KCG
COLLEGE OF TECHNOLOGY
Affiliated to Anna University
AUTONOMOUS

A Unit of Hindustan Group of Institutions

KCG Nagar, Rajiv Gandhi Salai, Karapakkam, Chennai 600 097
Phone: 044-28389001 / 9002/9003 www.kcgcollege.ac.in

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

ACADEMIC CALENDAR
&
STUDENT HANDBOOK 2023 – 2024

A+ NAAC

NBA
NATIONAL BOARD
of ACCREDITATION
AERO | CSE | ECE | MECH | IT

nirf
Innovation Ranking 2023
Band 11-50

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PERSONAL PROFILE

Name   : ....

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

Parents' Names   : ....

Residential Address   : ....

                              ....

                              ....

Hostel Resident /
Day Scholar   : ....

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 Class Teacher ....

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 pre-
    vail; Millions seek thy por-
    tals
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

India is my country and 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 Gana Mana Adhinayaka, Jaya He

Bharata Bhagya Vidhata

Punjab Sindhu Gujarata Maratha

Dravida Utkala Banga (places in India)

Vindhya Himachala Yamuna Ganga

Uchchhala Jaladhi Taranga

Tava Shubha Name Jage

Tava Shubha Ashisha Mage

Gahe Tava Jaya Gaatha

Jana Gana Mangaladayaka Jaya He

Bharata Bhaagya Vidhata

Jaya He ! Jaya He ! Jaya He !

Jaya, Jaya, Jaya, Jaya He

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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- 22341389/ 0968/2021
         044-43519340

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

Ragging is a criminal offence

KCG COLLEGE OF TECHNOLOGY

KCG College of Technology was founded in 1998 to fulfill the Founder-Chairman's vision **"To Make Every Man a Success and no Man a Failure".** It is a Christian minority and autonomous 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 was conferred Fresh Autonomous Status by University Grants Commission (UGC) for a period of 10 years as per provisions of Clause 3. 13 and Clause 6.4 (i) of UGC Regulations 2018. It has been certified as an ISO 9001:2015 Institution. It is also certified by Department of Scientific and Industrial Research (DSIR).

AFFILIATION & ACCREDITATION

The College, an autonomous institution, is affiliated to Anna University, Chennai as per the Government of Tamil Nadu notification for conducting four year BE/B.Tech Degree programmes and two-year ME programmes.
It is accredited by National Assessment and Accreditation Council (NAAC) with A+ Grade. Among the programmes offered five programmes - Mechanical Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Computer Science Engineering and Information Technology - 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

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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 endeavours 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

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	Patron
2.	Dr Anand Jacob Verghese	Member
3.	Dr Aby Sam	Member
4.	Mr Ashok Verghese	Member
5.	Dr Annie Jacob	Member
6.	Mr Enid Verghese	Member
7.	Dr. Z Edward Kennedy Professor & Head – IQAC KCG College of Technology	Member (Faculty)
8.	Dr. S Cloudin Professor & Head Computer Science and Engg.	Member (Faculty
9.	Dr. S.N. Sridhara Vice-Chancellor, Hindustan Institute of Technology &	Member (Academician)
10.	Mr. Bala MS Founder & CEO, STRATINFINITY INC USA, Chairman, IIIT Sri city, MHRD	Member (Industrialist)
11.	Mr. Anand Sundaresan Managing Director, AMMANN India Pvt. Ltd., Gujarat	Member (Industrialist)
12.	Prof. Dr. L. Mangaleswaran Directorate of Technical, Education, Guidy, Chennai 600025	Member (Govt. of TamilNadu Nominee)
13.	Dr. G. Kumaresan Associate Professor Department of Mechanical Engineering, CEG Campus, Anna University, Chennai	Member (Anna University Nominee)
14.	Dr. M Muthukannan Principal, KCG College of Technology	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 M Muthukannan
Dean Academics	Dr G Prabhakaran
Head- IQAC	Dr Edward Kennedy
General Manager (Industry Partnership & Corporate Affairs)	Dr R Chandramohan
HoD (AERO)	Dr K Vijaya Raja
HoD (AI&DS)	Dr M Krishnamurthy
HoD (Automobile)	Dr T Mothilal
HoD (CSE)	Dr S Cloudin
HoD (CIVIL)	Dr V Vandhana Devi
HoD (ECE)	Dr Kavitha Balamurugan
HoD (EEE)	Dr T Anuradha
HoD (Fashion Technology)	Dr V BhanuRekha
HoD (IT)	Dr R Dhaya
HoD (Mechanical)	Mr Jesudass Thomas
HoD (Mechatronics)	Dr S Kaliappan
HoD (S&H)	Ms M B Bindu
Head-Exam Cell	Dr J Frank Vijay
Head, Research	Dr Deepa Jose
Head, Training Cell	Dr N Vanathi
Head, Higher Education Cell	Dr Kalaivanan Thirupathi
Student Affairs	Dr D Easu
Faculty Affairs	Dr S Jothi

Planning & Quality Control	Dr Edward Kennedy
Accreditations & Rankings	Mr S Sadasivam Dr S Gopinath
Physical Director	Dr N Prem Kumar
IEDC, IIT PALS & MSME	Dr M Vignesh Kumar
IIC	Dr S Gopinath
IPR	Ms B Brindha Sakthi
TBI	Ms Supriya Jayaprakash
Public Relations and Media	Dr R Jaya
Alumni Office	Dr R Amrutha
PG-Co-ordinator (ME-CS)	Dr V Balaji
PG-Co-ordinator (ME-CSE)	Dr S Jothi
PG-Co-ordinator (ME-MFE)	Mr K Gobivel
PG-Co-ordinator (ME-PED)	Dr K Karthikeyan
Student Counsellor	Ms D Revathy
Head Admin	Mr S Bennet Manoharan
Assistant Registrar	Mr B Chitti Babu
Manager - HR	Mr R Ashraf Alikhan
Accounts Manager	Mr Sonu K Jacob
Manager Admin	Mr Biju Varghese
Assistant Librarian	Dr. H. Fakrudhin Ali Ahamed

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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 and 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. Aerospace Engineering
3. Automobile Engineering
4. Civil Engineering
5. Computer Science and Engineering
6. Cyber Security
7. Electrical and Electronics Engineering
8. Electronics and Communication Engineering
9. Electronics and Instrumentation Engineering
10. Mechanical Engineering
11. Mechatronics Engineering

B. Tech - 4 Years

1. Artificial Intelligence and Data Science
2. Information Technology
3. Fashion Technology

Post-Graduate Programmes

ME – 2 Years

1. Communication Systems
2. Computer Science and Engineering
3. Manufacturing Engineering
4. Power Electronics and Drives

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 end semester examination will be issued only if the student has requisite attendance.

vii) Progress Report: Two `unit tests and one model examination of end semester examination 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.

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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 is 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.

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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 and sleeveless tops 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

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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/ check official email daily for circulars, academic 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 counsellor is available in the campus to counsel and guide the students, who face problems of adjustment, depression or any other career or behaviour-oriented aberrations. The counsellor 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

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AWARDS FOR 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 recognises deserving students with awards such as

- Best Outgoing Student Award
- Break the Barrier Award (for first generation graduate student)
- Young Leader Award
- Best Cultural Performer Award
- Best Sports Person Award
- Best Student Entrepreneur Award
- Best Researcher Award
- Best Cadet Award

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**

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

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

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

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

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3. **BC/MBC SCHOLARSHIP - GOVERNMENT OF TAMIL NADU**

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

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

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

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

   e) 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./ SC/ST)**

   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.

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

a) 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.

b) 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.

c) 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.

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

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

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

g) The Income Certificate would remain valid for one year

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8. **PRAGATI SCHOLARSHIP SCHEME FOR GIRL STUDENTS**

a) Total Number of Scholarship-4000 per Annum (2000 for Degree and 2000 for Diploma)

b) The candidate should be admitted to 1st year of Degree/Diploma course in any of the AICTE approved Institution of respective year through Centralized Admission process of the State/Central Government.

c) The Scholarships for Degree and Diploma are transferable in event of non availability of eligible applicant in any of the Degree/Diploma level Programme.

d) Two Girls Child per family are eligible, who's family income is not more than 8 lakh per annum during the preceding financial year (in case of married girl, the income of parents/in-laws, whichever is higher will be considered).

e) The selection of candidate will be made on merit on the basis of qualifying examination to peruse the respective Technical Degree/Diploma course from any of the AICTE approved institution.

f) Amount of scholarship: Tuition Fee of ₹.30,000/- or at actual, whichever is less and ₹.2000/- per month for 10 months as incidentals charges each year. In case of Tuition fee waiver/reimbursement, Students are eligible to get an amount of ₹.30,000/- for the purchase of Books/Equipment/Softwares/ Laptop/Desktop/Vehicle/Fee paid towards competitive examination applications forms/exam.

g) Reservation-15% for SC, 7.5% for ST and 27% for OBC candidate/applicant.

9. **AICTE – SWANATH SCHOLARSHIP SCHEME FOR STUDENTS -2021-22**
The Scheme is being implemented by AICTE to provide encouragement and support to orphans, wards of parents died due to Covid-19, wards of Armed Forces and Central Paramilitary Forces martyred in action (Shaheed) to pursue education. This is an attempt to give every such child, an opportunity to study further and prepare institutions and courses.

for a successful future through education in AICTE Approved institutions and courses.

a) The candidate should be from any one of the following categories: (i) Orphan (ii) Either or both parents died due to Covid-19 (iii) Wards of Armed Forces and Central Paramilitary Forces martyred in action (Shaheed)

b) Family income from all sources should not be more than ₹. 8 Lakh per annum during the financial year of the application. A valid income certificate issued by State/UT Government is to be enclosed.

c) The candidate should be currently studying in the AICTE Approved institutions and courses at Degree/ Diploma level in regular mode.

d) ₹. 50,000/- per annum for every year of study i.e. maximum 4 years for first year admitted Degree students and maximum 3 years for Diploma Students as lump sum amount towards payment of college fee, purchase of computer, stationeries, books, equipment, software etc. No other additional grant will be payable in lieu of hostel charges and medical charges etc. In case student is currently studying in the 2nd/3rd/4th year at degree level, the duration of the scholarship will be reduced to 3/2/1 year respectively. Similarly, for students currently studying in the 2nd/ 3 rd year at diploma level, the duration of the scholarship will be reduced to 2/1 year respectively.

e) The selection of candidate will be carried out solely on the basis of merit of qualifying examination to pursue the Degree course from any of the AICTE approved institutions i.e. on the basis of percentage of marks obtained in the 10+2/ equivalent examination.

f) The candidate fulfilling the eligibility conditions is required to apply online on National Scholarship Portal (NSP) after initiation of application process and notice to be published on AICTE/ NSP website

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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 and societies. 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 forums of the college.

The students should also participate in the extra-curricular 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, Literary, 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

    v)   Aeronautical Society of India (AeSI)

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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 2023-2024.

TRAINING PLAN FOR THE YEAR 2023-24

Year	Training Program	Duration	Training Cell Member
I Year	College kick start program	3 hrs /Batch	Ms.Aarthy Sundar(S&H) & Ms.Felcita Regina(S&H)
	Diagnostic Test	1.5 hrs	
	Aptitude Training Program (1 semester & 2nd semester)	Weekly 2 periods	
II year	Linguaskills Exam Training (Registered students)	4 days	Ms.Buvaneswari (S&H) & Ms.PriyaBijesh (S&H)
	Aptitude Practice Test in Talentely Portal	1 year	
	Technical Training Phase-1	5 days	
	Emotional wellness workshop	1 day	
III Year	Dream offer Training	45 days	Dr.N.Vanathi (Head-Training) & Ms.Jayanthi (S&H)
	Technical Training Phase-2	20 days	
IV year	Company Specific Training Program	25 days	Mr.Sadasivam (ECE)

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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

Coordinator: *Dr Kalaivanan Thirupathi, 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 a newsletter

Coordinator: *Dr Deepa Jose, Head, Research,* *research@kcgcollege.com*

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Innovation and Entrepreneurship Development Centre (IEDC)

The college has two wings of operation, namely i-cell (innovation cell) and e- cell (entrepreneurship cell) which aim at excellence in technology facilitating innovation, entrepreneurship and social entrepreneurship.

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.

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.

Coordinator: Dr M Vigneshkumar, Asst. Professor, Mechanical
  vignesh.mech@kcgcollege.com

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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.

Coordinator: *Mr. V. Gopal, Assistant Professor, Mech.*
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.

Coordinator: *Mr C Akin, Assistant Professor, Civil, 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 Kavitha Balamurugan, HoD, ECE*
kavitha@kcgcollege.com

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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 programme 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.

Coordinator: *Dr Z Edward Kennedy, Professor, Mechanical.*
zedwardk.mech@kcgcollege.com

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KCG CLUBS

S.No	Clubs	Faculty Coordinator
1	Augmented Reality Club	Ms.Arthy- AI&DS
2	Civil Services Aspirants Club	Dr.Arivazhagan, Auto
3	Dance Club	Mrs.Jeyanthi, FT
4	Drone Club	Mr Ashish, Aero
5	Eco Club	Dr Andal, S&H
6	English Literary Club	Dr.Saranya, S&H
7	Film Appreciation Club	Dr.Poorani, S&H
8	Fine Arts Club	Ms Dharagaselvi, FT
9	Heritage Club	Ms.Priya Bijesh & Ms. Bhuvaneshwari, S&H
10	Mathematics Club	Ms.ArthySundar & Ms Felcita Regina S&H
11	Mobile Apps Club	Dr.Prasad, Ms. Krithika, IT
12	Music Club	Mr Cerin P Simon, S&H
13	Programming Club	Ms.Keerthana, CSE
14	Quiz Club	Dr Jessie & Dr.Nalini Jeyanthi S& H
15	Robotics Club	Mr.Manivannan, Mech
16	Rotaract Club	Dr Gladwin Pradeep, S&H
17	Space Exploration Club	Dr Naveen
18	Toastmasters Club	Dr R Jaya, S&H
19	Women's Coding Club	Ms A Anju, IT

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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.

CLUB COORDINATORS

Overall Coordinator::   Dr D Easu, Head - Student Affairs

General Clubs Coordinator: Ms Susan Jacob, Assistant Professor, S&H

Technical Clubs Coordinator Ms B Thyla, Assistant Professor, ECE

Outdoor Clubs Coordinator: Dr R Murugan, Associate Professor, EEE

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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.

Coordinator: *Ms Jayanthi, Assistant Professor, S&H, jayanthi@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.

Coordinator: *Mr Thomas Leonoid , Assistant Professor (SG), ECE, thomasleonoid@kcgcollege.com*

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: *Dr Arivazhagan, Assistant Professor, Automobile, Arivazhagan.auto@kcgcollege.com*

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English Literary Club –Construct, Deconstruct and Reconstruct

If you are passionate about language and literature, if you ever want to strikingly express your ideas, literary club is the right place for you. Literary Club will help the students hone their debating skills, enhance theirknowledge, impel them to research and reflect on global issues, and speak confidently. If you want to be an extraordinary communicator, this is your club.

Coordinator : Dr V Saranya, Assitant Professor, S&H,
saranya.eng@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.

Coordinator: Dr Prasath, Assistant Professor, CSE,
prasath.cse@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.

Coordinator: Mr Cerin P Simon, Language Trainer, S&H,
cerin,eng@kcgcollege.com

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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.

Coordinator: *Dr Jessie, Assistant Professor -Mathematics, Jessie.maths@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.

Coordinator: *Mr Manivannan, Assistant Professor, Mech, manivannan.mech@kcgcollege.com*

Rotaract 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 18–30.Rotaract focuses on the development of young adults as leaders in their communities and workplaces.

Coordinator: Dr Gladwin Pradeep, S&H, gladwin.phy@kcgcollege.com

Toastmasters Club

Can you talk the 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".

Coordinator: *Dr R Jaya, Associate Professor, S&H,*
jaya.eng@kcgcollege.com

KCG MATH CLUB - Add up fun. Multiply skills. Attain success.

Enter the magical world of numbers through the KCG Maths club! If you are fascinated with numbers or would like to become a maths wiz, then come and be part of the Math club. We have space for the maths wiz and the 'the maths is difficult' student. Maths is fun and maths is easy. Let us show you how. KCG MATH Club helps to develop hidden math talents and stimulate mathematical curiosity. With riddles, games, competitions, this club will help students enjoy the world of numbers.

Co-ordinator: *Ms Arthy Sundar, Assistant Professor, S&H*
aarthy.mths@kcgcollege.com
Ms. Felcita Regina, Assistant Professor, S&H
felcita.maths@kcgcollege.com

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MEMBERS OF COMMITTEES
The first member of the committee will be the convenor

1	Discipline	Principal / Dean- SA/ Head- IQAC/ HoDs
2	Anti-Ragging	Principal/ Dean (SA) / Student-Counsellor/ HoDs/ Senior Faculty / Wardens / PEDs / Vigilance Officers /Student Representatives
3	Anti-Tobacco	Principal/ Dean (SA) / Student-Counsellor/ PEDs/ Sr. Manager/ Vigilance Officers / Boys Hostel Warden / NSS Officer
4	Academic Coordinators	Principal / Dean-Academics/ HoDs / Head-IQAC/ Dr S Palaniappan, AI&DS, Dr V. Dillibabu, Auto/ Dr B V Krishna, CSE/ Dr S Safia Naveed, CSE/ Dr Jothi S, CSE/ Dr T Thomas Leonid, ECE,/Ms B Thyla, ECE,/ Ms. J Jaraline, Kirubavathy, ECE/ Ms A.V. Suganya, EEE/Dr T Raja, MTR/Dr Babymol Kurian, IT/Ms R.L. Lija, Civil, Ms Sabari Priya, Civil, Mr. Philips, Civil, Ms G. Jayanthi, FT/ Ms Reshma Prasad, Aero
5	Research Forum	Principal / Dr. Deepa Jose, Head-Research/Dr R. Asad Ahmed, Aero, Dr S Palaniappan, AI&DS/Dr V. Dillibabu, Auto/Dr R. Prasath, CSE, Dr C R Uma Kumari , ECE/ Ms A.V. Suganya, EEE/Dr Babymol Kurian, IT, Dr M. Arulprakasajothi Mech/Dr G. Mohamed Zakriya, FT/, Dr V Andal, S&H
6	Syllabus Coverage	Principal / Dean-Academics/ Head-IQAC / HoDs
7	Technical Association	Dr Aaron Kevin Cameron Theoderaj, ECE-IEEE/ Dr S Cloudin, CSE – IET, Mr S. Balaji, EEE – ISGF/ Dr M Vignesh Kumar, Mech-SAE /Dr S Gowthaman, Mech-IE /Mr R Prabu, Aero-AeSI/ Ms A Usha Bharathi, Aero-IEI /Mr C. Akin, Civil/Mr M S Harish, ECE-IETE/ Dr G. Mohamed Zakriya, FT
8	Time Table	Dr S Thamaraikannan, Aero/Ms D Arthi, AI&DS / Mr M. Nelson Prem Kumar, Auto/Ms Sangeetha, CSE/ Ms R.L. Lija, Civil/Ms B Thyla, ECE, Ms M. Lavanya, EEE/Ms G. Jayanthi, FT/Ms Adlin Freeda, IT, Dr V Gopal, Mech/ Ms M. Shanmugapriya, MTR

9.	Examination Cell	Dr J. Frank Vijay, Head-Exam Cell/ Dr M Geethalakshmi, S&H/ Mr Rajaganapathy, CSE/ Mr Mohammed Yaseen, ECE / Mr E Vasantharaj, Programmer
10.	Internal assessment Test Department Coordinators	Mr K Dhamodaran, Aero Dr A. Arivazhagan, Auto/Ms D Arthi, AI&DS Ms G. Keerthana, CSE Mr J. Philips, Civil Ms B Thyla, ECE Ms M. Lavanya, EEE Ms G. Jayanthi, FT Ms Krithika Venkat, IT Dr V Gopal, Mech Ms G. Bhavani Bharathi, MTR
11.	IQAC	Director/ Principal/ Dr. Z. Edward Kennedy, Head-IQAC/ Dr Kanimozhiraman, S&H Dr B Poorani, S&H Mr Aasish C, Aero Ms Aida Jones, AI&DS Dr A. Arivazhagan, Auto Ms G. Keerthana, CSE Ms R.L. Lija, Civil Ms B Thyla , ECE Mr A. Arvin Tony, EEE Ms G. Jayanthi, FT Mr Narendran, IT Mr I Manikandan, Mech Ms M. Shanmugapriya, MTR
13.	Student Affairs Cell	Dr D Easu, Mech Ms D. Revathy, Student Counsellor Ms A. Usha Bharathi, Aero Dr S Bairavel, AI&DS Mr R. Bala Murugan, Auto Dr S Safia Naveed, CSE Ms U. Sabari Priya, Civil Ms J Jaraline Kirubavathy, ECE Ms Jitha Varghese, EEE Ms P V Sri Thanush Pandian, FT Dr Babymol Kurian, IT Ms G Bhavani Bharathi, MTR
14.	Library	Dr H. Fakrudhin Ali Ahamed, Librarian Mr Yuvaraj, Asst. Librarian Mr Aasish C, Aero Ms D Arthi, AI&DS Mr S Mathavan, Auto Ms S Lavanya,CSE Mr C Akin, Civil Ms J Jaraline Kirubavathy, ECE Ms M Ramya, EEE Dr G Mohamed Zakriya, FT Dr Muthuselvan, IT Mr I Manikandan, Mech Ms M Shanmugapriya, MTR

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15.	Sports	Dr N Prem Kumar, Director - PED Dr Anumula Swarnalatha, Aero Mr S. Mathavan, Auto Ms Devi, CSE Mr C. Akin, Civil Ms Karthika, ECE Dr R. Murugan, EEE Ms P V Sri Tanush Pandian, FT Ms A Sathya, IT Dr S Gowthaman, Mech
16.	Cultural	Ms Reshma Prasad, Aero Ms S Aishwarya, AI&DS Mr S. Mathavan, Auto Ms Bharathi, CSE Ms R L Lija, Civil Ms Karthika, ECE Ms Jitha Varghese, EEE Ms Dhanalakshmi , FT Ms Krithika Venkat, IT Dr S Gowthaman, Mech Ms B Bhavani Bharathi, MTR
17.	Campus News Publication	Dr.R.Jaya, S&H- Campus Bizz and Campus Diary / Ms.P.Tephilla Joice, S&H-Campus Diary
18.	Campus Maintenance & Safety	Head Admin / Wardens / PEDs / Vigilance Officers
19.	Gender Grievance cum Redressal	Dr. Linu Sam, S&H/ Dr. Kavitha Balamurugan, ECE
20.	Transport	Mr.S.Jesudass Thomas,HoD-Mech/Mr.Biju Varghese, Manager–Admin
21.	Stores & Purchase	Stores & Purchase Manager / HoDs
22.	NSS Programme Coordinator	Dr V Gopal, Mech
23.	NCC Officer	Mr C Akin, Civil
24.	Marshals	Vigilance Officers/ PED / Dr R. Murugan, EEE
25.	Placement	Dr R. Chandramohan, GM/Mr Prabu R, Aero Dr S Palaniappan, AI&DS /r M Nelson Prem Kumar, Auto Mr Vasantha Kumar V, CSE/ Mr J Philips, Civil/ Dr T Thomas Leonid, ECE Ms Brindha Sakthi, EEE /Dr G Mohamed Zakriya, FT Dr Muthuselvan, IT/Mr K Gobivel, Mech Mr K K Manivannan, MTR
26.	Training	Dr N Vanathi, Head-Training /Ms Reshma Prasad, Aero Ms S Aishwarya, AI&DS /Mr M. Nelson Prem Kumar, Auto Ms K S Suganya, CSE/Mr J Philips, Civil Mr S Sadasivam, ECE /Ms Jitha Varghese, EEE Ms G Jayanthi, FT /Dr Muthuselvan, IT /Mr K Gobivel, Mech Mr K.K. Manivannan, MTR

27.	Higher Education	Dr T Kalaivanan, Head-Overall Co-ordinator, Aero Ms S Aishwarya, AI&DS /Mr M Nelson Prem Kumar, Auto Ms V Saranya CSE /Ms R L Lija, Civil Dr Aaron Kevin Cameron Theoderaj, ECE Mr A Arvin Tony, EEE/Dr G Mohamed Zakriya, FT Dr Muthuselvan, IT /Mr I Manikandan, Mech Dr T Raja, MTR
28.	Alumni	Dr R Amrutha, S&H, Dr D Easu, Mech Mr S Venkatramanan, Aero Dr S Bairavel, AI&DS Mr S Mathavan, Auto Mr V Vasantha Kumar, CSE Mr C Akin, Civil Mr S Sadasivam, ECE Ms Jitha Varghese, EEE Dr G Mohamed Zakriya, FT Ms A Anju, IT Dr T Raja, MTR
29.	International Affairs	Dr T Kalaivanan, Head-Overall Co-ordinator – Aero Ms S Aishwarya, AI&DS Mr M Nelson Prem Kumar, Auto Ms V Saranya CSE Mr J Philips, Civil Dr Aaron Kevin Cameron Theoderaj, ECE Mr A Arvin Tony, EEE Dr G Mohamed Zakriya, FT Dr Babymol Kurian, IT Mr I Manikandan, Mech Dr T Raja, MTR
30.	Infosys Campus Connect	Dr R. Dhaya, SPOC /Ms Adline Freeda, IT Mr M. Nelson Prem Kumar, Auto /Dr S Palaniappan, AI&DS Ms K Sumithra Devi, CSE /Mr A. Arvin Tony, EEE Dr G. Mohamed Zakriya, FT /Mr K. K. Manivannan, MTR
31.	IIC	Dr Gopinath, Mech Dr M Vignesh Kumar, Mech Mr S Sadasivam, ECE Ms Brindha Sakthi, EEE Mr R. Prabu, Aero Dr V. Dillibabu, Auto Dr S Bairavel, AI&DS Dr Safia Naveed S, CSE Ms U. Sabari Priya, Civil Dr Aaron Kevin Cameron Theoderaj, ECE Dr G. Mohamed Zakriya, FT Ms Krithika Venkat, IT Mr K. K. Manivannan, MTR
32.	EWB	Mr M S Harish, ECE
33.	Technical Clubs	Mr Aasish C, Aero Ms B Thyla ,ECE, Dr T Thomas Leonid, ECE Dr V Balaji, ECE Dr T. Raja, MTR Ms S. Dhanalakshmi, FT

34.	General Clubs	Dr R. Naveen, Aero Ms M. Shanmugapriya, MTR Ms S. Dhanalakshmi, FT
35.	Outdoor Clubs	Dr Anumula Swarnalatha, Aero Mr K. K. Manivannan, MTR Ms S. Dhanalakshmi, FT
36.	Toast Master Club	Dr.R. Jaya, S&H
37.	Women Empowerment Cell	Dr KavithaBalamurugan, ECE / Dr R Jaya, S&H/Ms D Revathy, Student Counsellor/Ms B Thyla, ECE
38.	Hostel	Principal / Head-Admin / Wardens/ Student Counsellor/ Student Representatives
39.	Internal Compliance Committee (ICC)	Dr KavithaBalamurugan, HoD-ECE/ Dr Linu Sam, S&H/ Ms M B Bindu, S&H / Ms D. Revathy, Student Counsellor Dr R Chandra Mohan, Head – Placement &Training/ Ms M Dhivya, IT – Lab Instructor/ Ms Glorial Francis, Girls Hostel Warden / Mr K Jebamalai, Boys Hostel Warden Ms K Kaviya, Student, ECE – II-Year / Mr S Moulidharan, Aero – II year / Ms J Hephsiba Priya, Legal Officer/ Ms S Divya, Manager-Talent Management, Bhumi (an NGO
40.	Project Development Cell	Dr M Vignesh Kumar, Mech Dr R Naveen, Aero Dr S Palaniappan, AI&DS Dr V. Dillibabu, Auto Dr Safia Naveed S, CSE Dr T Thomas Leonid, ECE Dr K.Karthikeyan, EEE Ms S. Dhanalakshmi, FT Ms A Anju, IT Ms M Shanmugapriya, MTR
41.	NPTEL	Dr Mothilal, HoD-Auto Dr S Bairavel, AI&DS Mr R Balamurugan, Auto Dr S. Thamaraikannan, Aero Ms Sumithra Devi K, CSE Ms U. Sabari Priya, Civil Ms J Jaraline Kirubavathy, ECE Mr S. Balaji, EEE Ms S. Dhanalakshmi, FT Mr Narendran, IT Dr D Easu, Mech Mr K. K. Manivannan, MTR

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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 above 45,820 books, 1050 back volumes, 3105 project reports, previous year question papers and more than 1973 multimedia packages like CD's and DVD's. The library subscribes to 128 print journals, 40 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.

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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 and magazines are only for reference.

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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) The systems and accessories should be handled properly.

4) Downloading of software, songs, and unauthorized files is strictly not allowed.

5) Students are not allowed to change the settings of the system.

6) Unnecessary movement of the monitor or CPU is strictly prohibited.

7) 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.

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1) Computing facility is available for the students to surf from 9.00 am to 5.00pm.

2) To and fro bus trips are arranged for the Hostel inmates to go to the city during holidays.

3) 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.

4) There is a departmental store within the college campus where students can purchase toiletries, snacks, medicines, college souvenirs, etc.

5) The campus doctor is available during working hours. Free treatment and check-up is provided.

6) Vaccination camps are conducted periodically against nominal charges.

7) 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 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.

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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 concerned resident warden 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) Complaints regarding the quality of food and any suggestions should be entered in the suggestion book available with the warden.

34) There will not be any reduction in mess charges when a student is on leave from the hostel.

35) Students indulging in wastage of water and electricity will be fined or dismissed from the hostel.

36) 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

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

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

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.

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)**
		07.45 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 Chacko Hall 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 online or through demand draft drawn in favour of KCG College of Technology payable at Chennai.

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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:

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

It extends to the whole of the State of Tamil Nadu

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

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.

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.

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

S.No.	Name (Committee Members)	Designation	Phone No.	e-mail id
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2	Dr G Prabhakaran	Professor & Dean-Academics	9840747717	deanacademics@kcgcollege.com
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ANTI-RAGGING COMMITTEE

S.No.	Name (Committee Members)	Designation	Phone No.	e-mail id
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23	Mr Bennet Manoharan S	Head - Admin	9840637991	headadmin@kcgcollege.com
24	Dr N. Prem Kumar	Physical Director	9840762975	prem.sports@kcgcollege.com
25	Mr S Jeyaraj	Chief Vigilance Officer & Security Officer	9841672493	vigilance@kcgcollege.com
26	Mr P. Dhana Sekar	Vigilance Officer	9840573736	
27	Mr M. Praveen Kumar	Asst. Vigilance Officer	7092345978	
28	Ms Glorial Francis	Warden (Girls Hostel)	9629788145	warden.chackohall@kcgcollege.com
29	Mr Jebamalai	Warden (Boys Hostel)	9566009323	warden.boyshostel@kcgcollege.com
30	Mr Thai	Inspector of Police, Kannagi Nagar	9940631945	
31	Mr Elango	VAO, Karapakkam	8667878003	
32	Mr Sivakumar	Tahsildar	9384094009	
33	Mr Iyyappan	Dy Tahasildar	9884136132	
34		Students, Parents & NGOs		

18 PROVISIONS 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 re-join 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 re-joining the programme.

18.3 The candidates permitted to re-join 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 re-joining. The students re-joining 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.

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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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ACADEMIC CALENDAR		
JUNE 2023		
DATE	**DAY**	**ACTIVITY**
1	Thu	
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	Founder's Day
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tue	
28	Wed	
29	Thu	Bakrid
30	Fri	

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ACADEMIC CALENDAR

JULY 2023

DATE	DAY	ACTIVITY
1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	Commencement of Classes (Sem V & VII)
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	Muharram
30	Sun	
31	Mon	

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ACADEMIC CALENDAR

AUGUST 2023

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

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ACADEMIC CALENDAR

SEPTEMBER 2023

DATE	DAY	ACTIVITY
1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	Teachers' Day
6	Wed	Krishna Jayanthi
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	Commencement of Induction Programme (Sem I)
12	Tue	Despatch of Test I – Progress reports (Sem V & VII)
13	Wed	
14	Thu	
15	Fri	Engineers' Day
16	Sat	
17	Sun	Vinayakar Chathurthi
18	Mon	
19	Tue	
20	Wed	Commencement of Classes (Sem III)
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	Commencement of Classes (Sem I)
26	Tue	
27	Wed	
28	Thu	Milad-un- Nabi
29	Fri	
30	Sat	

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ACADEMIC CALENDAR
OCTOBER 2023

DATE	DAY	ACTIVITY
1	Sun	
2	Mon	Gandhi Jayanthi
3	Tue	
4	Wed	
5	Thu	
6	Fri	Commencement of Test II (Sem V & VII)
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	Last Instructional Day, Despatch of Test II-Progress Reports (Sem V & VII)
21	Sat	
22	Sun	
23	Mon	Ayutha Pooja
24	Tue	Vijayadhasami
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	Commencement of Test I (Sem I&III)
31	Tue	

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ACADEMIC CALENDAR

NOVEMBER 2023

DATE	DAY	ACTIVITY
1	Wed	
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	Last Working Day (Sem V&VII)
9	Thu	
10	Fri	Commencement of Model Examination (Sem V&VII)
11	Sat	
12	Sun	Deepavali
13	Mon	Despatch of Test I-Progress Reports (Sem I&III)
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	Commencement of Test II (Sem I&III)
28	Tue	
29	Wed	
30	Thu	

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ACADEMIC CALENDAR		
DECEMBER 2023		
DATE	**DAY**	**ACTIVITY**
1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	Aviation Day, Last Instructional Day (Sem III),
8	Fri	Last Instructional Day (Sem I), Despatch of Test II-Progress Reports (Sem I& III),
9	Sat	
10	Sun	
11	Mon	Commencement of Model Examination (Sem I&III)
12	Tue	Despatch of Model Exam- Progress Report (Sem V &VII)
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	Last Working Day (Sem I&III)
23	Sat	
24	Sun	
25	Mon	Christmas
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	

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ACADEMIC CALENDAR
JANUARY 2024

DATE	DAY	ACTIVITY
1	Mon	New Year Day
2	Tue	
3	Wed	
4	Thu	End Semester Practical Examination (Sem I&III)
5	Fri	Despatch of Model Exam-Progress Reports (Sem I&III)
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	
14	Sun	
15	Mon	Pongal
16	Tue	Thiruvalluvar Day
17	Wed	UzhavarThirunal
18	Thu	
19	Fri	End Semester Theory Examination (Sem I&III)
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	Republic Day
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	

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ACADEMIC CALENDAR		
FEBRUARY 2024		
DATE	DAY	ACTIVITY
1	Thu	
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	Founder's Memorial Day
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tue	
28	Wed	
29	Thu	

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ACADEMIC CALENDAR		
MARCH 2024		
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	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	Good Friday
30	Sat	
31	Sun	Easter

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ACADEMIC CALENDAR		
APRIL 2024		
DATE	DAY	ACTIVITY
1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	Telugu New Year
10	Wed	Ramzan
11	Thu	
12	Fri	
13	Sat	
14	Sun	Tamil New Year
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	Mahavir Jayanthi
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	

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ACADEMIC CALENDAR
MAY 2024

DATE	DAY	ACTIVITY
1	Wed	May Day
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	Buddha Purnima
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	

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ACADEMIC CALENDAR		
June 2022		
DATE	**DAY**	**ACTIVITY**
1	Wed	
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	Despatch of Test II – Progress reports (Sem II)
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	Despatch of Model Examination – Progress reports (Sem IV, VI & III)
16	Thu	Last Working Day (Sem IV, VI & III)
17	Fri	Last Instructional Day (Sem II) Anna University Practical Examination (Sem IV, VI & III)
18	Sat	Commencement of Model Exam (Sem II)
19	Sun	
20	Mon	Founder's Day
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	Anna University Theory Examination (Sem IV, VI & III)
29	Wed	
30	Thu	

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ACADEMIC CALENDAR		
July 2022		
DATE	**DAY**	**ACTIVITY**
1	Fri	
2	Sat	
3	Sun	
4	Mon	Despatch of Model Exam– Progress reports (Sem II), Last Working Day (Sem II)
5	Tue	
6	Wed	Anna University Practical Examination (Sem II)
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	Anna University Theory Examination (Sem II)
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	

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Assessment
Odd Semester 2023-2024

Name:

Department:

Reg. No.

S. No.	Course	Course 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 2023-2024

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

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Assessment
Odd Semester 2023-2024

Name:

Department:

Reg. No.

S. No.	Course	Course 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 2023 - 2024

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

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CONTACT PHONE NUMBER

Reception	90038 71717 / 95669 99916
	044-2838 9001 / 9002 / 9003
Head Office	044- 2234 2021 / 2234 1389
	044-43519340
HOSTEL	
Men's Hostel	9566009323
Women's Hostel	96297 88145
Manager Admin	9840637991
Transport	9940657196/ 9841932001

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