with Distinction:** Pass all courses on **first appearance**, complete the programme within the prescribed duration, secure a **CGPA ≥ 8.50** , and have **no restriction from appearing** in end-semester examinations.

12.2.2. **First Class:** Pass all courses within the prescribed duration, secure a **CGPA ≥ 6.50** , and have **no restrictions on appearing** in end-semester examinations.

12.2.3. **Second Class:** Pass all courses within the prescribed duration and secure a **CGPA < 6.50** or satisfy the permitted completion requirements.

13. Revision of Regulations

Notwithstanding all that has been stated above, the Syndicate has the right to modify any of the above regulations, based on the recommendations of the Academic Council, from time to time.

14. Conduct and Discipline

14.1 General Code of Conduct and Discipline

- a) The student is responsible for the general conduct, both inside and outside the college.
- b) If a student is found guilty of ragging another student, he/she will be expelled from the college or punished as per the rules and regulations of Central and State Governments.
- c) Every student should carry a valid identity card, which he/she should instantly produce when demanded by the college official(s).
- d) It is expected that all students must adhere to uniform dress code as prescribed by the college.
- e) Time-table for the semester shall be displayed on the notice-board of the classroom. The students should attend all the lectures, practicals, seminars etc. with sincerity and regularity.
- f) Students should make themselves familiar with the syllabi of their course as well as the college regulations. They should read the notices displayed from time to time on the college notice boards. However, some urgent notices may be read out in the classroom.
- g) Every student is expected to be in the classroom before the faculty member comes in. Similarly, no one shall leave the classroom before the faculty member leaves the room except with his/her prior permission. Students must not wander around the college premises when classes are in progress. Students are not allowed to attend lectures, other than their own class lecture, without the permission from the faculty members/HoD concerned.
- h) Student's conduct in the classes as well as on the campus should be such that it will not cause any disturbance to fellow students, staff members and the normal functioning of the college. If found guilty of misconduct, he/she may be suspended or expelled from the college immediately.
- i) Use or display of mobile phones and/or any other electronic gadgets during the class hours, laboratory and examination hall is strictly prohibited. In case of violation, the gadget shall be confiscated instantly and shall be retained by the college till the end of the course, which may be handed over to the parent/legal guardian after the completion of the course.
- j) No student shall collect any money as contribution for picnics, trips, get-togethers, charity, meetings or any other activity without the permission of the HoD. No Society or Association or Union shall be formed and no person shall be invited to

address in any meeting in the college without prior and proper permission of the Head of the Institution.

- k) Students are advised not to go outside the college premises for refreshments and should make use of the facilities available within the campus.
- l) Every student is expected to deal with the college property with due care and should help in keeping the premises neat and clean, considering the college as a continuation of his/her home. Any damage done to the college property is a breach of discipline and shall be dealt severely. Students suspected or found guilty are liable for recovery and/or expulsion.
- m) Disfiguring the college property is punishable and students found accountable or suspected of this type of act will be expelled from the college.
- n) No student is allowed to smoke/spit within the campus. If found guilty, he/she is punishable. No student is allowed to consume liquor or any intoxicants inside the college campus. Even outside the college campus, he/she is expected to keep up very high moral and social standards so as to uphold the name of the institution and their family.
- o) Students are not allowed to meet any outsider or ex-student in the college premises without the permission of the concerned HoD.
- p) If, for any reason, the continuance of a student in the college is detrimental to the best interest of the college, the Head of the Institution can ask such a student to leave the college without assigning further reasons. In extreme cases, the student may be dismissed from the college.
- q) Any breach of the above rules shall be dealt severely. Genuine difficulties of the students should be put forth in writing to the HoD through the tutor concerned and every effort shall be made to solve the genuine difficulties with due consideration.
- r) The Head of the Institution and/or the HoD with the consultation of the tutor concerned shall take decisions in all matters of the college that are not listed above and that shall be final and binding on all.

14.2. Library Rules

- a) Books shall be issued from the library on production of library cards to the students, from 8.30 AM to 4.00 PM on all the working days. Entering the library with bags, mobile phones, books etc. is forbidden. All students with such belongings should keep them in the property counter which is available near the entrance of the library at their own risk. Cash and important valuables should not be kept in those shelves. Any one tampering with others' belongings shall be dealt with severely. Library books, issued against the library card can be kept by a student for not more than the date stamped last on issue slip. Prescribed penalty shall be imposed after the due date.
- b) Reading room facility is also provided to the students from 8.30 AM to 8.00 PM on all working days. Absolute silence should be maintained in the library and the

reading rooms. Students having theory or practical class, should not be seen in the library.

- c) Library is not a place for group discussion or interpersonal communication. Violation of library rules may attract disciplinary action.
- d) The SC/ST Book Bank facility is available. The text books are issued to eligible students which are to be returned after the completion of examinations.

14.3 Identity Card

Every student shall be issued a student identity card from the college office after the admission procedure is complete. Every student must have his/her valid identity card with him/her during the college hours and examinations and to be shown, whenever it is asked. If the ID Card is lost, the new ID card can be obtained by paying the administrative charges.

14.4 Parent/Guardian Responsibilities

- a) The Parent/Guardian should confirm that their ward has completed admission procedure by paying the appropriate fee to be a bonafide student of the college. They should periodically visit the college to meet the Tutor/HoD/Principal to know the overall progress of their ward including regularity and discipline.
- b) The Parent/Guardian should ensure that their ward is decently dressed in prescribed college uniform to suit the classroom atmosphere. They should inform the teachers or the HoD concerned immediately if their ward is absent to the classes for long duration due to sickness or any other reason. They should feel free to meet the Tutor / HoD in case of any difficulty related to the curriculum. They should encourage their ward to actively involved in academic, co-curricular and extra-curricular activities organized by the college/university. They are also requested to keep an eye on the overall conduct and behaviour of their ward inside/outside the college premises. Parent/Guardian can visit the college website (www.adhiyamaan.ac.in) to know the examination results of their ward.
- c) Change in mobile numbers of the Parent/Guardian should be intimated to the concerned department HoD for updation.

14.5 Transportation Rules

- a) Any student who wishes to avail transport facility of the college should have a valid bus pass.
- b) The student must carry bus pass with him/her daily. It should be produced to the Conductor/Driver whenever it is asked.
- c) Unpleasant conversations and noise should be avoided in the bus. Disciplinary action shall be taken against those who violate this.
- d) Students must reach the boarding point 10 minutes before the scheduled time.
- e) If any damage is caused to the bus, disciplinary action shall be taken against the particular student or group of students responsible for the damage.

- f) The bus pass is valid only in the college bus for the period mentioned and route to which it is issued. Changes, if any, shall have to be authorized by the officials, for the issue of a new bus pass.
- g) Suggestions or complaints regarding the college bus service should be informed directly to the Transport-in-charge/Manager/Principal.
- h) If the bus pass is lost, a new one can be obtained by paying the administrative charges.

14.6 Hostel Rules

The inmates should strictly adhere to the following instructions:

- a) They should keep the living rooms neat and tidy.
- b) They should not stay in the hostels during class hours.
- c) They should not litter in the corridors, to maintain cleanliness and hygiene.
- d) They should not go to other rooms after 8:30 pm.
- e) They should not go out of the hostels during the week days without the written permission of the Deputy Warden.
- f) They are eligible for mess bill reduction if they are away for a minimum of 10 days with prior intimation in writing.
- g) They should maintain silence in and around the hostel premises so as to preserve an ambience conducive for studies.
- h) They should not play pranks in the rooms and should not cause inconvenience to other inmates.
- i) They should keep the furniture and other fittings of their rooms/block intact.
- j) They should not possess electric appliances such as Iron Box, Heater, etc.
- k) They should not indulge themselves in vices such as smoking and consumption of liquor and ragging other inmates/juniors.
- l) They should avoid unparliamentary words during conversations.
- m) Mess bill shall be calculated from the date of their admission in the hostel, based on dividing system.
- n) Day scholars are not permitted to enter the hostel.
- o) The Chief Warden of the hostels has the power to reprimand, impose penalty or take any other suitable measures against an inmate who violates either the code of conduct or rules and regulation pertaining to the institution hostels.

15. Ragging Act

Tamil Nadu Prohibition of Ragging Act, 1997 (Act No. 7 of 1997) AICTE, New Delhi - Legal cell notification (Dated 01/07/2009) Involvement of a student in ragging shall lead to his/her expulsion from the institution. If a student is found guilty of some serious offence, he/she may not be recommended for the award of the degree, even though the student has satisfactorily completed the entire academic requirement. As per section 4 of the Tamil Nadu Prohibition of Ragging Act 1997 and AICTE, New Delhi. Legal cell

notification dated 01/07/2009, any student found directly or indirectly committing or participating in ragging inside or outside the college shall be liable for the following punishment.

a) Imprisonment up to two years and penalty up to Rs. 10,000/-
b) Convicted will be dismissed and shall not be admitted in any other educational institution.
c) The decision of the head of the institution shall be final.

ANTI RAGGING SQUAD

S. No.	Name of the Member	Designation	Category
1	Dr. R. Radhakrishnan	Chairman	Principal
2	Dr. Venkatesan Selvam	Member	Dean-Academics
3	Dr. R. Dhanasekaran	Member	Dean-Industry Relations
4	Dr. S. Sumathi	Member	HoD/ECE
5	Dr. J. Arivudai Nambi	Member	HoD/Mechanical Engg.
6	Dr. K. Senthil Kumar	Member	HoD/Aeronautical Engg.
7	Dr. V. Manivasagan	Member	HoD/Biotechnology
8	Dr. T. S. Udhaya Surya	Member	HoD/BME
9	Dr. K. Srinivasan	Member	HoD/ Civil Engg.
10	Dr. K. Santhi	Member	HoD/EEE
11	Dr. D. Thilagavathy	Member	HoD/IT
12	Prof. K. Oviya	Member	HoD/AIDS
13	Prof. M Malathi	Member	HoD/AIML
14	Dr. G. Fathima	Member	HoD/ CSE
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