KCG

COLLEGE OF TECHNOLOGY

A Unit of Hindustan Group of Institutions

KCG Nagar, Rajiv Gandhi Salai, Karapakkam, Chennai - 600 097.
Phone : 044-2838 9001 / 9002 / 9003 www.kcgcollege.ac.in

Affiliated to Anna University and
Approved by AICTE, New Delhi
An ISO 9001 : 2015
Certified Institution and Accredited by NBA

ACADEMIC CALENDAR
&
STUDENT HANDBOOK
2018 - 2019

ISO 9001 : 2015

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PERSONAL PROFILE

Name : .....

Year : ..... Branch .....

Parents' Names : .....

Residential Address: .....

.....

.....

Hostel Resident / DayScholar : .....

Date of Birth : .....

Phone No. : .....

Bank Account No. : .....

Vehicle No. : .....

Passport No. : .....

Bus Pass No. : .....

Library Ticket No. : .....

Blood Group : .....

E-mail ID : .....

Name of the ClassTeacher : .....

Phone No. : .....

Name of the HoD : .....

Phone No. : .....

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COLLEGE ANTHEM

(To be sung at college functions)

Stanza 1

Pride of the land, haven of hope with her banner flying aloft;
Stands Hindustan greeting all
Shining at the zenith of glory.
Peace and harmony dwell
Goodwill and friendship prevail;
Millions seek thy portals
Make thy name immortal.

(Chorus)

Stanza 2

Excellence our ambition; Success our noble vision;
Diligence and determination
Hallmark of Hindustan.
Loyal to our motto we stand
Virtue & knowledge in hand
Good Shepherd Divine Guide Long live our Alma Mater

(Chorus)

Honesty, Civility Pride
of Hindustan Quality,
Unity Mission of
Hindustan

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PLEDGE

(To be made during Republic Day / Independence Day functions)

India is my country
All Indians are my brothers and sisters
I love my country, and I am proud of its rich and
Varied heritage
I shall always strive to be worthy of it
I shall give my parents, teachers and all elders respect
And treat everyone with courtesy
To my country, and my people,
I pledge my devotion
In their well-being and prosperity
Alone, lies my happiness.

NATIONAL ANTHEM

(To be sung at the closing of college functions)

Jana ganamanaadhinaayakajayahae
Bharatabhagyavidhata
Punjaba, Sindu, Gujarata, Marata
Dravida, Utkala, Banga
Vindhya, Himachala, Yamuna, Ganga
Uchala Jaladhithataranga
Tavasuba name-jahe,
Tavasubhaashishamahe,
Gahetavajayagatha
Jana ganamangaladayakajaya hey
Bharathabhagyavidhata
Jaya hey, jaya hey, jaya hey,
Jaya jayajayajaya hey.

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VISION AND MISSION

To Make Every Man a Success and No Man a Failure

- Dr KCG Verghese
Founder, Hindustan Group of Institutions

VISION

KCG aspires to become a globally recognized centre of excellence for science, technology & engineering education, committed to quality teaching, learning, and research while ensuring for every student a unique educational experience which will promote leadership, job creation, social commitment and service to nation building.

MISSION

To disseminate knowledge in a rigorous and intellectually stimulating environment.

To facilitate socially responsive research, innovation and entrepreneurship.

To foster holistic development and professional competency.

To nurture the virtue of service and an ethical value system in the young minds.

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QUALITY POLICY

KCG College of Technology, committed to achieving excellence in technical education and producing responsible citizens and progressive leaders, strives to achieve the institution goal by

- Focusing on the overall development of the students and strengthening their capacities and leadership abilities
- Creating a conducive environment for effective teaching, active learning and purposeful research
- Incorporating value-added programmes to the curriculum and improving the job prospects of the students
- Periodically evaluating the effectiveness of the programmes offered at the institute and responding positively to the needs of the industry
- Exposing the students to the challenges of the twenty-first century and providing them with opportunities to think innovatively and to demonstrate their entrepreneurship skills to contribute effectively to the growth of the nation, and
- Continuously benchmarking the institution against premier institutions to adopt the best practices for quality improvement.

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HINDUSTAN GROUP OF INSTITUTIONS

The Hindustan Group of Institutions was founded in 1966 by late Dr K.C.G.Verghese. Way back in the sixties, he created the need for an institution that offers non formal technical education and set up Hindustan Engineering Training Centre (HETC). Today, the Hindustan Group includes several institutions unified by the founder's vision of imparting quality education in the fields of Engineering, Aviation, Applied Sciences, and Management. Each of these institutions has ideal infrastructure and is committed to promoting quality learning, making the Hindustan Group a force to reckon with, in the field of education.

List of Institutions

- Hindustan Institute of Engineering and Technology
- Hindustan Institute of Technology and Science
- KCG College of Technology
- Hindustan College of Arts and Science
- Orient Flight School
- Hindustan International School (CIE)
- Hindustan International School (CBSE)
- Hindustan First Grade College, Mysuru

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Administrative Office

The administrative office of the Hindustan Group of Institutions is located at 40, Grand South Trunk Road, St. Thomas Mount, Chennai. It is only three kilometers from the Chennai Kamaraj Domestic and the Anna International Airports.

The office is ideally located for the students to arrive either by bus or by electric train from any part of Chennai. Guindy and St. Thomas Mount suburban railway stations are at equal distance from the administrative office.

Address

Administrative Office
Hindustan Group of Institutions
40, GST Road, St. Thomas Mount,
Chennai - 600 016.

Phone : 044 - 22339260 / 0980 / 1389 / 2508
Fax : 044 - 22342170

E-mail : hetc@vsnl.com
Website : www.hindustan.ac.in

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KCG COLLEGE OF TECHNOLOGY

KCG College of Technology was founded in 1998 to fulfill the Founder-Chairman's vision of **"To Make Every Man a Success and no Man a Failure"**. It is a Christian minority institution, affiliated to Anna University, Chennai and approved by AICTE, New Delhi.

APPROVAL

KCG College of Technology, formerly known as National Institute of Technology and Science, is approved by the AICTE, Government of India, New Delhi, vide Lr. No.730-52-307 (E)/ET/ 97 dated 19-12-1997 and Govt. of Tamil Nadu, vide Lr. No.G.O.Ms.No.109 dated 23-03-1998. The College has been certified as an ISO 9001:2015 Institution.

AFFILIATION & ACCREDITATION

The College is affiliated to Anna University, Chennai as per the Government of Tamil Nadu notification for conducting four year BE./BTech Degree programmes, two-year ME programmes. Mechanical Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Computer Science and Engineering and Information Technology courses of this college have been accredited by the National Board of Accreditation (NBA).

COLLEGE CAMPUS

The campus of KCG College of Technology is beautifully landscaped in a lush green stretch of land spread over 50 acres at Karapakkam, which is about 10 km from Adyar on the Old Mahabalipuram Road, the IT corridor of Chennai. The college operates a fleet of buses connecting all parts of the city for the convenience of the students and staff. Besides this, the college is well connected to different parts of the city by public transport buses.

OBJECTIVES OF THE COLLEGE

The main objective of the college is to assist the students in bringing out the best of their abilities and to train them to become successful professionals. To achieve this, the college endeavors to provide them with these facilities:

1. an excellent academic atmosphere to enable students to acquire a broad engineering background, to meet the changing needs of the industry and to ensure an attractive placement immediately on completion of studies,
2. an opportunity to help them to acquire all-round development and to inculcate sympathetic attitude to the needy and to the underprivileged,
3. a Technological and Management Consultancy Centre (TMCC),
4. a Research and Development Centre (RDC) for advanced studies in specialized areas of management, science, engineering and technology,
5. Continuing Education Programmes (CEP) by conducting refresher and short term courses in current technology for practicing engineers,
6. a computer center to develop software and serve the industries and other agencies in-and-around Chennai,
7. Innovation Cell (i-cell), Entrepreneurship Cell (e-cell), Placement Cell, Training Cell, Higher Education Cell, Literary Clubs, Quiz Club, etc.

Further, the college strives to encourage the students not only to be involved actively in their course work but also to take part in many different extra-curricular activities.

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ADMINISTRATION

The smooth running of the college is facilitated by three committees - the Governing Council, the Management Team and the Staff Council. The Governing Council and the Management Team function under the able administration of the Chairperson of Hindustan Group of Institutions (HGI), Dr Elizabeth Verghese, former Joint Chief Engineer of the Highways Department, Government of Tamil Nadu.

GOVERNING COUNCIL

1	**Dr. Elizabeth Verghese**	Chairperson
2	**Dr. Anand Jacob Verghese**	Member
3	**Dr. Aby Sam**	Member
4	**Mr. Ashok Verghese**	Member
5	**Dr. Annie Jacob**	Member
6	**Prof. (Dr.) Kuncheria P. Isaac** Vice-Chancellor Hindustan Institute of Technology and Science	Member (Educationalist)
7	**Regional Officer, SRO, AICTE**	Member (AICTE Nominee)
8	**Mr. Anand Sundaresan** Vice Chairman & Managing Director Schwing Stetter (India) Pvt. Ltd.	Member (Industrialist)
9	**Dr. A. Rajadurai Dean,** MIT Campus Anna University, Chennai - 600 044	Member (University Nominee)
10	**Commissioner of Technical Education** Directorate of Technical Education Guindy, Chennai - 600 025	Member (Govt. of Tamil Nadu Nominee)
11	**Dr. J. Sreerumbabu,** Asst. Director (Planning) Directorate of Technical Education, Chennai - 600 025	Member (Govt. of Tamil Nadu Nominee)
12	**Dr. Sumathi Poobal,** Professor & Vice-Principal KCG College of Technology, Chennai - 600 097	Member (Faculty)
13	**Ms. Linu Sam,** Asst. Professor, S&H, KCG College of Technology, Chennai - 600 097	Member (Faculty)
14	**Dr. C. Chinnaraj,** Professor & Registrar, KCG College of Technology, Karapakkam, Chennai - 600 097	Member (Faculty)
15	**Dr. G. Sambandan,** Professor - Advisor, Department of Electrical and Electronics Engg., KCG College of Technology, Karapakkam, Chennai - 600 097	Special Invitee
16	**Dr. K. Sarukesi,** Dean – Academic, KCG College of Technology, Karapakkam, Chennai - 600 097	Special Invitee
17	**Dr. G. Prabhakaran,** Principal, KCG College of Technology, Karapakkam, Chennai - 600 097	Member Secretary

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MANAGEMENT TEAM

Chairperson	Dr Elizabeth Verghese
Director & CEO	Dr Anand Jacob Verghese
Director	Dr Aby Sam
Director	Dr Annie Jacob
Principal	Dr G Prabhakaran
Vice Principal (Acad)	Dr Sumathi Poobal
Dean – Academic	Dr K Sarukesi
Dean - Student Affairs	Dr Anita Manuel
Associate Dean (Industry Partnership and Corporate Affairs)	Dr P Deiva Sundari
Advisor	Dr G Sambandan
Advisor	Dr Umesh Rai
Registrar	Dr C Chinnaraj
HoD (AERO)	Dr K Vijaya Raja
HoD (MECH)	Dr S Ramesh
HoD (EEE)	Dr T Anuradha
HoD (ECE)	Dr V Thulasi Bai
HoD (CSE)	Dr M Krishnamurthy
HoD (IT)	Dr J Frank Vijay
HoD (CIVIL)	Dr V Vandhana Devi
HoD (E&I)	Dr N Bharathi
HoD (Automobile)	Dr B Venkataraman
HoD (Fashion Tech.)	Dr R G Panner Selvam
HoD (S&H)	Ms M B Bindu
PG-Co-ordinator (ME-CS)	Dr Deepa Jose
PG-Co-ordinator (ME-CSE)	Dr S Sankar
PG-Co-ordinator (ME-MFE)	Mr K Gobivel
PG-Co-ordinator (ME-PED)	Dr S Prabhuraj

Head, Research	Dr Deepa Jose
Head, Higher Education Cell	Dr Albert P Rayan
Head, International Affairs	Dr R Asad Ahmed
Head, Training Cell	Dr N Vanathi
Head, Placement	Prof B Thirumaran
Coordinator-IQAC	Dr R Dhanalakshmi
Coordinator-ISO-MR	Mr S Cloudin
Coordinator-Exam Cell	Dr P Sivaramakrishna Das
Student Counsellor	Ms D Revathy
Senior Manager (Admin)	Mr H Pius Benvenuto
Dy Registrar (Admin & HR)	Mr G Suresh
Asst. Registrar	Mr B Chitti Babu
Asst.Registrar (Admin)	Mr A Kishore Kumar
Librarian	Mr Joseph Anbu Raj
Physical Director	Dr N Prem Kumar
Accounts Manager	Mr Sonu K Jacob
Manager (Admin)	Mr Biju Varghese

THE FACULTY

The faculty members of the college not only guide the students in their academic pursuits, but also channelize their thoughts and actions in the positive direction. They encourage the students to develop their talents in extra and co-curricular activities. Their efforts are concentrated on achieving all-round development of the students and in molding them into good citizens.

The faculty comprises highly qualified and experienced professors who are from reputed institutions like the Indian Institute of Technology, Indian Institute of Science, Indian Institute of Management and Anna University. Apart from full-time professors, visiting professors from various industries and research organizations in-and-around Chennai, deliver guest lectures and provide guidance. Moreover, eminent academicians from the UK and the USA, consultants of various industries and our distinguished alumni provide additional inputs and impetus to the various programmes and ensure that graduating students are sufficiently exposed to industrial practices.

The faculty aim to help the students to achieve their best in their chosen field. To meet this aim:

- We provide a core team whose qualification, experience, dedication and ability to impart knowledge remains unrivalled.
- We instill in the mind of students a pride in their national identity, sense of responsibility, honesty and integrity.
- We provide a learning environment geared for achieving the highest standards of academic excellence.
- We encourage them to be goal-oriented.
- We transform them into responsible citizens who will take an active part in community service when they enter their respective professions.

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PROGRAMMES OFFERED

The College offers the following programmes:

Under Graduate Programmes

BE - 4 Years

1. Aeronautical Engineering
2. Civil Engineering
3. Computer Science and Engineering
4. Electrical and Electronics Engineering
5. Electronics and Communication Engineering
6. Electronics and Instrumentation Engineering
7. Mechanical Engineering
8. Automobile Engineering

BTech - 4 Years

9. Information Technology
10. Fashion Technology

Post-Graduate Programmes

ME – 2 Years

1. Communication Systems
2. Computer Science and Engineering
3. Engineering Design
4. Manufacturing Engineering
5. Power Electronics and Drives
6. VLSI Design

Anna University Recognised Research Centres for PhD Programmes

1. Computer Science and Engineering
2. Electronics and Communication Engineering
3. Electrical and Electronics Engineering
4. Mechanical Engineering
5. Physics

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COLLEGE RULES AND REGULATIONS

I. ATTENDANCE AND LEAVE OF ABSENCE

i) Students should attend classes regularly. A minimum of 75% attendance is required to appear for the University examinations. The attendance in both theory and practical classes will be taken into account.

ii) Students who absent themselves on medical grounds should produce valid medical certificates immediately on reporting back after sickness. However the student should have put in a minimum of 65% attendance to be considered on medical grounds or participation in sports events.

iii) A student should take prior permission from the Principal / HoD / Class teacher before he/she goes on leave, by submitting written request.

iv) If a student participates in seminar / symposium / cultural / sports events conducted in other colleges, he / she should get prior permission from the Principal / HoD / Class teacher.

v) Every student should be present for all the official functions arranged by the college.

vi) The annual certificate of attendance and progress required to appear for the University examination will be issued only if the student has requisite attendance.

vii) Progress Report: Three unit tests and one model examination of university pattern will be conducted in a semester. The progress report will consist of the marks record of the students in all major tests including laboratory courses and the attendance record from the commencement of the class till the date of the last test subject. The report will be sent to the parents three times in a semester.

CAMPUS RULES

1 Drive slowly not exceeding 20 kmph limit
2 Noise pollution is an offence and hence should be avoided in the academic campus
3 Entry of heavy vehicles is restricted inside the campus
4 No horn within the campus
5 'L' board practice prohibited
6 Help to maintain the beauty, serenity and greenery of the campus
7 Park the vehicles in 'Parking lots' only
8 More than two persons riding in two wheelers is prohibited
9 Produce identity card/pass and driving license on demand
10 Rash driving will result in the seizure of the vehicle
11 Driving without license is prohibited
12 Use of plastic bags and cups is prohibited
13 Smoking and consumption of alcohol are prohibited
14 Pasting of wall posters, writing on walls and roads are prohibited.

GENERAL CODE OF CONDUCT

1. The college maintains strict discipline. Students violating this are liable for severe penalty including expulsion. Students expelled on grounds of indiscipline will not be entitled to any certificate and refund of fees and deposits.

2. Ragging of any sort is strictly prohibited. Students found guilty of ragging are liable to severe punishment including dismissal from the college / hostel. The matter will also be referred to the police as the government has declared ragging as a criminal offence.

3. The use of mobile phones by the students is strictly prohibited in the academic buildings. Defaulters will be imposed penalty including confiscation of the instruments at the discretion of the Principal / Management.

4. Students should strictly follow the dress code. They should maintain decorum befitting dignity with proper dress and hair-style. The recommended dress for boys is long trousers with shirts tucked in and shoes. Girl students may opt for salwars with dupatta or sarees. T-shirts, sleeveless tops and jeans are not allowed. Students should avoid hawai / bath-room chappals while attending classes and official functions.
5. Any student found responsible for any damage to the college building, furniture or equipment will be punished severely and the cost of damages along with a fine will be recovered. The college reserves the right to expel such students.
6. Absolute silence should be maintained in the library and laboratories and while moving from class to class in the corridors.
7. Students are strictly forbidden from organizing or attending any unauthorized meeting in the college or collecting money for any purpose without the prior written permission from the Principal.
8. Organized absence from classes and instigation of students to absent themselves or to go on strike is a serious breach of discipline and may result in expulsion from the college.
9. Students shall not take part in any anti-social or subversive activities. No student shall be a member of any organization / association not connected with the college without the prior written permission from the Principal.
10. Students are forbidden from organizing unions or associations based on caste, colour, creed, language, nationality or political ideology within the campus.
11. Students must conduct themselves at all times in a fitting manner to bring credit to themselves and to the college.

12. The Campus is a 'No Smoking Campus'. Consumption of alcohol, drugs and smoking will result in dismissal from the college.
13. Students must take care of the tools, apparatus and other equipment given to them and should maintain the cleanliness of the laboratories and the workshops. The damage caused to any equipment should be reported immediately to the laboratory in-charge.
14. Students should make use of all opportunities provided to them to acquire engineering skills and knowledge during their period of study.
15. Students should help maintain peace in the campus
16. Students are advised not to eat or drink at any of the restaurants outside the campus to safeguard their health.
17. All students are expected to see the notice board daily for circulars, university related matters, instructions and news on placement and training.
18. Every student should use power and water sparingly. Lights and fans should be switched off when not in need. Water taps should be properly closed to avoid wastage.
19. All students should wear their identity cards visibly.

LEAVE RULES

Leave forms are available at the college office/department. Students are to use only these leave forms for availing any leave. Students are not permitted to take more than 3 days of leave at a stretch.

If the students have to take leave for more than 3 days at a stretch for any reason, the parents concerned must meet the respective class teacher / HoD.

Students not fulfilling the above conditions will be marked absent until they fulfill the conditions

EDUCATIONAL TOURS

The college arranges visits and tours to places of educational and relevant interest. All the students are expected to participate and the expenditure towards such visits should be met by the students. One or more faculty members will accompany the students during industrial visits, educational tour, etc. Students must obtain permission from the Principal, through the head of the department and from the parents before planning any visit or tour.

WORKSHOP / LABORATORY UNIFORM

Students should have at least three pairs of workshop and laboratory uniforms. The prescribed uniform for boys is dark grey full pant and half sleeve shirt tucked-in. Girls will wear dark grey overcoat. Shoes are essential for both boys and girls. For other laboratory classes, the students will wear white overcoat. The students reporting without the prescribed uniform will not be permitted to enter the workshops / laboratories. Students should take care of their belongings while going to laboratory classes.

BOOKS AND INSTRUMENTS

- All students should possess textbooks as per the syllabus. The same will be verified by the respective class-teachers during the first few classes. Only if the students purchase all the books, he / she will be permitted to attend the classes.
- Lab record books should be purchased only from the college stores. Outside record books will not be entertained.
- Only University specified scientific calculators will be allowed during class / examinations.
- Students will not be allowed to attend drawing classes without Drawing instruments like instrument box, drafter, scale set, drawing paper, etc..
- The College also arranges to supply books / instrument kit on payment.

GUIDANCE AND COUNSELLING SECTION

Each faculty member mentors a group of students. The Mentor will keep track of all the activities of the group and a personal record book, which contains the entire data of a student till he/ she leaves the college.

A qualified counselor is available in the campus to counsel and guide the students, who face problems of adjustment, depression or any other career or behavior-oriented aberrations. The Counselor ensures that all students have access to career education and guidance.

ALUMNI ASSOCIATION

All the students graduating from KCG College of Technology are automatically enrolled as members of Alumni Association. The membership fee of ₹1,500 will be recovered from the caution deposit. The alumni members will have the access to the use of college facilities such as library, gym, tennis court, etc. The members meet periodically and share their experiences.

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AWARDS FOR MERITORIOUS STUDENTS

Management Scholarships / Financial Assistance

Outstanding meritorious students in academic, co-curricular and extra-curricular activities are suitably awarded by the college.

Deserving, meritorious and economically weaker students are given financial assistance by the management for payment of tuition fees including free books and transport.

The management encourages students to take part in technical seminars (National and International) organized by industrial organizations and academic institutions. The participants are given monetary assistance in the form of registration fee, travelling expenses, etc.

The Management has instituted cash awards for university rank holders as below.

1st rank (UG)	-	₹ 1,00,000	
1st rank (PG)	-	₹ 50,000	
2nd to 5th rank	-	₹ 35,000	each
6th to 10th rank	-	₹ 20,000	each
11th to 25th rank	-	₹ 10,000	each

The college also offers awards and incentives to the following categories of meritorious students.

- Class toppers
- Achievers in co-curricular and extra-curricular activities
- Students who excel in discipline and achieve 100% attendance

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SCHOLARSHIPS AND ELIGIBILITY RULES

1. SC/ST SCHOLARSHIP - GOVERNMENT OF INDIA / TAMILNADU

a) Those candidates who are Indian citizens and who have passed School leaving examination, viz. Higher Secondary / Indian School Certificate, etc. are eligible for this scholarship.

b) The income of the parents should not exceed ₹ 2,50,000 per annum.

c) The scholarship is renewable from year to year within the stages of education

d) The candidate should not be in receipt of another scholarship / assistance from other sources.

e) The scholar should have 75% attendance every year.

f) The award of scholarship is subject to good conduct and character. It is renewable every year on promotion.

2. CONVERTED TO CHRISTIANITY FROM SC/ST - GOVERNMENT OF INDIA / TAMILNADU

g) Candidates who are converted to Christianity from Hindu SC / ST are eligible for this scholarship.

h) The annual income of the parents of the scholar should not exceed ₹ 2,50,000

I) The candidate should have 75% attendance every year.

j) The award of scholarship is subject to good conduct and character. It is renewable every year on promotion.

3. BC/MBC SCHOLARSHIP - GOVERNMENT OF TAMIL NADU

k) Those candidates who belong to Backward / Most Backward class Community are eligible for this scholarship.

l) The annual income of the parents of the scholar should not exceed ₹ 2,00,000

m) The candidate should have 75% attendance every year.

n) The candidates who are admitted through Single Window System are eligible.

o) The scholarship award is subject to good conduct and character. It is renewable every year on promotion.

4. FIRST GENERATION SPECIAL SCHOLARSHIP (B.C / M.B.C.)

First Generation Special Scholarship will be awarded to those candidates who undergo graduate study for the first time in the family and there should not be any graduate other than the applicant.

5. MERIT SCHOLARSHIP

Merit Scholarships are awarded to toppers in University Examinations of different branches. An amount of over twenty lakh rupees has been granted by the management to the meritorious and economically weak students in the form of tuition fees, book kits and transport charges. For details the meritorious students may contact the Principal/ Registrar.

6. BRIGHT STUDENT AWARD (Chief Minister's Merit Award)

Under this scheme, a sum of ₹ 1,500 p.a. will be awarded to the first 1000 boys and 1000 girls (Total 2000) who belong to SC / ST / BC community of Tamil Nadu State and have secured highest marks in the Higher Secondary Examination.

7. MERIT CUM MEANS BASED SCHOLARSHIP' FOR STUDENTS BELONGING TO THE MINORITY COMMUNITIES

I) Financial assistance will be given to pursue graduate level or post graduate level technical and professional courses from a recognized institution. Course fee and Maintenance allowance will be credited/transferred directly into the bank account of selected students.

ii) Students who get admission to a college to pursue technical/professional courses, on the basis of a competitive examination will be eligible for the scholarship.

iii) Students who get admission in technical/professional courses without taking any competitive examination will also be eligible for scholarship. However, such students should have not less than 50% marks at higher secondary/graduation level. Selection of these students will be done strictly on merit basis.

Iv) Continuation of the scholarship in subsequent years will depend on successful completion of the course during the preceding year.

v) A scholarship holder under this scheme will not avail any other scholarship/stipend for pursuing the course.

vi) The annual income of the beneficiary/parent or guardian of beneficiary should not exceed ₹ 2.50 lakh from all sources.

vii) The Income Certificate would remain valid for one year.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

The college conducts various co-curricular and extra-curricular activities to impart knowledge beyond curriculum and to develop the overall personality of the students.

Students are encouraged to actively participate in co-curricular activities like seminars, trainings, symposia conducted by department associations, societies and Special Interest Groups (SIGs). In addition the students should attend all the trainings offered by the training cell in order to make themselves industry ready. The students are also expected to get benefitted by attending the career development programmes conducted by higher education cell and research forum of the college.

The students should also participate in the extracurricular activities conducted by YRC, NSS, NCC, i-Cell, e-Cell, Women Empowerment Cell and other Clubs and develop their overall personality. The student could enroll himself / herself in Technical Associations (Computer Society of India, Institution of Engineers, Indian Society of Technical Education, etc.) and Fine Arts Clubs (Music, Dance, Photography, Quiz, MUN, Aero Club, etc.)

Technical Symposia/ Seminars/ Workshops/ Guest Lectures

In order to impart knowledge beyond curriculum technical symposia, seminars, workshops and guest lectures are conducted by department Associations / Societies that include,

i) Society of Mechanical Engineers (SME)

ii) Association of Electronics and Communication Engineers

iii) Society of Computer Science Engineers (SCS)

iv) Society of Information Technologists

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KCG CELLS

Training Cell

The Training Cell takes care of the training needs of the students of the institute and prepares them for placement. The objectives of the Training Cell are to assess the training needs of the students, to enable them to become aware of the skills and qualities required in order to be placed in reputed firms, to help them acquire the skills by organizing training programmes in different areas, to motivate them to constantly update their knowledge and skills, and thus to prepare them for the job market.

The following training programmes have been planned for the academic year 2018-2019.

Sl. No	Year / Semester	Topic of the Training	Duration	Training Cell Members
1	I Year	BEC Training Program	24 periods/ Weekly 3 periods	Ms. B. Poorani, S&H
		Versant English		Dr. Kanimozhiraman, S&H
		Speed Maths Training Program	1 day / Batch	Ms. J. Felcita Regina, S&H
3	II Year	Beginners course in Quantitative Aptitude	10 periods/ Weekly 1 period	Dr. M. Geethalakshmi, S&H
		Soft Skills Training program	3 days / Batch	Ms. K. Buvaneswari, S&H Ms. G. Vetha , S&H
5	III Year	Aptitude Training Program	10 days / Batch	Dr. N. Vanathi, S&H Ms. D. Sudha, CSE
5	IV Year	Technical Training Program	5 days / 30 hrs	Mr. A. Venkatesan, MECH Mr. M. Baskar, IT
		Aptitude Training Program	6 Days / 48 periods	Mr. A. Venkatesan, MECH Mr. S. Sadasivam , ECE

Co-ordinator : *Dr. N. Vanathi, Head, Training Cell*
training@kcgcollege.com

Higher Education Cell

The objectives of the Higher Education Cell are to:

- create awareness among undergraduate engineering students about the importance of higher studies
- provide information about studies, research and scholarships to students willing to pursue higher education either in India or abroad
- establish contacts with organizations such as USIEF, British Council, and DAAD Information offices and invite the representatives to talk to our students about higher education system in their respective countries
- invite visiting foreign university representative to interact with our students
- help students in their preparation for international examinations such as IELTS, TOEFL, GMAT and GRE
- create opportunities for students to learn a foreign language
- explore possibilities of signing MOUs with foreign universities

Co-ordinator : *Dr. Albert P'Rayan, Head, Higher Education Cell*
hredn@kcgcollege.com

Research Forum

The objectives of the KCG College Research Forum are:

- to exchange information among researchers
- to enhance networking opportunities with industry leaders, research leaders and government leaders for R&D partnerships
- to create environment that supports research and patenting

The activities of the Research Forum are:

- mobilizing funds through funding agencies for well conceived research proposals
- training and mentoring junior researchers organizing seminars and conferences
- publishing research output through multiple channels including journals, books, and newsletter

Co-ordinator : *Dr. Deepa Jose, Head, Research*
research@kcgcollege.com

Innovation-Cell (i-Cell)

Innovation-Cell (i-cell), was launched in 2009 with the aim of guiding and encouraging the members of the cell to take up projects that evolve with new ideas.

i-Cell activities

- i-Cell conducts regular discussions, interactive meetings and workshops.
- Brainstorming sessions are conducted twice a week.
- Innovative projects are done by students.
- Students are encouraged to present their projects at various national level contests, conferences and workshops.
- i-Cell awards prizes for selected projects.

Co-ordinator : Dr. Sumathi Poobal, Vice-Principal
icell@kcgcollege.com

Entrepreneurship Cell (e-Cell)

e-Cell was established in 2009 to help students develop their entrepreneurial skills and instill confidence in them to become entrepreneurs and job creators.

e-Cell activities

- KCG College of Technology is a member of National Entrepreneur Network (NEN).
- Members of the e-Cell meet periodically to plan and discuss their entrepreneurial activities.
- Entrepreneurs from industries are invited to share their experience with the members of the cell.
- e-Week is organized by the e-Cell every year.

Co-ordinator : Dr. Sumathi Poobal, Vice-Principal
icell@kcgcollege.com

NSS

The NSS Unit was started in the college during 2004. Since then it has been a vibrant and active unit. The overall objective of the scheme is extending service to the community at Karapakkam. NSS volunteers organize programmes such as blood donation camp, awareness camps, tree plantation, etc.

Co-ordinator : Mr. V. Gopal, Assistant Professor, ECE
nss@kcgcollege.com

NCC

The College has a very active unit of NCC. The aim is to develop character, comradeship, discipline, leadership, secular outlook, spirit of adventure and the ideals of selfless service amongst the cadets.

Co-ordinator : Mr. D. MuraliKrishnan,Assistant Professor, Mech.
ncc@kcgcollege.com

Women Empowerment Cell

The aim of this cell is to motivate and empower women to achieve their highest potential. Activities of the cell include organizing awareness programmes, seminars, conferences and panel discussions.

Coordinator : Dr Sumathi Poobal, Vice Principal
womenempower@kcgcollege.com

Internal Quality Assurance Cell (IQAC)

Internal Quality Assurance Cell (IQAC) established in 2016 aims to promote activities towards quality enhancement. The main objective of IQAC includes internalization of quality culture and institutionalization of best practices.

IQAC activities

- IQAC conducts regular meetings and interactions with experts to improve teaching-learning process
- Training programmes for Faculty, Students and Administrative Staff on Quality Management Tools are conducted
- Members of IQAC meet periodically to plan quality initiatives in academic activities
- IQAC organises workshops, seminars on quality related themes and promotion of quality circles.

Co-ordinator : Dr. R. Dhanalakshmi, Professor, CSE
dhanalakshmi.cse@kcgcollege.com

KCG
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KCG Special Interest Group (SIG)

KCG SIG is formulated with a view to bringing together the faculty and students to share their expertise and experience on areas of common interest and also arrive at solutions to challenges

S. No.	SIG. No.	KCG Special Interest Groups	Department Co-ordinators
1.	**Civil Engineering**		
	1	Construction	Dr. P. Sivakumar & Dr. P. S. Arvind Raj
	2	ECO	Dr. V. Vandhana Devi & Ms. Rekha
	3	Transportation and Infrastructure Logistics	Mr. J. John Alexander & Mr. V. Kishore Kumar
2	**Computer Science & Engineering**		
	4	Programming	Ms. S. Soumya & Ms. Minu Thomas
	5	IoT	Mr. S. Cloudin
	6	Mozilla Firefox	Mr. I. R. Praveen Joe
	7	Cyber Security	Dr. C. Emilin Shyni
3	**Information Technology**		
	8	App Development	Dr. R. Anand
4	**Electronics & Instrumentation Engineering**		
	9	Lab View	Mr. C. Vijay
	10	Robotics and Automation	Mr. S. Samuel Ebenezer
	11	Tech Talk	Ms. M. Lavanya
	12	Edison	Ms. Sivakamasundari
5	**Electrical & Electronics Engineering**		
	13	Sustainable Energy Group	Ms. Jitha Varghese & Mr. A. Aravindhan
	14	Control and Automation Group	Ms. K. Ramya & Ms. Gayathri Devi
	15	Hobby Projects Group	Ms. A.V. Suganya
6	**Mechanical Engineering**		
	16	Thermal (IGNIGHTORS)	Mr. M. Vignesh Kumar
	17	Product Development (SWORD)	Mr. M. Siva Sankar
7	**Electronics & Communication Engineering**		
	18	Embedded Systems Group	Dr. Jose Anand
	19	Image & Signal ProcessingGroup	Dr. Sumathi Poobal
	20	VLSI Group	Dr. Deepa Jose
	21	Communication and Networking Group	Ms.KavithaBalamurugan
8	**Aeronautical Engineering**		
	22	High Performance Computing	Mr. S. Venkatraman
	23	Critical Thinking	Mr. S. Syam Narayanan

Co-ordinator : Dr Anita Manuel, Dean - Student Affairs
deanstudents@kcgcollege.com

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KCG CLUBS

S.No	Clubs	Faculty Coordinator
1.	Aero Modelling Club	Mr. K. K. Nithyanantham, Aero
2.	Civil Services Aspirants Club	Ms. B. Rammyaa, EIE
3.	Dance Club	Mr. V. Mani Shankar, Aero
4.	Dramatics Club	Mr. Cerin P. Simon, S& H
5.	Fitness Club	Dr. N. Prem Kumar, Physical Director
6.	Horse Riding Club	Dr. N. Prem Kumar, Physical Director
7.	IoT Club	Mr. S. Cloudin, CSE
8.	Mech – Boot Camp	Mr. M. Siva Sankar, Mech
9.	Mobile Apps Club	Dr. R. Anand, IT
10.	MUN Club	Dr. M. Geethalakshmi, S&H
11.	Music Club	Mr. I. R. Praveen Joe, CSE
12.	Photography Club	Mr. S. Sadasivam, ECE
13.	Programming Club	Ms. Minju P. George, CSE
14.	Project Club	Dr. Jose Anand, ECE
15.	Quiz Club	Ms. K. Ramya, EEE
16.	Robotic Club	Ms. Feba Sosa Abraham, ECE
17.	Rotaract Club	Mr. I. R. Praveen Joe, CSE
18.	Sports Club	Dr. N. Prem Kumar, Physical Director
19.	Toastmasters Club	Mr. I. R Praveen Joe, CSE

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MEMBERSHIP OF CLUBS

Facilities are available for students to enroll as members of various clubs. For further details regarding clubs and value added programmes, students should contact the respective coordinators. Students of KCG College of Technology participate regularly in competitions conducted by various Colleges and Universities and have won laurels for the institution. Students are required to compulsorily enroll in any one of the Clubs and actively participate in extra-curricular activities.

Aero Modelling Club - *Rule the Sky*

The Aero Modelling Club enhances the students to design, build and fly, aero models like Quadcopter, UAV, MAV, etc.,. The club members can participate in flying shows held at other institutes.

Co-ordinator : Mr. K. K. Nithyanantham, Assistant Professor-SS, Aero
nithyanantham@kcgcollege.com

Dance Club - *Move to the Rhythm of your Heart*

Does your feet move to rhythms? Find your place in the Dance Club to bring out the inner dancer in you. The club provides opportunities which would boost up the student's confidence level and allows the members to participate in dance competitions.

Co-ordinator : Mr. V. Mani Shankar, Assisstant Professor, Aero
manishankar.aero@kcgcollege.com

Fitness Club - *Get fit. Don't Quit*

A fit body leads to a fit mind. The Fitness Club offers its members use of the college gym, where students can work out. The club also offers cycling opportunities and yoga classes.

Co-ordinator : Dr. Premkumar, APED
prem.sports@kcgcollege.com

Horse Riding Club - *Raised to Race*

Dreamt of riding with the wind? The Horse Riding Club opens up chances for its members to get trained to ride a horse under the supervision of a trainer.

Co-ordinator : Dr. Premkumar, APED
prem.sports@kcgcollege.com

IoT Club - *Everything.Everyone. Everywhere*

The Internet of Things club provides the venue for the aspiring engineers to get exposure and experience in the latest and futuristic smart technology. The members of the club will be exposed to the technology by getting periodical technology updates, mentoring by experts and hands on experience.

Co-ordinator : Mr Cloudin, Associate Professor, CSE
scloudin@kcgcollege.com

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KCG Civil Services Aspirants Club - *Make Your Dream Come True*

Is it your dream to join IAS, IPS or IFS? KCG Civil Services Club makes your dream come true. The club creates awareness among students about Civil Services Examinations conducted by UPSC. It also creates interest in the aspirants to keep track of news regularly and provides them a platform to discuss the current affairs critically. The members also get opportunities to interact with former / present Civil Servants.

Coordinator : Ms. B. Rammya, Assistant Professor, EIE
rammya.ece@kcgcollege.com

KCGMUN Club - *Empowering the Nation Builders of Tomorrow*

If you are passionate and articulate, if you ever wanted to fix the mess created by world leaders, this is your moment. KCGMUN Club will help the students hone their debating skills, enhance their knowledge, impel them to research and reflect on global issues, and speak confidently. If you want to be a leader, this is your club.

Coordinator : Dr. M. Geethalakshmi, S&H
geetha@kcgcollege.com

KCG Sports Club

Is your heart on the field? KCG Sports Club offers opportunities for learning a new sport, improving existing sport skills, practicing and playing not only for fun but also for competing at various levels. Club members develop valuable leadership and team skills.

Co-ordinator : Dr. N. Prem Kumar, Physical Director
prem.sports@kcgcollege.com

Mech- Boot Camp

The Mech Boot camp enables the students to get hands on experience on live mechanical projects and get guidance from the experts. The members will work along with senior students and take part in various competitions. The streams covered under this camp are Thermal Engineering, Manufacturing, Automobile, Product Development and Surface Engineering.

Co-ordinator : Mr. Siva Sankar, Mech
siva.mech@kcgcollege.com

Mobile Apps Club - *Learn. Build. Deploy*

Bored of searching different Apps from your playstore? Now learn, build and deploy your own App. The Mobile Apps Club makes the members understand the process of app building in a practical way. Besides mentoring by experts, the members are made to work on real-time projects.

Co-ordinator : Dr. R. Anand, Associate Professor, IT
anand.it@kcgcollege.com

Music Club - *When words fail, music speaks*

Music Club is dedicated to the promotion of Indian Classical & Western Music, among the student community. This music club also serves as a platform for musicians of all genres and skill levels to showcase their talent at various events.

Co-ordinator : Mr. I. R. Praveen Joe, Associate Professor, CSE
praveen.joe.it@kcgcollege.com

Photography club - *See the World through your Lens*

The man-made eye to capture the beauty around, is the lens of a camera. The Photography Club helps interested students to improve their photography skills. The club organizes seminars on photography. The club members are also encouraged to take part in contests.

Co-ordinator : Mr. S. Sadasivam, Assistant Professor- SS, ECE
sadasivam@kcgcollege.com

Programming Club - *Dream it. Code it. Win it*

Do you code your dream? Programming Club provides resources and knowledge to help the members to pursue their interest in Computer Programming either as a profession or a hobby. Activities of the club involve Web Development, Open source, Game/App Developments and Programming. The club motivates its members to attend both Intra and Inter Programming and Coding Contests.

Co-ordinator : Ms. Minju P. George, Assistant Professor, CSE
minju.cse@kcgcollege.com

Project Club:

The objective of the Project Club is to nurture the young engineering students with hands-on practice on basic electronic circuits and electrical connections. The members of this club will be trained to assemble and debug the electronic and electrical circuits for different real-time applications with do-it-yourself concept, which would help them to identify and rectify faults in electronic circuits and electrical connections.

Co-ordinator : Dr. Jose Anand, Associate Professor, ECE
Jose.anand.ece@kcgcollege.com

Quiz Club - *Unlocking Knowledge*

Do you tackle all the questions that people shoot at you? The quiz club caters to students who live by the dictum that little knowledge is dangerous. The club channelizes your desire for knowledge in general, technical, social, economic, cultural and political affairs which in turn boosts confidence.

Co-ordinator : Ms. V. Ramya, Assistant Professor, EEE
ramya.eee@kcgcollege.com

Robotics Club - *Join the World of Automation*

Have you ever wondered what it would be like to have a robot as your friend? The KCG eYantra Robotics Lab trains students in Embedded Systems and Micro-Controller Programming by engaging the members in a project based learning mode, to help make robots.

Co-ordinator : Ms. Feba Sosa Abraham, Assistant Professor, ECE
feba.ece@kcgcollege.com

Rotract Club - *Service above Self*

Service above self in action! Rotary club is a service, leadership and community service organization for young men and women between the ages 18 and 30. Rotaract focuses on the development of young adults as leaders in their communities and workplaces.

Co-ordinator : Mr. I. R. Praveen Joe, Associate Professor, CSE
praveen.joe.it@kcgcollege.com

Toastmasters Club

Can you talk your way to glory? The objectives of the Toastmasters club are to improve members' oral expression of thought, to develop their confidence and ability to speak in public, to promote the habit of analytical listening, to assist each other through constructive evaluation, to develop their capacity for leadership, to promote good fellowship among men and women, to advance mutual understanding through more effective communication, and to foster and encourage "Better Listening, Thinking and Speaking"

Co-ordinator : Mr. I. R. Praveen Joe, Associate Professor, CSE
praveen.joe.it@kcgcollege.com

KCG
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MEMBERS OF COMMITTEES

The first member of the committee will be the convenor.

1	**Discipline**	Principal / Vice-Principal / Deans / HoDs
2	**Anti-Ragging**	Principal / Vice-Principal / Deans / Registrar / Student-Counsellor / Dy.Reg / HoDs/ Senior Faculty / Wardens / PEDs / Vigilance Officer / Student Representatives
3	**Anti-Tobacco**	Principal / Vice Principal / Deans/ Student-Counsellor / PEDs / Sr. Manager / Vigilance Officer / Boys Hostel Warden / NSS Officer
4	**Academic**	Principal / Vice Principal / Deans / HoDs / Mr. A. Jayababu, Aero / Mr. J. John Alexander, Civil / Ms. Minju P George, CSE/ Ms.KavithaBalmurugan, ECE / Mr. Arvin Tony, EEE / Ms. R. Adline Freeda, IT/ Ms. M. Lavanya, EIE / Mr. M. Siva Shankar, Mech / Dr. R. G. Geethu Mani, S&H
5	**Research Forum**	Principal / Vice Principal / Deans / Dr. Deepa Jose, Head-Research-ECE / Mr. K.K. Nithiyanantham, Aero/ Dr. R. Dhanalakshmi,CSE / Dr. P. S. Aravind Raj, Civil / Mr.R. Selvam, EEE / Dr. R. Anand, IT / Dr. R Amrutha, S&H / Dr. V. Andal, S&H / Dr. Kanimozhiraman, S&H / Ms. B. Rammyaa, EIE / Mr. L. Prince Jeyalal, Mech
6	**Syllabus Coverage**	Principal / Vice Principal / Deans / HoDs
7	**Technical Association**	Dr. K. Vijayaraja, Aero-ASI / Mr. J. John Alexander, Civil -ICI / Mr. S. Cloudin, CSE-IET / Mr. I.R. Praveen Joe, CSE-ISTE / Ms. K. Nirmala Devi, ECE-IETE / Dr. T. Anuradha, EEE–IEEE / Mr. C. Vijay, EIE-ISOI & IEI / Mr. M. Baskar, IT-CSI / Mr. M. Vignesh Kumar, Mech-SAE / Mr. D. Muralikrishnan, Mech-MEA / Mr. Arul Inigo Raja, Mech-IE
8	**Time Table**	Dr. Sumathi Poobal, Vice Principal / Ms. M. B. Bindu, S&H-Overall Co-ordinator / Mr. S. Syam Narayanan, Aero / Mr. R. Deepak, Civil / Dr. S. Sankar, CSE / Ms. G. Saranya, ECE / Ms. R. Gayathri, EEE / Ms. Bhavani Bharathi, EIE / Ms. R. Adline Freeda, IT / Mr. V. Gopal, Mech / Ms. J. Felcita Regina, S&H / Ms. Aarthy Sundar, S&H

9.	**Examination Cell**	Dr. P. Sivaramakrishna Das, S&H, Overall Co-ordinator / Mr K Rajaganapathy, CSE / Mr. Mohammed Yaseen, ECE / Ms. G. Jayanthi, S&H / Mr V Gopal, Mech / Mr. B. Chittibabu, Asst. Reg. / Ms. S. Nandhini, Admin Asst.
10.	**Internal Assessment Test Department Coordinators**	Mr. K. Rajaganapathy, CSE / Mr. Adhil Sharief, Aero / Ms. P. Kavitha, Civil / Mr. Mohammed Yaseen, ECE / Ms. R.Gayathri, EEE / Ms. B. Rammyaa, EIE / Ms. V.S. Krithikaa Venket, IT/ Dr. Kanimozhiraman, S&H / Mr. A. Venkatesan, Mech
11.	**IQAC**	Director / Principal / Registrar / Dr. R. Dhanalakshmi, CSE-IQAC-Co-ordinator / Dr. Jose Anand, ECE-IQAC Co-coordinator / Mr. J. Anbarasi, Aero / Mr. Bikash Kumar Mondal, Aero / Mr. T. Deenadayalan, CSE / Ms. Ann Mary Mathew, Civil/ Ms. P. Kavitha, Civil / Ms.Manisha, EEE / Ms. N. Sivakama Sundari, EIE / Mr. M. Baskar, IT / Mr.S. JesudassThomas,Mech / Dr Nalini Jayanthi, S&H
12.	**ISO**	Mr. S. Cloudin,CSE - ISO - MR / Mr. R. Ravi Chandran, Aero / Ms. F. S. Frieda, Civil / Mr. T Deenadayalan, CSE / Ms. Shiju C. Chacko, ECE/ Ms. A.V. Suganya, EEE / Ms. B. Rammyaa, EIE / Mr. M. Baskar, IT / Mr.S. Jesudass Thomas,Mech / Mr. Arul Inigo Raja, Mech / Ms. K. Buvaneswari, S&H
13.	**Student Affairs Cell**	Dr. Anita Manuel, Dean-Student Affairs / Ms. D. Revathy, Student - Counsellor / Mr. Vinod Kumar, Aero / Mr. J John Alexander, Civil/ Mr. L R. Praveen Joe, CSE/ Ms. K. Nirmala Devi, ECE/ Ms. Jitha Varghese, EEE / Ms. Bhavani Bharathi, EIE/ Ms. A. Anju, IT / Mr. S. Jesudass Thomas, Mech / Ms. Susan Jacob, S&H
14.	**Library**	Mr. A. Joseph Anburaj, Librarian / Dr. K. Ramanathan, S&H / Dr. R. Amrutha (Faculty Coordinator), / Mr. Ravi Chandran, Aero / Ms. B. Gayathri, Civil / Ms. D. Sudha, CSE / Ms. Jaraline Krubavathy, ECE / Mr. S.Gowtham, EEE / Ms. Bhavani Bharathi, EIE / Ms. Tina Susan Thomas, IT / Mr. Manikandan, Mech / Ms. Jamal Barakath, S&H

15.	**Sports**	Dr. N. Prem Kumar, Physical Director / Mr. Mani Shankar, Aero / Mr. K. Rajaganapathy, CSE/ Mr. H.M. Hamedul Irshad, Civil / Mr. J. Mohamadmoideen Kader Mastan, ECE / Dr. R. Murugan, EEE / Mr. S. Samuel Ebenezer, EIE / Ms. R. Adline Freeda, IT / Dr. Gladwin Pradeep, S&H / Mr. A. Alfred, Mech / Student representatives
16.	**Cultural**	Mr. J. John Alexander, Civil, Overall Co-ordinator / Mr. V. Mani Shankar, Aero / Ms. Minju P.George, CSE / Mr. J. Mohamadmoideen Kader Mastan, ECE / Ms. K. Ramya, EEE / Mr. C. Vijay, EIE / Ms. Tina Susan Thomas, IT / Ms Susan Jacob, S&H / Mr. A. Alfred, Mech
17.	**Campus News Publication**	Dr. Albert P. Rayan, S&H / Mr. S. Venkatramanan, Aero / Ms. Ann Mary Mathew, Civil / Mr. I.R. Praveen Joe, CSE / Ms. B. Thyla, ECE/ Ms.Ammal Dhanalakshmi, EEE / Ms. B. Rammyaa, EIE / Ms. Tina Susan Thomas, IT/ Dr. Jaya, S&H / Ms. Hilda Malar, S&H / Student representatives
18.	**Campus Maintenance & Safety**	Registrar / Sr.Manager / Asst.Registrar-Admin / Wardens / PEDs / Vigilance Officer
19.	**Gender Grievance cum Redressal**	Vice Principal / Dean (Student Affairs) / Ms. Linu Sam, S&H / Ms. D. Revathy, Students' Counsellor Ms. Kavitha Balamurugan, ECE
20.	**Transport**	Mr. Biju Verghese, Admin Manager
21.	**Stores & Purchase**	Mr. KVS Mani, Stores & Purchase Manager / HoDs
22.	**NSS Programme Coordinator**	Mr. V. Gopal, Mech.
23.	**NCC Officer**	Mr. D. Muralikrishnan, Mech.
24.	**Marshals**	Mr. Bikash Kumar Mondal, Aero / Mr. H. M. Hamedul Irshad, Civil / Mr. T. Deenadayalan, CSE / Mr. Mohammed Yaseen, ECE / Dr. R. Murugan, EEE / Mr. S. Samuel Ebenezer, EIE / Mr. M.V. Sreekantha Kumar, IT / Mr. Narasimhan, S&H / Mr. Jayaprakash, S&H /

25.	**Placement & Campus Interviews**	Mr. Prof. B. Thirumaran, Head-Placement / Mr. R. Prabu, Aero / Mr. V. Vasantha Kumar, CSE / Mr. M. Pitchi Rajan, Civil / Mr. J. Mohamadmoideen Kader Mastan, ECE / Mr. A. Arvin Tony, EEE / Mr. C.Vijay, EIE / Mr. N. Bhaskar, IT / Mr. M. Siva Shankar, Mech
26.	**Alumni**	Ms. Kavitha Balamurugan, ECE & Ms. M. B. Bindu, S&H Overall Co-ordinators / Mr. S. Venkatraman, Aero / Mr. R. Deepak, Civil / Mr. A Balaji, CSE/ Ms. M.A. Femina, EEE / Mr. C.Vijay, EIE / Mr. N. Bhaskar, IT / Mr. L. Prince Jeyalal, Mech
27.	**Training**	Dr. N. Vanathi, S&H - Overall Co-ordinator / Dr. Kanimozhiraman, S&H / Ms. Poorani, S&H / Ms. Geethalakshmi, S&H / Mr. Vijayaraghavan, S&H / Mr. Ravi Chandran, Aero / Ms. Minu Thomas, CSE / Mr. Y. Rekha, Civil / Ms. S. Sadasivam, ECE / Ms. Jitha Varghese, EEE / Mr.C. Vijay, EIE / Mr. N. Bhaskar, IT / Mr. A. Venkatesan, Mech / Mr. K. Gobivel, Mech
28.	**Higher Education Cell**	Dr. Albert P Rayan, S&H / Mr. Vignesh Babu, Aero/ Mr. C Akin, Civil/ Mr. V. Vasantha Kumar, CSE/ Ms. S. Sadasivam, ECE / Mr. V. Subramanian, EEE/ Ms. Sunetra Banerjee, EIE / Ms. Tina Susan Thomas, IT / Mr. Manikandan, Mech. / Dr. Gladwin Pradeep, S&H
29.	**Infosys Campus Connect**	Mr. A. Balaji, CSE / Head-Placement / Ms. S. Sadasivam, ECE / Ms.Thanu James, EEE / Mr. C. Vijay, EIE / Ms. Tina Susan Thomas, IT
30.	**i-Cell**	Dr. Sumathi Poobal, Vice-Principal / Mr. K.K. Nithiyanantham, Aero / Ms. B. Gayathri, Civil / Mr. S. Bairavel, CSE / Dr. Jose Anand, ECE/ Mr. S. Gowtham, EEE / Ms. Sunetra Banerjee, EIE / Dr. R. Anand, IT/ Mr.Sathya Prasanth, Mech/ Dr. R. Amrutha, S&H
31.	**e-Cell**	Dr. Sumathi Poobal, Vice-Principal / Mr. R. Prabu, Aero / Ms. B. Gayathri, Civil / Mr. S Bairavel, CSE / Mr. T. Thomas Leonid, ECE / Mr. A. Arivanandan, EEE / Ms. Sunetra Banerjee, EIE / Dr. R. Anand, IT / Mr. Sathya Prasanth, Mech / Dr. R. Jaya, S&H / Ms. Susan Jacob, S&H

32.	**Technical Clubs**	Dr. Anita Manuel, Dean-Student Affairs / Dr. Jose Anand, ECE -Overall Coordinator, / Mr. K.K. Nithiyanantham, Aero / Mr S. Cloudin, CSE / Ms. Minju P George, CSE / Dr. R. Anand, IT / Mr. Siva Shankar, Mech / Ms. Feba Sosa Abraham, ECE / Mr. S. Shyam Narayanan, Aero / Ms. S. Soumya,CSE / Ms. Susan Jacob, S&H
33	**General Clubs**	Dr. Anita Manuel, Dean-Student Affairs / Ms. Susan Jacob, S&H – Overall Cordinator / Mr. I. R. Praveen Joe, CSE / Mr. S. Sadasivam ECE / Mr. Mani Shankar, Aero / Ms. Priya Bijesh, S&H / Dr. Geetha Lakshmi, S & H / Ms. Ramya, EIE
34.	**Toast Masters Club**	Mr. I.R. Praveen Joe, CSE / Mr. R. Ravi Chandran, Aero / Mr. K.K. Nithiyanantham, Aero / Mr. S. Venkatramanan, Aero / Mr. R. Prabu, Aero / Ms. Minu Thomas, CSE / Ms. S. Soumya, CSE / Mr. H.M. Hamedul Inshad, Civil / Mr. N. Bhaskar,IT/ Mr. M. Baskar, IT / Ms. A. Anju, IT / Mr. S. Samuel Ebenezer, EIE / Mr. Jayaprakash, S&H
35.	**Women Empowerment Cell**	Dr. Sumathi Poobal, Vice Principal / Dr. Anita Manuel, Dean-(SA) / Dr. N. Bharathi, HoD-EIE /, Ms. S. Nagalakshmi ,S&H
36.	**Choir**	Mr. J. John Alexander, Civil / Mr. I.R. Praveen Joe, CSE / Ms. Minu Thomas, CSE / Ms. F.S. Frieda, Civil / Dr. Jose Anand, ECE / Ms. B. Thyla, ECE / Ms. Aida Jones, ECE / Ms. Felcy Jeba Malar, ECE / Ms. Feba Sosa Abraham, ECE / Ms. Jitha Varghese, EEE / Ms. M.A. Femina, EEE / Ms. R. Adline Freeda, IT / Ms. Susan Jacob, S&H
37.	**Hostel**	Principal / Dr. Anita Manuel, Dean-Student Affairs / Sr. Manager / Mr. Kishore Kumar, Asst. Reg. / Boys Hostel Warden / Girls Hostel Warden / Student Representatives

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LIBRARY & KNOWLEDGE RESOURCE CENTRE

The library is an integral part of intellectual power of our college. Library has an area of 11000 sq.ft and seating capacity for about 150 readers. At present the library houses a collection of more than 44,893 books, 905 back volumes, 2190 project reports, previous year question papers and more than 1964 multimedia packages like CD's and DVD's. The library subscribes to 127 print journals, 36 magazines and 6 newspapers. Digital library services unit has 18 advanced Apple computers and 12 i-pads with high speed internet connection. Our library subscribes to E-Resources Packages such as IEEE Journals online and Springer Journals Package. Knowledge exploration happens as around 300 students use the library every day. Also our college Library has institutional membership with Anna University Library, British Council Library, American Library, Malibnet Library, DELNET and NDL. Further, access to NPTEL courses is provided to both faculty and students.

Rules & Regulations of the Library - General

1. Strict silence should be observed inside the library.
2. Library functions from Monday to Friday from 08.30 am to 05.00 pm and Saturday from 08.30 am to 12.30 pm. The library remains closed on Sundays and government holidays.
3. While entering the library, the users are expected to log in using their smart card.
4. Users are required to deposit their bags / belongings at the property counter.
5. Students must wear their ID cards when they are inside the library.
6. Students will be allowed to make use of the reference books in the library only on submission of the identity card.
7. Misuse of library facilities is an offence and calls for punishment, as decided by the competent authority.
8. Users are required to keep the library neat and tidy.
9. Mobile phones are to be switched off in the library.
10. Students may approach the staff of the library for any queries.

Borrowing books

1. Users should verify the physical condition of the books (for missing pages, chapters, pictures, etc.) before borrowing the books.

2. Users can borrow books as per the following norms :

Sl.No.	Particulars	No. of Books	Lending Period
1	UG Students	4	15 days
2	PG Students	7	30 days
3	Teaching Staff	8	90 days
4	Non Teaching Staff	4	30 days

3. Books borrowed must be returned on or before the due date. In case of delay, a late fee of ₹ 1 will be charged per day (including holidays).

4. The loan period may be renewed for the period of another fortnight. Books can be renewed if there are no reservations.

5. Books that are in special demand, the borrower will have to return them immediately.

6. Books will have to be physically presented for renewals.

7. Only one copy of a book will be issued to a user.

8. All members are hereby informed that they must replace the library resources like books, CDs, DVDs, question papers, periodicals etc., if that are lost or damaged. However, in case of internal / external members, if they are not able to replace the above mentioned items (original), they are required to pay three times of the latest price of the resources including processing charges and overdue charges if any. Loss of book(s) must be reported immediately.

9. No book in damaged condition will be accepted from the borrower; the book will have to be replaced by the borrower.

10. Reference books, projects, back volumes of journals, journals, magazines are only for reference and will be issued only for overnight during working days.

11. When the students finally leave the college, they should return all the library books borrowed by them. They should obtain 'No Dues' certificate from the librarian before collecting the certificate from the office.

Digital Library

1. Students must write their names and registration numbers in the library register book both while entering and leaving the digital library.
2. They should use the Internet for only education, training, placement and publication purposes.
3. Students are not allowed to use the digital library during class hours.
4. The systems and accessories should be handled properly.
5. Downloading of software, songs, and unauthorized files is strictly not allowed.
6. Students are not allowed to change the settings of the system.
7. Unnecessary movement of the monitor or CPU is strictly prohibited.
8. CD / DVD / PEN DRIVE can be used with special permission from the librarian.

Hindustan Book Scheme

The library department also runs the Hindustan Book Bank Scheme for the students. Hindustan Book Bank Scheme is a library that allows students to borrow books which they can keep for the entire semester. When the next semester begins, the books borrowed must be returned and the next set of books can be borrowed.

COMPUTER FACILITIES

The Computer Centres are well equipped with Windows-NT / Unix / Oracle environments and Internet facilities. Students can have access to the computer centres on holidays and after college hours. This facility is provided to all the students on a membership basis.

CAMPUS FACILITIES

a. Computing facility is available for the students to surf from 9.00 am to 5.00 pm.
b. To and fro bus trips are arranged for the Hostel inmates to go to the city during holidays.
c. Transportation can be arranged to go to railway station / airport during vacation or while returning from vacation, provided a request is made sufficiently in advance.
d. There is a departmental store within the college campus where students can purchase toiletries, snacks, medicines, college souvenirs, etc.
e. The campus doctor is available during working hours. Free treatment and check up is provided.
f. Vaccination camps are conducted periodically against nominal charges.
g. Banking facilities including 24x7 ATM (Union Bank) are available in the campus.

HOSTELS

The college has provision for accommodation in hostels. The hostels are managed by

a) Chief Warden
b) Resident Warden for Boys' hostel
c) 2 Resident Wardens for Girls' hostel

Admission to Hostel

1. Application for admission to the Hostel should be made in the prescribed form. A passport size photograph must be affixed in the application form. The students seeking hostel admission must give an undertaking in writing that he/ she will abide by the rules of the hostel. This shall be endorsed by the parent or guardian in writing.

1st Session: 6.00 p.m. to 08.00 p.m. & 2nd Session: 9.00 p.m. to 10.15 p.m.

2. Students should get prior permission from the warden to leave the hostel after 6.00 p.m., if necessary.
3. Strict silence should be observed in the hostel during study hours.
   a) TV hall will be closed during the study hours and during the period of university examinations.
   b) Mobile phones, laptops should not be used during study hours.
   c) Students will not be allowed to move out of their own rooms after 09.00 p.m.
4. No woman should be entertained in the men's hostel and vice versa.
5. Male students are not allowed to stand in front of women's hostel and vice versa.
6. The inmates are not permitted to go out of the campus without the permission of the warden. They should get the gate pass and submit it to the security guard at the main gate. A student can get only two gate passes per month during weekends and holidays. Students should get prior permission from the Principal or Vice-Principal for getting gate passes on week days for project work/tuition. Gate passes will be issued to the students during these timings:

   Evening: 9.00 p.m. to 10.00 p.m. Holidays: 8 a.m. to 10 a.m.
7. Students are not allowed to stay in the hostel during college hours without any valid reason / permission from their respective warden and the chief warden.
8. Hostel inmates are not allowed to leave the campus during class hours. In case of emergency, permission must be taken from the chief warden/ respective warden to leave the campus.
9. Cleanliness should be maintained in hostel rooms, toilets and the college premises. The inmates of the rooms which are not kept clean will be fined or asked to vacate the hostel.
10. All the occupants of a room are equally responsible for any damage, loss of furniture, fittings etc. in the room and in such cases the cost will be recovered through a collective fine system.

11. Ragging in any form is not permitted on the campus. If any student is found guilty of ragging, he/she will be expelled from the hostel immediately.
12. No guest is permitted to stay in the hostel without availing permission from the chief warden and the respective hostel warden.
13. No student should deface his or her respective room in any manner by sticking posters, papers, etc.
14. Students are required to switch off the lights and fans of the room when they leave their rooms.
15. All lights in rooms should be switched off by 11 p.m.
16. The electrical appliances such as heater, iron box, kettle, high voltage music system are not permitted.
17. Permission should be obtained from the warden for use of table fans, computers or any other low-power consumption electrical appliances.
18. Hostel inmates shall not organize or address any meeting in the hostel without prior permission of the chief warden and the respective warden.
19. Prior permission should be obtained from the chief warden for celebration of festivities or any other functions.
20. Bursting of crackers inside the premises is strictly prohibited.
21. Students should not encourage unauthorized vendors / persons in the hostel.
22. Visits to the local guardians are restricted to once a month during week-ends and on declared holidays.
23. Visitors are to be entertained in the lobby and should not be allowed into the rooms. Their names are to be recorded in the Visitor's Register.
24. Hostel inmates are instructed to dine only from their respective hostel mess and follow the mess rules and regulations strictly.
25. Consumption of drugs, alcohol, smoking & chewing of pan is strictly prohibited on the campus.
26. Playing cards or any other form of gambling is strictly prohibited in the hostel.

27. In case of serious illness and infectious diseases, the students should report the same to the resident warden concerned for necessary action.
28. Special permission has to be obtained from the Principal for use of personal vehicles by inmates. If permission is granted, they can keep their vehicles only in the college parking slots.
29. Students should maintain decent dress code in the mess and outside the hostel area.
30. Private cooking is not permitted in the hostel rooms or in the hostel premises.
31. Students are advised not to keep valuables such as jewellery and cash in their rooms.
32. Food items from the mess should not be taken out of the dining hall.
33. Washing of clothes is not allowed.
34. Complaints regarding the quality of food and any suggestions should be entered in the suggestion book available with the warden.
35. There will not be any reduction in mess charges when a student is on leave from the hostel.
36. Students indulging in wastage of water and electricity will be fined or dismissed from the hostel.
37. Disciplinary action will be taken for violation of rules and misconduct by hostel inmates. In all matters of discipline, the decision of the management will be final. A student expelled on disciplinary grounds will forfeit fees and deposit paid.

HOSTEL LEAVE RULES

1.Students, who are sick and want to go home or to meet their local guardian, must obtain permission from the Principal / Chief Warden.

2.Leave for reasons other than sickness, should be obtained in advance, from the Chief Warden through the respective wardens.

3.Visits to the local guardian are restricted to once a month. Special prior permission has to be obtained for overnight stay and the consent of parent for such stay has to be communicated to the Chief Warden / respective Warden in writing in advance.

4.All grievances and problems should be reported to the Hostel Warden/ Dean Student Affairs.

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HOSTEL MESS RULES

MESS TIMINGS:

Students should maintain the mess timings as given below:

Morning	:	**07.30 a.m. to 8.20 a.m. (1st Year)** **07.4 5 a.m.to 08.10 a.m. (seniors)**
Lunch	:	**01.10 p.m. to 01.50 p.m. (1st Year)** **12.25 p.m. to 01.05 p.m. (seniors)**
Tea (Evening)	:	**05.00 p.m. to 05.30 p.m. (for all)**
Dinner	:	**07.30 p.m. to 08.00 p.m. (1st year)** **08.00 p.m. to 08.40 p.m. (seniors)** **07.30 p.m. to 08.30 p.m.** (for all ChackoHall inmates)

ADDITIONAL RULES FOR WOMEN STUDENTS

Women students will not be permitted to go out of the campus except with prior permission of the Resident Warden. They are advised to avoid going out alone and to return on time to the Hostel.

Parents / Relatives will be permitted to visit on Saturdays and Sundays between 2:00 and 6:00 pm only.

Students will be permitted to go out during the weekend to visit relatives or local guardians once a month with the written approval of the parents. Overnight stay is not permitted unless the stay is with the parents.

Students are warned not to keep jewels and any valuables including cash with them in their rooms. The college bears no responsibility for loss of such items.

FEE PAYMENT

Payment of Tuition / College bus / Hostel fees for the academic year is to be made on or before the specified date, after which a sum of ₹ 1,500 will be charged as fine till a specified date. Students who do not pay the fees within the grace period, will be removed from the rolls and will have to pay a sum of ₹ 2,000 towards readmission fee.

The payment above ₹ 5000 should be remitted through demand draft drawn in favour of KCG College of Technology payable at Chennai

RULES AND REGULATIONS REGARDING RAGGING

RAGGING IS A CRIMINAL OFFENCE

Ragging in any form is a criminal offence. Students indulging in ragging will be suspended from the college / hostel pending enquiry. They will be permitted to enter college / hostel after enquiry with re-admission and penalty. Depending on the severity of the case the culprits will be handed over to the police or expelled from the college / hostel.

1. TAMIL NADU GOVERNMENT GAZETTE (EXTRA ORDINARY)

The following Act of the Tamil Nadu Legislative Assembly received the assent of the Governor on the 14th February 1997 and is hereby published for general information.

An Act to prohibit ragging in educational institutions in the State of Tamil Nadu is as follows:

(I) This Act may be called the Tamil Nadu Prohibition of Ragging Act, 1997

(ii) It extends to the whole of the State of Tamil Nadu

(iii) It shall be deemed to have come into force on the 9th day of December 1996.

2. Definition

In this Act unless the context otherwise requires, "ragging means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any educational institution and includes Teasing, abusing, playing practical jokes on, or causing hurt.

Asking the student to do any act or perform something which such student will not in the ordinary course willingly do.

3. Prohibition of ragging

Ragging inside or outside any educational institution is prohibited.

4. Penalty for ragging

Whoever directly or indirectly commits, participates in, abets or propagates "ragging" inside or outside any educational institution shall be punished with imprisonment for a term which may extend to two years and also be liable to a fine which may extend to twenty five thousand rupees.

5. Dismissal of student

Any student convicted of an offence under section 1 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

6. Suspension of student

i) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the Head of an educational institution, or to any other person responsible for management of the educational institution, such Head of the educational institution or person responsible for the management of the educational institution shall enquire into the same immediately and, if found true, shall suspend the student who has committed the offence from the educational institution.

ii) The decision of the Head of the educational institution or the person responsible for the management of the educational institution that any student has indulged under sub-section (1) shall be final.

7. Deemed abetment

If the Head of an educational institution or the person responsible for the management of the educational institution fails or neglects to take action in the manner specified in sub-section (1) of section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall be punished as provided in Section 4.

8. The Tamil Nadu Prohibition of Ragging Ordinance, 1996 is hereby repealed.

Notwithstanding such repeal, anything done or any action taken under the ordinance shall be deemed to have been done or taken under this Act.

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ANTI-RAGGING COMMITTEE

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22.	Mr. G. Suresh	Dy.Reg. (Admin)	9840790746	dradmin@kcgcollege.com

S.No.	Name (Committee Members)	Designation	Phone No.	e-mail id
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26.	Mr. G. Mohan	Vigilance Officer	9941506071	vigilance@kcgcollege.com
27.	Ms. Glorial Francis	Warden (Girls Hostel)	9629788145	warden.chackolal@kcgcollege.com
28.	Mr. Sangupandi A R	Warden (Boys Hostel)	9976717173	warden.boyshostel@kcgcollege.com
29.	Mr. Loganathan	Asst. Commissioner Thuraipakkam	9498102704	
30.	Mr. Sivakumar. N	Inspector Kannagi Nagar	9894128655	insive2@gmail.com
31.	Mr.Vasantha Kumar	Sub Inspector, Kannagi Nagar	9884494650	vasanthkumtm@gmail.com
32.	Mrs. Bhakkiyalakshmi. V	Tahsildar, Sozhinganallur	9442476862	
33.	Mr. Iyyappan	Revenue Inspector Irumpakkam	9884136132	
34.	Mrs. Vasanthi. D	VAO, Irumpakkam	9445248145	
35.		Students, Parents NGOs		

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ANTI-RAGGING SQUAD

S.No.	Name (Committee Members)	Designation	Phone No.	e-mail id
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2.	Dr. Sumathi Poobal	Vice Principal	9840406425	vpacad@kcgcollege.com
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12.	Mr. G. Mohan	Vigilance Officer	9941506071	vigilance@kcgcollege.com
13.	Ms. Glorial Francis	Warden (Girls Hostel)	9629788145	warden.chackolal@kcgcollege.com
14.	Mr. Sangupandi A.R.	Warden (Boys Hostel)	9976717173	warden.boyshostel@kcgcollege.com
15.		Students, Parents & NGOs		

KCG
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ANNA UNIVERSITY, CHENNAI
REGULATIONS 2013

(Common to all B.E. / B.Tech. Degree (8 Semesters) Full – Time Programmes of Affiliated Institutions)

CREDIT SYSTEM AFFILIATED COLLEGES

Note : Students admitted in 2012 should follow the Anna University Regulations 2008.

DEGREE OF BACHELOR OF ENGINEERING/ TECHNOLOGY

This Regulations is applicable to the students admitted to B.E/B.Tech. Programmes at all Engineering Colleges affiliated to Anna University, Chennai (other than Autonomous Colleges) and to all the University Colleges of Engineering of Anna University, Chennai from the academic year 2013-2014.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

I) **"Programme"** means Degree Programme, that is B.E./B.Tech. Degree Programme.

II) **"Discipline"** means specialization or branch of B.E. / B.Tech. Degree Programme, like Civil Engineering, Textile Technology, etc.

III) **"Course"** means a theory or practical subject that is normally studied in a semester, like Mathematics, Physics, etc.

IV) **"Director, Academic Courses"** means the authority of theUniversity who is responsible for all academic activities of theAcademic Programmes for implementation of relevant rules of this Regulation pertaining to the Academic Programmes.

V) **"Chairman"** means the Head of the Faculty.

VI) **"Head of the Institution"** means the Principal of the College.

VII) **"Head of the Department"** means head of the Department concerned.

VIII) **"Controller of Examinations"** means the authority of the University who is responsible for all activities of the University Examinations.

IX) **"University"** means ANNA UNIVERSITY, CHENNAI.

2. ADMISSION

Candidates seeking admission to the first semester of the eight semester B.E. / B.Tech. Degree Programme: Should have passedthe Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu with Mathematics, Physics and Chemistry as three of the four subjects of study under Part- III or any examination of any other University or authority accepted by the Syndicate of Anna University as equivalent thereto.

(OR)

Should have passed the Higher Secondary Examination of Vocational stream (Vocational groups in Engineering / Technology) as prescribed by the Government of Tamil Nadu.

Lateral entry admission

I) The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamilnadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. in the branch corresponding to the branch of study.

(OR)

(ii) The candidates who possess the Degree in Science (B.Sc.,) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech.

Such candidates shall undergo two additional Engineering subject(s) in the third and fourth semesters as prescribed by the University.

3.PROGRAMMES OFFERED

B.E. / B.Tech. Programmes under the Faculty of Civil Engineering, Faculty of Mechanical Engineering, Faculty of Electrical Engineering, Faculty of Information and Communication Engineering and Faculty of Technology.

4.STRUCTURE OF PROGRAMMES

4.1 Every Programme will have curricula with syllabi consisting of theory and practical courses such as:

(i) General core courses comprising Mathematics, Basic sciences,Engineering sciences, Humanities and Management.

(ii) Core courses of Engineering/Technology.

(iii) Elective courses for specialization in related fields.

(iv) Workshop Practice, Computer Practice, Engineering Graphics, Laboratory work, Industrial Training, Seminar presentation, Project work, Educational tours, Camps etc.

(v) NCC / NSS / NSO / YRC activities for character development

There shall be a certain minimum number of core courses and sufficient number of elective courses that can be opted by the students. The blend of different courses shall be so designed that the student, at the end of the programme, would have been trained not only in his / her relevant professional field but also would have developed as a socially conscious human being.

4.2 Each course is normally assigned a certain number of credits with 1 credit per lecture period per week, 1 credit per tutorial period per week, 1 credit for 2 periods of laboratory or practical or seminar or project work per week (2 credits for 3 or 4 periods of practical).

4.3 Each semester curriculum shall normally have a blend of lecture courses not exceeding **7** and practical courses not exceeding **4.** However, the total number of courses per semester shall not exceed 10.

4.4 For the award of the degree, a student has to earn certain minimum total number of credits specified in the curriculum of the relevant branch of study.

4.5 The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports except for the programmes offered in Tamil Medium.

5. DURATION OF THE PROGRAMME

5.1 A student is ordinarily expected to complete the B.E. / B.Tech. Programme in 8 semesters (four academic years) but in any case not more than 14 Semesters for HSC (or equivalent) candidates and not more than 12 semesters for Lateral Entry Candidates.

5.2 Each semester shall normally consist of 90 working days or 450 periods of 50 minutes each. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.

5.3 The Head of the Institution may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods. But for the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 6) by the students, following method shall be used.

$$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{\text{(No.of periods / week as prescribed in the curriculum) x 15 taken together for all courses of the semester}} \times 100$$

The University Examination will ordinarily follow immediately after the last working day of the semester as per the academic schedule prescribed from time to time.

5.4 The total period for completion of the programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study (vide clause 18.4) in order that he/she may be eligible for the award of the degree (vide clause 15).

6. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

6.1 A Candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

Ideally every student is expected to attend all classes and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports, the student is expected to attend at least 75% of the classes.

6.2 Therefore, he/she shall secure not less than 75% (after rounding off to the nearest integer) of overall attendance as calculated as per clause 5.3.

6.3 However, a candidate who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / Participation in Sports events may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

Candidates who secure less than 65% overall attendance and candidates who do not satisfy the clause 6.1 and 6.2 shall not be permitted to write the University examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

7. CLASS ADVISOR

There shall be a class advisor for each class. The class advisor will be one among the (course-instructors) of the class. He / She will be appointed by the HoD of the department concerned. The class advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the class advisor shall be:

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance and to inform the class committee.
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

8. CLASS COMMITTEE

8.1 Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the degree programme and the details of rules therein particularly (clause 5 and 6) which should be displayed on college Notice-Board.
- Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

8.2 The class committee for a class under a particular branch is normally constituted by the Head of the Department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Head of the Institution.

8.3 The class committee shall be constituted within the first week of each semester.

8.4 At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.

8.5 The Chairperson of the class committee may invite the Class adviser(s) and the Head of the Department to the class committee meeting.

8.6 The Head of the Institution may participate in any class committee of the institution.

8.7 The chairperson is required to prepare the minutes of every meeting, submit the same to Head of the Institution within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the Management by the Head of the Institution.

8.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. **The Class Committee Chairmanshall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 6 of this Regulation.** During these meetings the student members representingthe entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

9. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one discipline or group, shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Head of the Department / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The 'Course committee' shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure

a uniform evaluation of the tests. Wherever feasible, the course committee may also prepare a common question paper for the internal assessment test(s).

10. SYSTEM OF EXAMINATION

10.1 Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) University examination at the end of the semester.

10.2 Each course, both theory and practical (including project work & viva voce Examinations) shall be evaluated for a maximum of 100 marks.

For all theory and practical courses including project work, the continuous internal assessment will carry **20 marks** while the End - Semester University examination will carry **80 marks.**

10.3 Industrial training and seminar shall carry 100 marks and shall be evaluated through internal assessment only.

10.4 The University examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.

10.5 The University examination for project work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 4 students) by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of an external examiner and an internal examiner.

10.6 For the University examination in both theory and practical courses including project work the internal and external examiners shall be appointed by the Controller of Examinations.

11. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

For all theory and practical courses (including project work) the continuous assessment shall be for a maximum of 20 marks. The above continuous assessment shall be awarded as per the procedure given below:

11.1.

(a) Theory Courses

Three tests each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all tests put together out of 300, shall be proportionately reduced for 20 marks and rounded to the nearest integer (This also implies equal weightage to all the three tests).

(b) Practical Courses:

The maximum marks for Internal Assessment shall be 20 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 20 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be reduced to 20 and rounded to the nearest integer.

(c) Theory Courses with Laboratory Component:

If there is a theory course with Laboratory component, there shall be three tests: the first two tests (each 100 marks) will be from theory portions and the third test (maximum mark 100) will be for laboratory component. The sum of marks of first two tests shall be reduced to 60 marks and the third test mark shall be reduced to 40 marks. The sum of these 100 marks may then be arrived at for 20 and rounded to the nearest integer.

11.2

(a) The seminar / Case study is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee appointed by Head of the Institution will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), presentation (40%) and response to the questions asked during presentation (20%).

(b) The Industrial / Practical Training, Summer Project, Internship shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical training / internship / Summer Project, the candidate shall submit a certificate from the organization where he / she has undergone training and a brief report. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the Institution. The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examinations.

11.3 Project Work

Project work may be allotted to a single student or to a group of students not exceeding 4 per group.

The Head of the Institutions shall constitute a review committee for project work for each branch of study. There shall be three reviews during the semester by the review committee. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the three reviews shall be reduced for 20 marks and rounded to the nearest integer (as per the scheme given in 11.3.1).

11.3.1 The project report shall carry a maximum 30 marks. The project report shall be submitted as per the approved guidelines as given by Director, Academic Courses. Same mark shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 50 marks. Marks are awarded to each student of the project group based on the individual performance in the viva-voce examination.

Review I	Review II	Review III	End Semester Examinations				
			Thesis Submission (30)		Viva-Voce (50)		
5	7.5	7.5	Internal	External	Internal	External	Supervisor
			15	15	15	20	15

11.3.2 If a candidate fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.

Internal marks approved by the Head of the Institution shall be displayed by the respective HODs within 5 days from the last working day.

11.5 Attendance Record

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the department will put his signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Institution who will keep this document in safe custody (for five years). The University or any inspection team appointed by the University may verify the records of attendance and assessment of both current and previous semesters.

12. REQUIREMENTS FOR APPEARING FOR UNIVERSITY EXAMINATION

A candidate shall normally be permitted to appear for the University Examinations of the current semester if he/she has satisfied the semester completion requirements (subject to Clause 6) and has registered for examination in all courses of the semester. Registration is mandatory for current semester examinations as well as arrear examinations, failing which the candidate will not be permitted to move to the higher semester.

A candidate who has already appeared for any subject in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.

13. PASSING REQUIREMENTS

13.1 A candidate who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester University Examinations] with a minimum of 45% of the marks prescribed for the end-semester University Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and practical courses (including project work).

13.2 If a candidate fails to secure a pass in a particular course, it is mandatory that he/she shall register and reappear for the examination in that course during the subsequent semester when examination is conducted in that course; he/she should continue to register and reappear for the examinations in the failed subjects till he / she secures a pass.

13.3 The internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secure a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examination) as per clause 13.1, then the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the university end semester examinations alone.

14. AWARD OF LETTER GRADES

All assessments of a course will be done on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

Letter grade	Grade Points	Marks Range
S	10	91 - 100
A	9	81 - 90
B	8	71 - 80
C	7	61 - 70
D	6	57 - 60
E	5	50 - 56
U	0	< 50
I	0	or ≥ 50 but not
W	0	satisfying clause 13.1

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", "B", "C", "D", "E".

'SA' denotes shortage of attendance (as per clause 6.3) and hence prevention from writing the end semester examination. 'SA' will appear only in the result sheet.

"U" denotes **Reappearance** (RA) is required for the examination in the course. "W" denotes **withdrawal** from the exam for the particular course. (The grades U and W will figure both in Marks Sheet as well as in Result Sheet)

Grade sheet

After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- The college in which the candidate has studied.
- The list of courses enrolled during the semester and the grade scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester.

CGPA will be calculated in a similar manner, considering all the courses registered from first semester. "U", and "W" grades will be excluded for calculating GPA and CGPA.

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

where **C**$_i$ is the number of Credits assigned to the course

Gpi is the point corresponding to the grade obtained for each course

n is number of all courses successfully cleared during theparticular semester in the case of GPA and during all the semesters in the case of CGPA

15. ELIGIBILITY FOR THE AWARD OF THE DEGREE

A student shall be declared to be eligible for the award of the Degree if he/she has

- Successfully gained the required number of total credits as specified in the Curariculum corresponding to his/her Programme within the stipulated time.
- No disciplinary action is pending against him/her.
- The award of the degree must be approved by the Syndicate.
- Successfully completed any additional courses prescribed by the Director, Academic Courses, whenever any candidate is readmitted under Regulations other than – R 2013 (clause 18.2).

16. CLASSIFICATION OF THE DEGREE AWARDED FIRST CLASS WITH DISTINCTION

16.1 A candidate who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction.

- Should have passed the End semester examination in all the courses of all the eight semesters (six semesters in the case of lateral entry) in his/her First Appearance within four years (three years in the case of lateral entry). Withdrawal from examination (vide Clause 17) will not be considered as an appearance. One year authorized break of study (if availed of) is permitted in addition to four years (three years in the case of lateral entry) for award of First class with Distinction.
- Should have secured a CGPA of not less than 8.50.

16.2 FIRST CLASS

A candidate who satisfies the following conditions shall be declared to have passed the examination in First class.

Should have passed the End semester examination in all the courses of all the eight semesters (six semesters in the case of lateral entry) within five years (four years in the case of lateral entry). One year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of five years (four years in the case of lateral entry) for award of First class.

Should have secured a CGPA of not less than 6.50.

16.3 SECOND CLASS

All other candidates (not covered in clauses 16.1 and 16.2) who qualify for the award of the degree (vide Clause 15) shall be declared to have passed the examination in **Second Class**.

A candidate who is absent in semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification. (subject to clause 17 and 18)

16.5 Photocopy / Revaluation

A candidate can apply for photocopy of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institutions. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the candidate can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institutions. Revaluation is not permitted for practical courses and for project work.

A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

16.6Review

Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examination through the Head of the Institution.

Candidates applying for Revaluation only are eligible to apply for Review.

17. PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

17.1 A candidate, may for valid reasons and on prior application, be granted permission to withdraw from appearing for the examination of any one course or consecutive examinations of more than one course in a semester examination.

17.2 Such withdrawal shall be permitted **only once during the entire period** of study of the degree programme.

17.3 Withdrawal application is valid only if it is made within 10 days prior to the commencement of the examination in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations.

17.3.1 Notwithstanding the requirement of mandatory TEN days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

17.4 Withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.

17.5 Withdrawal from the End Semester Examination is NOT applicable to arrears subjects of previous semesters.

17.6 The candidate shall reappear for the withdrawn courses during the examination conducted in the subsequent semester.

17.7 Withdrawal shall not be permitted in the final semester examinations.

18. PROVISION FOR AUTHORISED BREAK OF STUDY

18.1 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Director, Student Affairs in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.

18.2 The candidates permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Director, Academic Courses in the prescribed format through Head of the Institution at the beginning of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

18.3 The authorized break of study will not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 16.1).

18.4 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

18.5 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 18.1)

19. INDUSTRIAL VISIT

Every student is required to undergo one Industrial Visit every semester, starting from the third semester of the Programme. Every teacher shall take the students at least for one industrial visit in a semester.

20. PERSONALITY AND CHARACTER DEVELOPMENT

All students shall enroll, on admission, in any one of the personality and character development programmes (the NCC / NSS / NSO / YRC) and undergo training for about 80 hours and attend a camp of about seven days. The training shall include classes on hygiene and health awareness and also training in first-aid.

National Cadet Corps (NCC) will have about 20 parades.

National Service Scheme (NSS) will have social service activities in and around the College / Institution.

National Sports Organization (NSO) will have sports, Games, Drills and Physical exercises.

Youth Red Cross (YRC) will have activities related to social services in and around college / institutions.

While the training activities will normally be during weekends, the camp will normally be during vacation period.

Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the second year.

21. DISCIPLINE

21.1 Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / College. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted including one representative from Anna University, Chennai. In this regard, the member will be nominated by the University on getting information from the Head of the Institution.

21.2 If a student indulges in malpractice in any of the University / internal examination he / she shall be liable for punitive action as prescribed by the University from time to time.

22. REVISION OF REGULATION AND CURRICULUM

The University may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and scheme of examinations through the Academic Council with the approval of Syndicate.

KCG
COLLEGE OF TECHNOLOGY

ANNA UNIVERSITY : CHENNAI - 600 025
REGULATIONS 2017
CHOICE BASED CREDIT SYSTEM
Common to all B.E. / B.Tech. Full-Time Programmes
DEGREE OF BACHELOR OF ENGINEERING / BACHELOR OF TECHNOLOGY

This Regulations is applicable to the students admitted to B.E/B.Tech. Programmes at all Engineering Colleges affiliated to Anna University, Chennai (other than Autonomous Colleges) and to all the University Colleges of Engineering of Anna University, Chennai from the academic year 2017-2018 onwards.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

I) **"Programme"** means Degree Programme, that is B.E./B.Tech. Degree Programme.

II) **"Discipline"** means specialization or branch of B.E./B.Tech. Degree Programme, like Civil Engineering, Textile Technology, etc.

III) **"Course"** means a theory or practical subject that is normally studied in a semester, like Mathematics, Physics, etc.

(IV) **"Director, Academic Courses"** means the authority of the University who is responsible for all academic activities of the Academic Programmes for implementation of relevant rules of this Regulations pertaining to the Academic Programmes.

V) **"Chairman"** means the Head of the Faculty.

VI) **"Head of the Institution"** means the Principal of the College.

VII) **"Head of the Department"** means head of the Department concerned.

VIII) **"Controller of Examinations"** means the authority of the University who is responsible for all activities of the University Examinations.

IX) **"University"** means ANNA UNIVERSITY, CHENNAI.

2. ADMISSION

2.1 Candidates seeking admission to the first semester of the eight semester B.E. / B.Tech. Degree Programme:

Should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu with Mathematics, Physics and Chemistry as three of the four subjects of study under Part-III or any examination of any other University or authority accepted by the Syndicate of Anna University as equivalent thereto.

(OR)

Should have passed the Higher Secondary Examination of Vocational stream (Vocational groups in Engineering / Technology) as prescribed by the Government of Tamil Nadu.

2.2. Lateral entry admission

(I) The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamilnadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. in the branch corresponding to the branch of study.

(OR)

(ii)The candidates who possess the Degree in Science (B.Sc.,) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech.

Such candidates shall undergo two additional Engineering subject(s) in the third and fourth semesters as prescribed by the University.

3. PROGRAMMES OFFERED

B.E. / B.Tech. Programmes under the Faculty of Civil Engineering, Faculty of Mechanical Engineering, Faculty of Electrical Engineering, Faculty of Information and Communication Engineering and Faculty of Technology.

4. STRUCTURE OF PROGRAMMES

4.1 Categorization of Courses

Every B.E. / B. Tech. Programme will have a curriculum with syllabi consisting of theory and practical courses that shall be categorized as follows:

i.Humanities and Social Sciences (HS) courses include Technical English, Engineering Ethics and Human Values, Communication skills, Environmental Science and Engineering.

ii. Basic Sciences (BS) courses include Mathematics, Physics, Chemistry, Biology, etc.

iii. Engineering Sciences (ES) courses include Engineering practices, Engineering Graphics, Basics of Electrical / Electronics / Mechanical / Computer Engineering, Instrumentation etc.

iv. **Professional Core (PC)** courses include the core courses relevant to the chosen specialization/branch.

v. **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/ branch.

vi. **Open Elective (OE)** courses include the courses from other branches which a student can choose from the list specified in the curriculum of the students B.E. / B. Tech. / B. Arch. Programmes.

vii. **Employability Enhancement Courses (EEC)** include Project Work and/or Internship, Seminar, Professional Practices, Case Study and Industrial/Practical Training.

4.2 Personality and Character Development

All students shall enroll,on admission,in anyone of the personality and character development programmes (NCC/NSS/NSO/YRC) and undergo training for about 80 hours and attend a camp of about seven days. The training shall include classes on hygiene and health awareness and also training in first-aid.

National Cadet Corps (NCC) will have about 20 parades.

National Service Scheme(NSS) will have social service activities in and around the College / Institution.

National Sports Organization (NSO) will have sports,Games,Drills and Physical exercises. Youth Red Cross (YRC) will have activities related to social services in and around College/Institutions.

While the training activities will normally be during weekends, the camp will normally be during vacation period.

4.3 Number of courses per semester

Each semester curriculum shall normally have a blend of lecture courses not exceeding 7 and Laboratory courses and Employability Enhancement Course(s) not exceeding 4. Each Employability Enhancement Course may have credits assigned as per clause 4.4. However, the total number of courses per semester shall not exceed 10.

4.4 Credit Assignment

Each course is assigned certain number of credits based on the following:

Contact period per week	CREDITS
1 Lecture Period	1
2 Tutorial Periods	1
2 Laboratory Periods like / Seminar / Project Work / Case study / etc.)	1

The Contact Periods per week for Tutorials and Practical can only be in multiples of 2.

4.5 Industrial Training / Internship

The students may undergo Industrial training for a period as specified in the Curriculum during summer / winter vacation. In this case the training has to be undergone continuously for the entire period.

The students may undergo Internship at Research organization / University (after due approval from the Department Consultative Committee) for the period prescribed in the curriculum during summer / winter vacation, in lieu of Industrial training.

4.6 Industrial Visit

Every student is required to go for at least one Industrial Visit every year starting from the second year of the Programme. The Heads of Departments shall ensure that necessary arrangements are made in this regard.

4.7 Value Added Courses

The Students may optionally undergo Value Added Courses and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. One / Two credit courses shall be offered by a Department of an institution with the prior approval from the Head of the Institution. The details of the syllabus, time table and faculty may be sent to the Centre for Academic Courses and the Controller of Examinations after approval from the Head of the Institution concerned atleast one month before the course is offered. Students can take a maximum of two one credit courses / one two credit course during the entire duration of the Programme.

4.8 Online Courses

4.8.1 Students may be permitted to credit only one online course of 3 credits with the approval of Head of the Institution and Centre for Academic Courses.

4.8.2 Students may be permitted to credit one online course (which are provided with certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the Centre for Academic courses from time to time. The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Controller of Examinations, Anna University. The details regarding online courses taken up by students should be sent to the Controller of Examinations, Anna University and Centre for Academic Courses one month before the commencement of End Semester Examination.

4.9 The students satisfying the following conditions shall be permitted to carry out their final semester Project work for six months in industry/research organizations.

The student should not have current arrears and shall have CGPA of 7.50 and above. The student shall undergo the eighth semester courses in the sixth and seventh semesters. The Head of Department, in consultation with the faculty handling the said courses shall forward the proposal recommended by the Head of Institution to the Controller of Examinations through the Director, Centre for Academic courses for approval at least 4 weeks before the commencement of the sixth semester of the programme for approval.

4.10 Medium of Instruction

The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports except for the programmes offered in Tamil Medium.

5. DURATION OF THE PROGRAMME

5.1 A student is ordinarily expected to complete the B.E. / B.Tech. Programme in 8 semesters (four academic years) but in any case not more than 14 Semesters for HSC (or equivalent) candidates and not more than 12 semesters for Lateral Entry Candidates.

5.1.1 A student is ordinarily expected to complete the B.E. Mechanical Engineering (Sandwich) Programme in 10 semesters (five academic years) but in any case not more than 18 Semesters for HSC (or equivalent) candidates.

5.2 Each semester shall normally consist of 75 working days or 540 periods of 50 minutes each. The Head of the Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught.

5.3 The Head of the Institution may conduct additional classes for improvement, special coaching, conduct of model test etc., over and above the specified periods. But for the purpose of calculation of attendance requirement for writing the end semester examinations (as per clause 6) by the students, following method shall be used.

$$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{\text{(No. of periods / week as prescribed in the curriculum) x 15 taken together for all courses of the semester}} \times 100$$

The University Examination will ordinarily follow immediately after the last working day of the semester commencing from I semester as per the academic schedule prescribed from time to time.

5.4 The total period for completion of the programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study (vide clause 18) in order that he/she may be eligible for the award of the degree (vide clause 16).

6. COURSE REGISTRATION

6.1 The Institution is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits (vide clause 6.5).The studentcan also register for courses for which the student has failed in the earlier semesters. In such cases the student shall do reappearance registration for those courses for which the attendance requirement is not compulsory.

However, the student have the option to take up some other professional elective or open elective that he has failed to pass. But, the total number of credits that a student is allowed to register per semester cannot exceed 36. The registration details of the candidates may be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations. No Elective course shall be offered by any department of any institution unless a minimum 10 students register for the course. However, if the students admitted in the associated Branch andSemester is less than 10, this minimum will not be applicable.

The courses that a student registers in a particular semester may include

i. Courses of the current semester.

ii. The core (Theory/Lab /EEC) courses that the student has not cleared in the previous semesters.

iii. Elective courses which the student failed (either the same elective or a different elective instead)

6.2 Flexibility to Drop courses

6.2.1 A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to beeligible to obtainthe degree.

6.2.2 From the III to final semesters, the student has the option of dropping existing courses in a semester during registration. Total number of credits of such courses cannot exceed 6.

6.2.3 The student shall register for the project work in the final semester only.

7. ATTENDANCE REQUIREMENTS FOR COMPLETION OF THE SEMESTER

7.1 A Candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports, the student is expected to attend atleast 75% of the classes. Therefore, he/she shall secure not less than 75% (after rounding off to the nearest integer) of overall attendance as calculated as per clause 5.3.

7.2 However, a candidate who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / Participation in Sports events may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.

7.3 Candidates who secure less than 65% overall attendance and candidates who do not satisfy the clause 7.1 and 7.2 shall not be permitted to write the University examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

8. CLASS ADVISOR

There shall be a class advisor for each class. The class advisor will be one among the (course-instructors) of the class. He / She will be appointed by the HoD of the department concerned.The class advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the class advisor shall be:

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of students.

- To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance and to inform the class committee.
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

8. CLASS COMMITTEE

9.1. Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teachinglearning process. The functions of the class committee include

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the degree programme and the details of rules therein particularly(clause 5 and 7)which should be displayed on college Notice-Board.
- Informing the student representatives, the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.

- Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

9.2 The class committee for a class under a particular branch is normally constituted by the Head of the Department. However, if the students of different branches are mixed in a class (like the first semester which is generally common to all branches), the class committee is to be constituted by the Head of the Institution.

9.3 The class committee shall be constituted within the first week of each semester.

9.4 At least 4 student representatives (usually 2 boys and 2 girls) shall be included in the class committee.

9.5 The Chairperson of the class committee may invite the Class adviser(s) and the Head of the Department to the class committee meeting.

9.6 The Head of the Institution may participate in any class committee of the institution.

9.7 The chairperson is required to prepare the minutes of every meeting, submit the same to Head of the Institution within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the Management by the Head of the Institution.

9.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held in a semester at suitable intervals. The Class Committee Chairman shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 6 of this Regulation. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

10. COURSE COMMITTEE FOR COMMON COURSES

Each common theory course offered to more than one discipline or group, shall have a "Course Committee" comprising all the teachers teaching the common course with one of them nominated as Course Coordinator. The nomination of the Course Coordinator shall be made by the Head of the Department / Head of the Institution depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The 'Course committee' shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. Wherever feasible, the course committee may also prepare a common question paper for the internal assessment test(s).

11. SYSTEM OF EXAMINATION

11.1 Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) University examination at the end of the semester.

11.2 Each course, both theory and practical (including project work & viva-voce Examinations) shall be evaluated for a maximum of 100 marks. For all theory and practical courses including project work, the continuous internal assessment will carry 20 markswhile the End - Semester University examination will carry 80 marks.

11.3 Industrial training and seminar shall carry 100 marks and shall be evaluated through internal assessment only.

11.4 The University examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.

11.5 The University examination for project work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 4 students) by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.

11.6 For the University examination in both theory and practical courses including project work the internal and external examiners shall be appointed by the Controller of Examinations.

12. PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

For all theory and practical courses (including project work) the continuous assessment shall be for a maximum of 20 marks. The above continuous assessment shall be awarded as per the procedure given below:

12.1 **THEORY COURSES** Three tests each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all tests put together out of 300, shall be proportionately reduced for 20 marks and rounded to the nearest integer (This also implies equal weightage to all the three tests).

12.2 **LABORATORY COURSES**The maximum marks for Internal Assessment shall be 20 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 20 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be reduced to 20 and rounded to the nearest integer.

12.3 THEORY COURSES WITH LABORATORY COMPONENT

If there is a theory course with Laboratory component, there shall be three tests: the first two tests (each 100 marks) will be from theory portions and the third test (maximum mark 100) will be for laboratory component. The sum of marks of first two tests shall be reduced to 60 marks and the third test mark shall be reduced to 40 marks. The sum of these 100 marks may then be arrived at for 20 and rounded to the nearest integer.

12.4 PROJECT WORK

Project work may be allotted to a single student or to a group of students not exceeding 4 per group. The Head of the Institutions shall constitute a review committee for project work for each branch of study. There shall be three reviews during the semester by the review committee. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the three reviews shall be reduced for 20 marks and rounded to the nearest integer (as per the scheme given in 12.4.1).

12.4.1 The project report shall carry a maximum 30 marks. The project report shall be submitted as per the approved guidelines as given by Director, Academic Courses. Same mark shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 50 marks. Marks are awarded to each student of the project group based on the individual performance in the viva-voce examination.

Review I	Review II	Review III	End Semester Examinations				
			Thesis Submission (30)		Viva-Voce (50)		
5	7.5	7.5	Internal	External	Internal	External	Supervisor
			15	15	15	20	15

12.4.2 If a candidate fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-register for the same in a subsequent semester.

12.5 OTHER EMPLOYABILITY ENHANCEMENT COURSES

(a) The seminar / Case study is to be considered as purely INTERNAL (with 100% internal marks only). Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three member committee appointed by Head of the Institution will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper (40%), presentation (40%) and response to the questions asked during presentation (20%).

(b) The Industrial / Practical Training, Summer Project, Internship, shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial / Practical training / internship / Summer Project, the candidate shall submit a certificate from the organization where he / she has undergone training and a brief report. The evaluation will be made based on this report and a Viva-Voce Examination, conducted internally by a three member Departmental Committee constituted by the Head of the Institution. The certificates (issued by the organization) submitted by the students shall be attached to the mark list sent by the Head of the Institution to the Controller of Examinations.

12.6 ASSESSMENT FOR VALUE ADDED COURSE

The one / two credit course shall carry 100 marks and shall be evaluated through continuous assessments only. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest

integer. A committee consisting of the Head of the Department, staff handling the course and a senior Faculty member nominated by the Head of the Institution shall monitor the evaluation process. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations.

12.7 ASSESSMENT FOR ONLINE COURSES

Students may be permitted to credit one online course (which are provided with certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the Centre for Academic courses from time to time. This online course of 3 credits can be considered instead of one elective course. The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Anna University. The course shall be evaluated through the End Semester Examination only conducted by Controller of Examinations, Anna University.

12.8. Internal marks approved by the Head of the Institution shall be displayed by the respective HoDs within 5 days from the last working day.

12.9 Attendance Record

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the department will put his signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Institution who will keep this document in safe custody (for five years). The University or any inspection team appointed by the University may verify the records of attendance and assessment of both current and previous semesters.

13. REQUIREMENTS FOR APPEARING FOR UNIVERSITY EXAMINATIONS

A candidate shall normally be permitted to appear for the University Examinations for all the courses registered in the current semester (vide clause 6) if he/she has satisfied the semester completion requirements (subject to Clause 7). A candidate who has already appeared for any subject in a semester and passed the examination is not entitled to reappear in the same subject for improvement of grades.

14. PASSING REQUIREMENTS

14.1 A candidate who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End semester University Examinations] with a minimum of 45% of the marks prescribed for the end-semester University Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and practical courses (including project work).

14.2 **If a student fails to secure a pass in a theory course (except electives), the student shall do reappearance registration only along with regular students for that course in the subsequent semester, when offered next, earn continuous assessment marks and attend the end semester examination.**

14.3 If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to register for the same course, earn continuous assessment marks and attend the End Semester Examination or any other professional elective or open elective course in the subsequent semesters, attend the classes and fulfill the attendance requirements as per Clause 7.

14.4 If a student fails to secure a pass in a laboratory course, the student shall register for the course again, when offered next.

14.5 If a student fails to secure a pass in project work, the student shall register for the course again, when offered next.

14.6 The passing requirement for the courses which are assessed only through purely internal assessments (EEC courses except project work), is 50% of the internal assessment (continuous assessment) marks only.

14.7 If a student has failed in the final semester examination he/she may be allowed to register for the course in the next semester itself.

14.8 A student can apply for revaluation of the student's semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution. Revaluation is not permitted for laboratory course and project work.

15. AWARD OF LETTER GRADES

15.1 All assessments of a course will be evaluated on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

Letter Grade	Grade Points	Marks Range
O (Outstanding)	10	91-100
A + (Excellent)	9	81-90
A (Very Good)	8	71-80
B+ (Good)	7	61-70
B (Average)	6	50-60
RA (Re-appear)	0	<50
SA (Shortage of Attendance)	0	
W (Withdrawal)	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: "O", "A+", "A", "B+","B". 'SA' denotes shortage of attendance (as per clause 7.3) and hence prevention from writing the end semester examinations. 'SA' will appear only in the result sheet.

"RA" denotes that the student has failed to pass in that course. "W" denotes withdrawal from the exam for the particular course. The grades RA and W will figure both in Marks Sheet as well as in Result Sheet). In both cases the student has to earn Continuous Assessment marks and appear for the End Semester Examinations.

If the grade W is given to course, the attendance requirement need not be satisfied. If the grade RA is given to a core theory course, the attendance requirement need not be satisfied, but if the grade RA is given to a Laboratory Course / Project work / Seminar and any other EEC course, the attendance requirements (vide clause 7) should be satisfied.

15.2 For the Co-curricular activities such as National Cadet Corps (NCC)/ National Service Scheme (NSS) / NSO / YRC, a satisfactory / not satisfactory grading will appear in the mark sheet. Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the second year. A satisfactory grade in the above co-curricular activities is compulsory for the award of degree.

15.3 The grades O, A+, A, B+, B obtained for the one credit course shall figure in the Mark sheet under the title 'Value Added Courses'. The Courses for which the grades are RA, SA will not figure in the mark sheet.

Grade sheet

After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- The college in which the candidate has studied
- The list of courses enrolled during the semester and the grade scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating GPA and CGPA.

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

where C_i is the number of Credits assigned to the course **Gpi** is the point corresponding to the grade obtained for each course

n is 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

16. ELIGIBILITY FOR THE AWARD OF THE DEGREE

16.1 A student shall be declared to be eligible for the award of the B.E. / B.Tech. Degree provided the student has

i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.

ii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 8 semesters / (10 Semesters for B.E. Mechanical Engineering (Sandwich) within a maximum period of 7 years (9 years in case of B.E. Mechanical Engineering (Sandwich) and 6 years in the case of Lateral Entry) reckoned from the commencement of the first (third in the case of Lateral Entry) semester to which the candidate was admitted.

iii. Successfully passed any additional courses prescribed by the Director, Academic Courses whenever readmitted under regulations R-2017 (vide clause 18.3)

iv. Successfully completed the NCC / NSS / NSO / YRC requirements.

v. No disciplinary action pending against the student.

vi. The award of Degree must have been approved by the Syndicate of the University.

16.2 CLASSIFICATION OF THE DEGREE AWARDED

16.2.1 FIRST CLASS WITH DISTINCTION

A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- Should have passed the examination in all the courses of all the eight semesters (10 Semesters in case of Mechanical (Sandwich) and 6 semesters in the case of Lateral Entry) in the student's First Appearance within five years (Six years in the case of Mechanical (Sandwich) and Four years in the case of Lateral Entry). Withdrawal from examination (vide Clause 17) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50
- One year authorized break of study (if availed of) is included in the five years (Six years in the case of Mechanical (Sandwich) and four years in the case of lateral entry) for award of First class with Distinction.
- Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.

16.2.2 FIRST CLASS:

A student who satisfies the following conditions shall be declared to have passed the examination in First class:

- Should have passed the examination in all the courses of all eight semesters (10 Semesters in case of Mechanical (Sandwich) and 6 semesters in the case of Lateral Entry) within Six years. (Seven years in case of Mechanical (Sandwich) and Five years in the case of Lateral Entry)

16.2.3 SECOND CLASS:

All other students (not covered in clauses 16.2.1 and 16.2.2) who qualify for the award of the degree (vide Clause 16.1) shall be declared to have passed the examination in Second Class.

16.3 A candidate who is absent in end semester examination in a course / project work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification. (subject to clause 17 and 18)

16.4 Photocopy / Revaluation A candidate can apply for photocopy of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institutions. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with breakup of marks for each question. Based on the recommendation, the candidate can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institutions. Revaluation is not permitted for practical courses and for project work. A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

16.5 Review

Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examination through the Head of the Institution. Candidates applying for Revaluation only are eligible to apply for Review.

17 PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION

17.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Chairman, sports board and HOD) be granted permission to withdraw from appearing for the end semester examination in any course or courses in ANY ONE of the semester examinations during the entire duration of the degree programme. The application shall be sent to Director, Student Affairs through the Head of the Institutions with required documents.

17.2 Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN days prior to the commencement of the examination in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations.

17.2.1 Notwithstanding the requirement of mandatory 10 days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

17.3 In case of withdrawal from a course / courses (Clause 13) the course will figure both in Marks Sheet as well as in Result Sheet. Withdrawal essentially requires the student to register for the course/courses The student has to register for the course, fulfill the attendance requirements (vide clause 7), earn continuous assessment marks and attend the end semester examination. However, withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.

17.4 Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 5 years as per clause 16.2.1.

18 PROVISION FOR AUTHORISED BREAK OF STUDY

18.1 A student is permitted to go on break of study for a maximum period of one year as a single spell.

18.2 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Director, Student Affairs in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.

18.3 The candidates permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Director, Academic Courses in the prescribed format through Head of the Institution at the beginning of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

18.4 The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 16.1).

18.5 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the

maximum period specified in clause 5.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree. 18.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 18.1)

19. DISCIPLINE

19.1 Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / College. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted including one representative from Anna University, Chennai. In this regard, the member will be nominated by the University on getting information from the Head of the Institution.

19.2 If a student indulges in malpractice in any of the University / internal examination he / she shall be liable for punitive action as prescribed by the University from time to time.

20. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The University may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and scheme of examinations through the Academic Council with the approval of Syndicate.

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UNIVERSITY EXAMINATION RULES AND REGULATIONS

Students are advised not to involve in any type of malpractice. Cases, if any, will be reported to the University for Punishment.

Note: Students are advised to enter the examination hall before 10.00 am in the forenoon session and before 2.00 pm in the afternoon session examination.

1. Candidates must bring their Hall Tickets and ID Cards for examinations.
2. In case of loss of Hall tickets, a duplicate Hall ticket may be obtained from the Principal / Chief Superintendent on payment of a fine of 100
3. Candidates should keep their books and bags outside the examination rooms.
4. Candidates should occupy the allotted seats 10 minutes before the commencement of the examination.
5. Candidates will not be permitted to appear for the examination if he / she reports after half-an-hour from the commencement of the examination.
6. Strict silence should be maintained in the examination hall.
7. Candidates must bring their own stationery items like pen, pencil, eraser, etc. They should not exchange stationery items.
8. Candidates should check whether they have received the correct question paper before answering.
9. Candidates should write their Registration number (as found in their Hall Tickets) in the main answer book.
10. Candidate should write their Registration number in question papers. They should not write anything other than this in the question paper.

11. Candidates will not be allowed to leave the examination hall before the expiry of 45 minutes from the commencement of the examination.
12. When 'Stop Writing' announcement is made by invigilator, they should stop writing.
13. Candidates should handover the answer books, unused additional books, unused graph sheets, etc. to the Hall Superintendent before leaving the examination hall.
14. Candidates should follow the additional instructions given by the Hall Superintendents.

THE FOLLOWING ARE CONSIDERED AS MALPRACTICE:

1. Possession of printed / written / photo-copied material relevant to the examination.
2. Possession of scale, instruments box, calculator, etc. with written matter relevant to the examination.
3. Copying from any of the above material or from the answer book of the neighbour.
4. Possession of programmable calculator / cell phone.
5. Talking or transacting any material between candidates.
6. Helping a candidate to indulge in malpractice.
7. Inserting pre-prepared answer sheet.
8. Having any transaction with anyone outside the examination hall.
9. Causing any misbehavior in the examination hall.

S.No.	Nature of Malpractice	Punishment
1	Appeal for a favorable consideration or mercy in the answer book	Cancellation of examination of the particular paper
2	Writings on the desk relevant to the examinations	
3	Writings on any part of the body	
4	Verbal or oral Communication to neighboring candidate	
5	Irrelevant writing in the answer book	
6	Possession of any incriminating materials inside the examination hall (whether used or not). For Example: written or Printed materials, bits, writings on Cancellation of all Theory scale, calculator, handkerchief, examinations (all papers - hall ticket, possession of current organizer, etc	Cancellation of all Theory examinations (all papers - current and arrear) book registered during the examination session like April / May or Oct / Nov.
7	Vulgar writings in the answer	
8	Copying from neighbor	
9	Possession of answer book of another candidate	
10	Giving answer book to another candidate	

S.No.	Nature of Malpractice	Punishment
11	Exchange of question papers and other materials with some answers	Cancellation of all Theory examinations (all papers - Current and arrear) registered and further debarred from writing all examinations (current and arrear) in the subsequent semester.
12	Appeal in the examination answer book coupled with a promise of any form of consideration	
13	Misbehavior in the examination hall (Disobedience, unruly conduct in the examination hall, threatening the Hall Superintendent / Chief Superintendent and other examination officials)	
14	Involved in Malpractice for the second or subsequent times in cases of Sl Nos.1 to 13	Cancellation of all theory examinations (all papers - current and arrear) registered and further debarred from continuing his studies for one year (i.e.) two subsequent semesters. However the student is permitted to appear for the examination arrear

S.No.	Nature of Malpractice	Punishment
15	Cases of Impersonation	(a) Handing over the impersonator to the police with a complaint to take appropriate action against the person nvolved in the impersonation by the Chief Superintendent. (b) Cancellationof all examination (all papers - current and arrear) appeared and further debarred from continuing his studies and writing all examinations for 2 years. (c)If a student of this University is found to impersonate a 'Bonafide Student' also will be debarred from continuing his studies and writing all examination for 2 years
16	Writing of name of the candidate in the answer book by the candidates Writing of Reg. No./College Name in places other than specified in the answer book by the candidate Any special marking in the answer script by the candidate Any Special marking in the answer script by the candidate,	
17	Any special marking in the answer script by the candidate	Fine of Rs.500/- per paper. Controller of Examinations is authorized to deal such cases.
18	Any Special marking in the answer script by the candidate,	

If any other type of malpractice is reported, the enquiry committee may recommend appropriate punishment according to the merit of the case.

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ACADEMIC CALENDAR JUNE 2018		
DATE	**DAY**	**ACTIVITY**
1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	Ramzan
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	Founder's Day
21	Thu	Reopening Day (Sem III, V & VII)
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	

KCG
COLLEGE OF TECHNOLOGY

ACADEMIC CALENDAR JULY 2018		
DATE	**DAY**	**ACTIVITY**
1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Working Day
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	Commencement of Test I (Sem III, V, VII)
27	Fri	
28	Sat	Working Day
29	Sun	
30	Mon	
31	Tue	

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ACADEMIC CALENDAR AUGUST 2018		
DATE	**DAY**	**ACTIVITY**
1	Wed	
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	Despatch of Test I Progress Report (Sem III, V, VII)
9	Thu	
10	Fri	
11	Sat	Working Day
12	Sun	
13	Mon	
14	Tue	
15	Wed	Independence Day
16	Thu	
17	Fri	
18	Sat	Working Day
19	Sun	
20	Mon	
21	Tue	
22	Wed	Bakrid
23	Thu	
24	Fri	
25	Sat	Onam
26	Sun	
27	Mon	
28	Tue	
29	Wed	Commencement of Test II (Sem III, V, VII); Reopening Day (Sem I)
30	Thu	
31	Fri	

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ACADEMIC CALENDAR SEPTEMBER 2018		
DATE	**DAY**	**ACTIVITY**
1	Sat	
2	Sun	Krishna Jayanthi
3	Mon	
4	Tue	
5	Wed	Teachers' Day
6	Thu	
7	Fri	
8	Sat	Working Day
9	Sun	
10	Mon	
11	Tue	
12	Wed	Despatch of Test -II progress reports (Sem III, V, VII)
13	Thu	Vinayakar Chathurthi
14	Fri	
15	Sat	Engineers' Day
16	Sun	
17	Mon	Commencement of Test III (Sem III, V, VII)
18	Tue	
19	Wed	
20	Thu	
21	Fri	Muharram
22	Sat	Working Day
23	Sun	
24	Mon	
25	Tue	
26	Wed	Commencement of Test I (Sem I)
27	Thu	Last Instructional Day (Sem III, V, VII)
28	Fri	
29	Sat	
30	Sun	

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ACADEMIC CALENDAR OCTOBER 2018		
DATE	**DAY**	**ACTIVITY**
1	Mon	Commencement of Model Exam (Sem III, V, VII)
2	Tue	Gandhi Jayanthi
3	Wed	Despatch of Test -III progress reports (Sem III, V, VII)
4	Thu	
5	Fri	
6	Sat	Working Day
7	Sun	
8	Mon	
9	Tue	
10	Wed	Despatch of Test -I progress reports (Sem I)
11	Thu	
12	Fri	
13	Sat	Working Day
14	Sun	
15	Mon	
16	Tue	
17	Wed	Last Working Day (Sem III, V, VII)
18	Thu	AyudhaPooja
19	Fri	Vijayadhasami
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	Despatch of Progress Report - Model Exam (Sem III, V, VII) ; Commencement of Test II (Sem I)
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	

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ACADEMIC CALENDAR NOVEMBER 2018		
DATE	**DAY**	**ACTIVITY**
1	Thu	Commencement of University Exams (Sem III, V, VII)
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tue	Deepavali
7	Wed	
8	Thu	Despatch of Test –II Progress reports (Sem I)
9	Fri	
10	Sat	Working Day
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	Commencement of Test III (Sem I)
20	Tue	
21	Wed	Milad-un-Nabi
22	Thu	
23	Fri	
24	Sat	Working Day
25	Sun	
26	Mon	
27	Tue	Last Instructional Day (Sem I)
28	Wed	
29	Thu	
30	Fri	Commencement of Model Exam (Sem I)

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ACADEMIC CALENDAR DECEMBER 2018		
DATE	**DAY**	**ACTIVITY**
1	Sat	Working Day
2	Sun	
3	Mon	
4	Tue	
5	Wed	Despatch of Test –III Progress reports (Sem I)
6	Thu	
7	Fri	Aviation Day
8	Sat	Working Day
9	Sun	
10	Mon	Last working Day
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	Re-opening Day (Sem IV, VI, VIII); Despatch of Model Exam - Progress reports (Sem I)
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	Christmas
26	Wed	
27	Thu	
28	Fri	
29	Sat	Commencement of University Exam (Sem I)
30	Sun	
31	Mon	

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ACADEMIC CALENDAR JANUARY 2019		
DATE	**DAY**	**ACTIVITY**
1	Tue	New Year Day
2	Wed	
3	Thu	
4	Fri	
5	Sat	Working Day
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	
13	Sun	
14	Mon	Pongal
15	Tue	Thiruvalluvar Day
16	Wed	UzhavarThirunal
17	Thu	
18	Fri	
19	Sat	Working Day
20	Sun	
21	Mon	Reopening Day (Sem II)
22	Tue	
23	Wed	Commencement of Test I (Sem IV, VI, VIII)
24	Thu	
25	Fri	
26	Sat	Republic Day
27	Sun	
28	Mon	
29	Tue	
30	Wed	
31	Thu	

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ACADEMIC CALENDAR FEBRUARY 2019		
DATE	**DAY**	**ACTIVITY**
1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	Despatch of Test I- Progress reports (Sem IV, VI, VIII)
7	Thu	
8	Fri	
9	Sat	Working Day
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	Founder's Memorial Day
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	Commencement of Test I (Sem II) & Test II (Sem IV, VI, VIII)
21	Thu	
22	Fri	
23	Sat	Working Day
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	

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ACADEMIC CALENDAR MARCH 2019		
DATE	**DAY**	**ACTIVITY**
1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	Despatch of Progress reports- Test I (Sem II) & Test II (Sem IV, VI, VIII)
7	Thu	Sports Day
8	Fri	College Day
9	Sat	
10	Sun	
11	Mon	Commencement of Test III (Sem IV, VI, VIII)
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	Working Day
17	Sun	
18	Mon	
19	Tue	
20	Wed	Commencement of Test II (Sem II)
21	Thu	
22	Fri	Last Instructional Day (Sem IV, VI, VIII), Despatch of Test III (Sem IV, VI, VIII) Working Day
23	Sat	
24	Sun	
25	Mon	
26	Tue	Commencement of Model Exam (Sem IV, VI, VIII)
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	

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ACADEMIC CALENDAR APRIL 2019		
DATE	**DAY**	**ACTIVITY**
1	Mon	
2	Tue	
3	Wed	Despatch of Test II – Progress reports(Sem II)
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	Commencement of Test III (Sem II)
9	Tue	
10	Wed	Last working day for Sem IV, VI, VIII
11	Thu	
12	Fri	
13	Sat	Working Day
14	Sun	Tamil New Year
15	Mon	Vishu
16	Tue	
17	Wed	Mahavir Jayanthi, Despatch of Model Exam - Progress reports - Sem IV, VI, VIII
18	Thu	Last Instructional Day (Sem II)
19	Fri	Good Friday
20	Sat	
21	Sun	Easter
22	Mon	Despatch of Test III- Progress reports (Sem II)
23	Tue	Commencement of Model Exam (Sem II)
24	Wed	
25	Thu	
26	Fri	
27	Sat	Working Day
28	Sun	
29	Mon	
30	Tue	

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ACADEMIC CALENDAR MAY 2019		
DATE	**DAY**	**ACTIVITY**
1	Wed	May Day
2	Thu	
3	Fri	
4	Sat	Working Day
5	Sun	
6	Mon	Last Working Day for Sem II
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	Despatch of Model Exam - Progress Reports (Sem II)
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	Buddha Purnima
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	

Timetable
Odd Semester 2018 - 2019

Periods	8.30-9.15	9.15-10.00	10.00-10.10	10.10-10.55	10.55-11.40	11.40-12.25		1.10-1.55	1.55-2.40	2.40-3.25	3.25-4.10
MON			BREAK				LUNCH BREAK 12.25 - 1.10 for higher semis & 1.10 - 1.55 for First Year				
TUE											
WED											
THU											
FRI											

Assessment
Odd Semester 2018-2019

Name: Department: Reg. No.

S. No.	Subject	Subject Code	Test I Marks	Test II Marks	Test III Marks	Model Exam	University Exam
Class Teacher's Name and Signature							

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LEAVE /DETAILS
Odd Semester 2018-2019

Date	No. of Days	Reason	Class Teacher's Signature	Class Teacher's Comments	HOD's Signature

Timetable
Even Semester 2018 - 2019

Periods	8.30-9.15	9.15-10.00	10.00-10.10	10.10-10.55	10.55-11.40	11.40-12.25	12.25 - 1.10 for higher sems & 1.10 - 1.55 for First Year	1.10-1.55	1.55-2.40	2.40-3.25	3.25-4.10
MON			BREAK				LUNCH BREAK				
TUE											
WED											
THU											
FRI											

Assessment
Odd Semester 2018-2019

Name: Department: Reg. No.

S. No.	Subject	Subject Code	Test I Marks	Test II Marks	Test III Marks	Model Exam	University Exam
	Class Teacher's Name and Signature						

LEAVE / OD DETAILS
Odd & Even Semester 2018-2019

Date	No. of Days	Reason	Class Teacher's Signature	Class Teacher's Comments	HOD's Signature

KCG
COLLEGE OF TECHNOLOGY

CONTACT PHONE NUMBERS

Reception	:	044 - 2838 9001 / 9002 / 9003 90038 71717 / 95669 99916
Head Office	:	044 - 2234 2040 / 2234 1389 044 - 2233 9260

HOSTEL

Men's Hostel	:	96771 17173
Women's Hostel	:	96297 88145
Manager Admin	:	99406 57196

Mobile Helpline (24 Hours)	:	97909 93300
Anti Ragging Helpline	:	97909 93300
Local Police Station	:	044 - 2496 0353