

## **ST.JOSEPH COLLEGE OF ENGINEERING**

(Approved by AICTE - New Delhi & Government of Tamil Nadu  
and Affiliated to Anna University – Chennai)

Trinity Campus, Near Toll Plaza , Sriperumbudur,  
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**HAND BOOK 2017 - 2018**

**Managed By:**

**DMI FOUNDATIONS (DFT)**

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## NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he  
Bharatha bhagya vidhata  
Punjaba Sindhu Gujaratha Maratha  
Dravida Utkala Banga  
Vindhya Himachala Yamuna Ganga  
Uchchala Jaladhitha Ranga  
Tava Subha name jage  
Tava Subha asisha mage  
Gahe tava jaya gatha  
Jana gana mangala dayaka jaya he  
Bharatha bhagya vidhata  
Jaya he, jaya he, jaya he  
Jaya, jaya, jaya, jaya he.

## PLEDGE TO THE NATION

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 to my people I pledge my devotion In their well being and prosperity alone lies my happiness.

## Bio-Data

1. Name :  
2. Roll No :  
3. Date of Birth :  
4. Branch :  
5. Father's Name :  
6. Occupation :  
7. Mother's Name :  
8. Occupation :  
9. Exam Passed :  
(a). School/Polytechnic/College :  
(In which you studied)  
(b).Medium of Instruction  
In school :  
10. Blood Group :  
11. Religion/Community : OC/BC/MBC/SC/ST

Parent's Residence Address

Mobile No: \_\_\_\_\_  
Phone No :  
(With STD/ISD Code)

Passport Size  
(Color) Photo  
of the Student

Signature of the Student

Signature of the Parent

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(Color) Photo  
of the Student

Signature of the Student

Signature of the Parent

## COLLEGE ANTHEM

Read always with a smile and with a helpful hand  
God gives the power of wisdom  
Truly fathers are wonderful in many ways.  
Who always seem to brighten our days.

### Chorus:

Omniscience from Joseph.  
Polymathy from Joseph.  
Facing facts from Joseph.  
Making Josephians eminent.

Admiring and regarding as knowledgeable and wise  
Nurturing the teens to reach skies.  
We, Josephians living and enjoying life's bliss.  
Realising life brings joy.

**COLLEGE PRAYER**  
**MORNING PRAYER - OPENING PRAYER:**

Almighty God, we thank you for this pleasant morning. Father of wisdom and knowledge, we thank you for giving us a healthy mind that can move and a peaceful heart that can love. Help us to keep up in developing our knowledge and also build us in loving and serving others. Lead us in the fear of God and enlighten us to walk in your foot prints. We remember our father Chairman and pray for his good health and welfare. We pray for our institution and its higher authorities, bless all their sacrifice for us. Lord, we pray for our faculties, bless all their dedicated work. As you proclaimed, "My grace is sufficient for you", Shower upon us your grace and mercy and bless us through out the day!

- Amen

**BIBLE READING:**

Trust in the lord with all your heart and lean not on your own understanding ; In all your ways acknowledge him, and he will make your paths straight. (Proverb 3:5-6)

**HEAVENLY PRAYER**

Our Father, who art in heaven, Hallowed be thy name;  
Thy kingdom come; thy will be done,  
On earth as it is in Heaven.  
Give us this day, our daily bread;  
Forgive us our trespasses, as we forgive those who  
trespass against us,  
And lead us not into temptation, but deliver us from evil.

-Amen

**EVENING PRAYER**  
**THANKS GIVING PRAYER:**

Loving Father, we thank you for your guidance and strength throughout this day by your amazing grace. Help us to bring out the knowledge, which we grasped today. Help us to put efforts on which we learnt today and to bring out fruitful results. We also thank for your protection and care upon us.

- Amen

**VISION**

To become an internationally reputed institution, by producing competent professionals with exemplary skills and ethical values

**MISSION**

- ★ To achieve higher level technological and professional excellence.
- ★ To impart quality and holistic professional education
- ★ To train professionals to be entrepreneurs and employment generators.
- ★ To enhance the capabilities of faculty through research and consultancy by providing greater facilities.

**QUALITY POLICY**

We, at St.Joseph College of Engineering, are committed to impart quality and value based education that develops our students, as professionals par excellence, so that they evolve as responsible citizens who promote industrial progress, growth and social transformation. We pursue continual improvement to promote innovation in all spheres of functioning

## THE COLLEGE

St. Joseph College of Engineering is a Christian Minority Institution of Higher Technical Education, approved by the All India Council for Technical Education [AICTE], Government of Tamilnadu and affiliated to Anna University, Chennai. The College is promoted and managed by the Fathers of MMI, which was founded in the year 2000 by Rev.Fr.Dr.J.E.Arulraj. The Society manages several educational, technical, health, welfare and social development institutions. The vision of these Institutions is to provide a disciplined life with a spiritual base to remain fully alive and fully human. Further it strives to achieve excellence and promising inventions to the students. Besides, the College commits itself to promote self disciplined, holistic academic excellence among the most marginalized, oppressed and disadvantaged sections of the society so as to mould persons in pursuance of making a better human life through science and technology. Simultaneously this enhances the core strength of the students and enables them to make significant contribution to the development of the society in particular and the nation at large.

### APPROVALS BY STATUTORY BODIES:

The **St Joseph College of Engineering** was established in the year 2008 .

- It is a catholic Christian minority institution run by the sisters of the society of Daughters of Mary Immaculate and collaborators

- The College is approved by the All India Council for Technical Education [AICTE], Government of India, New Delhi, a statutory body, which monitors the qualitative growth of technical education and also ensures the maintenance of the norms and standards of technical Institutions throughout the country.

- The college is affiliated to the Anna University, Chennai, one of the best Universities in the world. The college has been awarded a Christian Minority status.

## COURSES OF STUDY

S. No	Name of the Programme	Degree Conferred	Duration (in Years)	Annual Intake
1	Computer Science and Engineering (CSE)	B.E	4	60
2	Electronics and Communication Engineering (ECE)	B.E	4	120
3	Electrical and Electronics Engineering (EEE)	B.E	4	60
4	Mechanical Engineering	B.E	4	120
5	Civil Engineering	B.E	4	120
6	Information Technology (IT)	B.Tech	4	60
7	Master of Business Administration	M.B.A	2	60
8	Computer Science and Engineering (CSE)	M.E	2	24

## THE GOVERNING COUNCIL

A governing council has been constituted as per the guidelines of AICTE and Anna University to guide and advice the management in running the Engineering College efficiently. This council consists of Educationists, Industrialists and Administrators.

### The Members of the Council

S.No	Name of Members	Designations
1	<b>Rev.Fr J.E.Arulraj,</b> Founder - DMICE	Chairman
2	<b>Rev.Sr.Gnana Selvam</b> President - DFT	Member
3	<b>Mr. A. Ignatius Xavier</b> M.Sc., M.Ed., M.Phil., Educationist	Member
4	<b>Mr. S. Cletus Babu</b> Founder F.X. College of Engineering Palamkottai	Member
5	<b>Mr. Palaniyandi</b> I.A.S.(Rtd.,) Director, Quality Management	Member
6	<b>Dr. Rajendran,</b> Director, Faculty of Technology, Department of Chemical Engineering, Anna University	(AICTE Nominee) Member
7	<b>Dr. Rajavelu</b> Director: Space Span Structure PVT Ltd.,	(Anna University Nominee) Member
8	<b>Dr. T.Jagadeesan</b> Ex. Dean - Anna University	Member
9	<b>Mr. John Britto</b> Asst.Ex. Eng PWD, DOTE Campus Chennai	Member
10	<b>Regional Officer</b> Southern Regional Office AICTE, Chennai - 34	Member
11	<b>Director</b> Directorate Of Technical Education	Member
12	<b>State Government Nominee</b> To be Nominated	Member (Ex. Official Member)
13	<b>Dr. J.P.Ananth</b> Principal, St.Joseph College of Enigineering	Member Secretary

## INFRASTRUCTURE

The eco-friendly campus has separate academic and hostel buildings to enable the students to feel at home and to develop their creativity. The campus has a total of 36106.40sq.ft as built-up area accommodating the following:

1. A Four-strayed main college building with well ventilated and spacious class rooms and drawing halls.
2. Well-equipped labs.
3. Hostel for boys
4. Hostel for girls
5. Conference halls
6. Auditorium
7. Meditation Room – common for all religions
8. Photocopier, STD and Internet facilities.
9. Courts and grounds for various games and sports.
10. ATM
11. Wi Fi Campus

### Location of the College:

St Joseph College of Engineering is spaced out in a sprawling campus of 11.3 acres of land. It is located in a serene atmosphere at Nemili Village, Beemanthangal situated on the Chennai-Bangalore National Highway, in Sriperumbudur.

### Transport (optional):

Fleets of buses are available for transportation from the different parts of the city. Only those students who have registered and obtained the bus pass are allowed to avail the college transport facility. The students are not allowed to change their boarding and alighting points without prior permission.



## HOSTELS & FACILITIES

### Catering

A good, hygienic canteen run by the DMI Sisters is functioning within the college campus to serve meals, tea, coffee, snacks, cool drinks, tiffin, stationary items etc. at reasonable rates for the convenience of the students, staff and all the inmates of the college.

### Hostel (optional):

The institution provides separate furnished hostels for boys and girls within the college campus with an area of 9,763.36 sq ft building.

The hostels are maintained and supervised by the Fathers of MMI and DMI Sisters. Apart from providing delicious, healthy and hygienic vegetarian /non-vegetarian food, the Fathers along with wardens/ faculty members closely monitor the activities of the students and help them in their academics during the study hours. Weekly classes on moral values, conferences on positive thinking, spoken English are also held regularly. The students can also avail themselves of newspaper, television & magazines. The college provides indoor/outdoor games/sports/yoga facilities to the hostel inmates with the view to making them health conscious. The Doctors visit the hostels from St. Joseph hospital Poonamallee.

The hostel thus provides a secure, friendly and homely atmosphere to the students.

### Timing of the mess are as follows:

Break-fast	: 07.30 am to 07.55 am.
Lunch	: 12.25 am to 12.00 pm
Tea	: 05.00 pm to 05.15 pm.
Dinner	: 08.00 pm to 08.30 pm.

## FACULTY

The college has dedicated experienced and well qualified staff in all the departments, who impart quality education giving individual attention to all the students, providing guidance in curricular and co-curricular activities thereby contributing to their excellence in all spheres.

## FACILITIES & ACTIVITIES

### I. COMPUTER LABS

There are adequately spaced and well equipped computer labs with more than 500 computers. All the terminals are networked to provide cross platform application with client server architecture. Besides, the center has the provision of regular course work in C, C++, ORACLE, VB, VISUAL C++, JAVA, UML, RATIONAL ROSE, TALLY, SPSS and Internet facility with 4 MBPS Speed. It is managed and supervised by qualified staff even after the class hours.

### II. LABORATORY

To train the students on all aspects related to the performance of engineers, the laboratories are fully equipped with modern equipment according to the latest syllabus prescribed by the Anna University.

### III. PROFESSIONAL BODIES

#### CSI (COMPUTER SOCIETY OF INDIA):

The seed for the Computer Society of India (CSI) was first sown in our college on 6<sup>th</sup> March 2010 with a handful of IT enthusiasts who were computer user group and felt the need to organize their activities. The CSI regularly organizes conferences, conventions, lectures and gives various awards. And at the same time it also ensures that regular training and skill updating are organized for the IT professionals.

CSI also works towards a global approach, by seeking out alliances with organizations overseas that may be willing to come forward and participate in such activities. CSI also helps governments in formulating IT strategy & planning.

### **ISTE (INDIAN SOCIETY FOR TECHNICAL EDUCATION)**

ISTE creates an environment where members collaborate on world changing technologies – from computing and sustainable energy systems, to aerospace, communications, robotics, healthcare, and more.

### **IEEE (INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERING)**

The Strategic plan of IEEE is driven by an envisioned future that realizes the full potential of the role of IEEE in advancing technology for humanity. The IEEE Brand Identity Toolkit explains the basic usage rules for all corporate identity elements and how to utilize them to create powerful and consistent communications.

### **MMA (MADRAS MANAGEMENT ASSOCIATION)**

MMA has striven for Management expertise that can synthesize Indian ethos with International Management thought and techniques. MMA has striven for development and nurturing management expertise, combining Indian ethos with International Management thoughts and practices.

### **SAE INDIA**

SAEINDIA is a professional engineering society whose membership represents practically every engineering and scientific discipline. Its members combine their specialized abilities to further advance the research, development, design, manufacture and utilization of vehicles which operate on land, water, air, and space.

### **NPTEL**

The National Programme on Technology Learning (NPTEL) was initiated by seven Indian institutes of Technology (Bombay, Delhi, Kanpur, Kharagpur, Madras, Guwahati and Poorkee) along with the Indian institute of Science, Bangalore in 2003. Five core disciplines were identified, namely, civil engineering, computer science and engineering, electrical engineering, electronics and communication engineering and mechanical engineering and 235 courses in web/video format were developed in this phase.

### **ORACLE ACADEMY**

Oracle Academy member benefits offer educators and students computer science education resources to advance knowledge, skills development, innovation and diversity in technology fields. Oracle Academy membership costs nothing and offers individual learners, educators, and educational institutions access to world-class technology, expertly developed learning materials and curriculum, training and resources.

### **CISCO CENTRE OF EXCELLENCE**

Cisco's vision is to be the leading enabler of integrated, innovative, scalable, high - value managed services offerings: whether you are a regional managed services provider or a global one, our vision is to enable your success.

### **IV. PLACEMENT AND TRAINING**

A cell for placement and training is functioning with the placement officer who arranges **carrier guidance / in-plant training / campus interview**, by specialists in the particular field and also by companies of reputation.

### **V. PHYSICAL EDUCATION**

The college gives importance to health activities and reserves a period in the timetable for indoor and outdoor

games. Courts and grounds for various games and sports are available. Students are expected to take part in these games / sports to develop his / her potential /abilities and qualities of sportsmanship

## **VI. SPORTS DAY**

The college is to conduct annual sports day in the academic year (2015-2016).This will have track and field events, individual games and matches .The students, staff and inmates /workers of the college are encouraged to take part actively. To promote healthy competition among the students in the activities and foster qualities like leadership, loyalty, co-operation, the students are divided into four houses namely the Red, Blue, Green and Yellow houses. This paves a way to healthy competition of brotherhood and sportsmanship. The students will be awarded with various prizes / medals / shields / certificates.

## **VII. STUDENT ACTIVITIES**

Opportunities are provided to widen the students' talents and to develop their team spirit and fellowship. National festivals of importance are celebrated in the college. Cultural associations are formed to focus attention on extra-curricular activities such as debate, dance, drama, music, poetry, quiz etc. Students take active part in science exhibitions, literacy programs, guest lectures and free blood donation camps, etc.

## **VIII. (NSS) NATIONAL SERVICE SCHEME:**

NSS Unit is actively function in our college. The objective of the NSS is outlined as follows:

- ☉ To create social awareness leading to effective action.
- ☉ To be actively and constructively involved in the needs and problems of the community and thus become agents of social change.
- ☉ To aim at an overall development of the personality of students through involvement in projects.
- ☉ To train students towards responsible leadership.

## **IX. YOUTH RED CROSS & RED RIBBON CLUB (YRC & RRC).**

To inspire and empower our students through dynamic programs, YRC AND RRC units are Started for creating opportunities to serve, and specialized leadership training. As a result, they will realize the mission of the Red Cross & Red Ribbon Club by participating in:

- ✦ Programs
- ✦ Leadership Development
- ✦ International Initiatives
- ✦ Youth Driven Emergency

## **X. AWARDS**

Special certificates will be awarded annually for those students who distinguish themselves in academics, games, sports, co – curricular activities etc.

## **XI. PRAYER / ASSEMBLY:**

The assembly begins with an inter-religious prayer followed by message and thought for the day. Recent inventions and discoveries in the field of science, sports, happenings of the State, National, International and achievement of student activities are also read out during the assembly by the students to keep them well informed and make them aware of the events taking place around them. It is mandatory that every student attends assembly.

## **XII. COLLEGE NEWSLETTER**

The college publishes a monthly newsletter which includes articles technical and general of the activities and achievements of students, and the events taking place in the college.

### **XIII. PERSONALITY DEVELOPMENT PROGRAMME**

A group of certified, trained and experienced resource persons conduct personality development, human resource development programs for all the students. These innovative programs help the students identify and develop their hidden talents improve their communication and technical skills, problem solving and leadership qualities. This also helps them in preparing for job interviews and future career.

### **XIV. GUEST LECTURE**

Experts in various fields of science and technology are invited to deliver lectures to the students/staff and keep them well informed of the advancement and changes on the current trends.

### **XV. TECHNICAL ASSOCIATIONS:**

To bring out the latent potential in the students, each department is encouraged to form its own association. These associations are managed by student office bearers under the guidance of the faculty of the respective departments. The activities of these associations are periodically published. The following are the list of by various departments associations.

☉ **ASSOCIATION OF CSE for Computer Science Engineers**

☉ **ASSOCIATION OF IT for Information Technolog Engineers**

### **XVI. PARENT-MANGEMENT/STAFF ASSOCIATION**

All the parents and management/ staff members of the college are members of this association.

**The main aims are as follows**

To make parents involve themselves actively in the various activities of the college to bring about a better understanding of the problems of the students through frequent parent, management/staff contacts

### **Fee Regulations**

The payment of fees for the year 2017- 2018 to be made through any branches of Axis Bank by obtaining chellan from our accounts office.

- ☉ Every student shall be liable to pay the whole fee for each year as lon as his/ her name is on the rolls of the college.
- ☉ All fees to be paid within three weeks from the commencement of the semester.
- ☉ Any default will attract disciplinary action.
- ☉ In case of bank loan, students have to submit the proof for the same before the commencement of the Semester
- ☉ If a student leaves the college during the semester, he/she does not have any right to claim Refund of any portion of the fees.
- ☉ The names of students who do not pay the prescribed fees on or before the last date will be removed from the rolls. If re-admitted, they shall pay a re-admission fee in addition to the fees and fine.
- ☉ Fees once paid will not be refunded under any circumstances.

## SCHOLARSHIPS

The following categories of scholarships sanctioned by the Government of India / Tamil Nadu are available on request.

NAME OF THE SCHOLARSHIP	SANCTIONING AUTHORITY	SANCTIONING AMOUNT	ELIGIBILITY PARTICULARS
<b>NATIONAL MERIT SCHOLARSHIP</b>	Commissioner of College education Chennai	Varying Rates	On Merits Basis
<b>GOVT OF INDIA SCHOLARSHIP TO SHEDULED CASTE AND SCHEDULED TRIBE STUDENTS</b>	District Harijan welfare office	Varying Rates	To Students of Scheduled caste and Tribes
<b>STATE SCHOLARSHIP FOR BACKWARD CLASSES (BC)</b>	District Backward Classes Welfare Office	Varying Rates	To Students of all BC Provided the Income of the parent does not exceed Rs. 2,00,000
<b>SCHOLARSHIP FOR MOST BACKWARD CLASSES (MBC)</b>	District Backward Classes Welfare Office	Varying Rates	To all M.B.C students irrespective of parents income
<b>ADI - DRAVIDER WELFARE LOAN</b>	Director of Adi - Dravidar Welfare, Chennai	Varying Rates	For the students of Scheduled Caste and Scheduled Tribe
<b>SCHOLARSHIP TO CHILDREN OF FARMERS</b>	Government of Tamil Nadu	Varying Rates	Children of Farmers
<b>SCHOLARSHIP TO CHILDREN OF FREEDOM FIGHTERS</b>	Commissioner of Collegiate Education Chennai	Varying Rates	To Students who are Children of freedom fighters

## COLLEGE RULES & REGULATIONS

1. Timing: College Timings is 8.00 am to 3.30 p.m., lunch break 12.25 pm to 01.00 pm. Special classes arranged on working days will be conducted up to 5.15 pm. Students are not permitted to enter into the campus after 7.50 am and are not allowed to leave the campus during the college hours, without the Principal/ Correspondent / HOD's permission.
2. Admission: Students should submit their original +2 mark lists, CC & TC. In case of CBSE & courses other than +2 Tamilnadu Board, 10<sup>th</sup> mark sheet should also be submitted. Wherever needed community certificate should also be given.
3. Students are requested to wear their ID cards while they are at college campus & bus every day. Loss of the same should be reported to authority in writing and a fresh ID should be obtained
4. All the students should come to the college in time. Buses are operated for the student's convenience and he/she can board at his/her nearest boarding point. All the buses will leave the campus at 3.40 p.m. Students are not permitted to come by motor bikes/cars to the college.
5. The day begins with a common prayer through the Public Address System in which all participate maintaining silence.
6. The college expects all students to attend the regular Assembly programme as well as special function organized by college.
7. Dress Code:

Boys: All Students in the campus should be neatly dressed. All boy students are expected to wear formal pants with self-colored shirts neatly tucked in. They should wear neck tie.

They should wear shoes only. Jeans and T-shirt are strictly not allowed. Students should not have long hair, beared. M.B.A students should wear Blazers on Monday & Friday.

Girls: All girl students should wear Chudithar with dhupata. They are to put on shoes. Slit in the Chudithar should be below the knee level. Hair should be worn in braids or pony tail and should not be let loose.

Both Boys and Girls should not colour or bleach their hair.

8. Dress regulation followed in the Lab/Workshop for both boys and girls

Physics, Chemistry, Computer, Electronic Labs	For Both Boys & Girls A long white over coat with leather shoes
Basic workshop, Carpentry Fitting, Welding, and all Electrical Labs	For Both Boys & Girls Blue over coat with leather shoes

9. Students counselor: Each and every student will be attached to an Asst. professor as a student counselor. This Counselor will advise/counsel his/her academic and other activities for the entire course. Students are required to approach their respective counselor for their academic needs.
10. Academic performance and feedback: Following tests are conducted in a semester and the results are sent to the parents periodically. Parents are requested to note these results and follow up the academic Performance of their wards. They are requested to spend their time to have discussions with the student counselor.

Test	Portion / Unit	Dates	Information sent to the parents about the results
Unit Test - I	40%, I & II Units	Refer the Calendar	within 5 days after the last exam
Unit Test - II	40%, III & IV Units		within 5 days after the last exam
Model Exam	Complete Syllabus		Immediately

11. Failed in two and above subjects in the University exams and unit tests: Parents are requested to meet the class in charge first, and then meet the respective Head of the Department and the Principal in the prescribed dates specified.
12. Unit Test and Model Exams: Absence for Unit Test and Model exams will be viewed very seriously. Students failing in the Unit Tests and Model Exams should attend Special classes and submit assignments. No re-test will be conducted for the absentees.
13. Parent's Acknowledgement: Marks taken in Unit tests, Model exams and University exams should be entered in the Student's Personal History Card and also sent to the parents. All the marks sent through E-mail/SMS should be acknowledged by the parents and this will be verified by the class in charge
14. All requisition letters for scholarship, Industrial visit, permission, Bonafide certificates, and in plant training should be addressed to the PRINCIPAL
15. Change of Address: If there is any change in the address, it should be informed to the respective student's class in-charge/ office by the parents. Boarding point in the record will also be changed immediately.
16. Student's Hand Book:  
  
This should be maintained carefully and should always be available with the student. Student should get sign from their parents in the absence record.

17. Industrial Visits: Minimum two industrial visits will be arranged for the students in a year and no amount will be collected for all these industrial visits.
18. Behavioral code: Any damage to the property of the college is a serious offence. Writing on walls, doors and furniture, throwing paper or ink around the class is a punishable offence. Offenders will have to pay for any damage done at the discretion of the management.
19. Exchange of gifts, cards, notes & letters with students of opposite sex is not allowed.
20. Irregular attendance, habitual idleness, negligence in assigned work, disobedience or disrespect towards staff or others, forging signature, stealing, and a bad moral influence justify dismissal. The students are responsible to the college authorities for their conduct both in and outside the college.
21. Students are strictly forbidden to smoke, consume alcohol and drugs etc.
22. No College business will be transacted during holidays.
23. Students are responsible for safety of their books and belongings.
24. No unauthorized books, comics, periodicals, pictures or newspapers except those allowed by the college shall be brought to the college.
25. No borrowing or lending of money or exchanging of articles is allowed in the college.
26. No visitors in the form of ex-students, friends etc. will be allowed in the college / canteen / class rooms during the college hours.
27. Students are not allowed to receive / make telephone calls except on emergency. Also no Student is allowed to use cell phone in the college campus.
28. Inflammable substance & arms are prohibited in the campus.
29. Tampering with the content or misuse of the college / library identity cards, bus identity Cards, passes, tickets and tokens is liable for serious punishment.

31. Any kind of wild noisy and disturbing behavior / celebrations in the campus are strictly Forbidden.
32. Laptops are permitted in the campus after signing an undertaking. Students who use laptops for other than educational purpose will face disciplinary action.
33. Our college possess eco-friendly environment. It is the responsibility of everybody in the campus to maintain it neat and tidy.
  - a. Cleanliness to be seen everywhere
  - b. Proper dining etiquette to be followed in the campus
  - c. All waste should be dropped only in dust bins.
34. Discipline in Lab
  - a). Food / chewing bubble gum is not allowed in the lab/class
  - b). Laboratory coat must be worn during the laboratory period.
  - c). Do not perform Unauthorized experiments
  - d). Observations should be recorded then and there.
  - e). Get signature in your record notebook from the lecturer before reporting for the next lab class.
  - f). Maintain silence inside the laboratory
  - g). Do not switch on the power before getting the circuit verified and signed by the instructor.
  - h). Report any breakage to the lab assistants immediately
  - I). Disconnect all circuit connections and clean your table before leaving the laboratory.
  - J). If a student destroys college materials, equipments etc. he/she will be responsible for the damages.
  - k). Get prior permission from the instructor or lab-in-charge while using pen drive or CD.
  - l). No attempt to access prohibited website should be made.
  - m). If any accident happens in the lab, it may be reported to the lecturer-in-charge.
35. On completion of course a no due certificate should be filled along with a requisition letter for course Completion and submitted at the college office after which all relevant documents will be issued.

## LIBRARY

A well-equipped, computerized and spacious [400sq-m] library is available with more than 18000 volumes and 600 CDs, on various topics. In addition, the college subscribes a number of National and International Journals and periodicals. The library is under the supervision of a professional librarian and is open to all the members of the college. E journals are available and copies of which could be made at the Library itself.

**WORKING HOURS:** Monday to Saturday 7.30 am to 5.00 pm

### LIBRARY REGULATIONS

1. Strict silence shall be observed in the LIBRARY.
2. All the members must sign in the gate register at the entrance of the library.
3. The issue of library cards is regulated as follows:

Under Graduate students : 2 cards

Post Graduate students : 3 cards

Teaching Staff : 6 cards

Student members can obtain membership cards from the library only on producing their identity cards issued by the college.

4. Library cards are not transferable.
5. Only one book can be borrowed on each card.
6. Members are responsible for all the books borrowed on their cards.
7. Students have to produce identity cards along with library cards at the time of borrowing.

8. All the student members should return the tickets at the end of the year and obtain the "No Dues Certificate". Similarly, staff members who are leaving the college should settle all dues and obtain "No Dues Certificate". Failure will lead to non-return of Caution Deposit / Certificate, etc...
9. Loss of tickets should be reported to the librarian immediately.
10. Duplicate tickets will be issued on payment of Rs.25/- per ticket for students.
11. Books other than reference books will be issued to the student members for a period of 14 days.
12. Tearing of sheets from books / newspapers is strictly prohibited.
13. Members must satisfy themselves whether the books are in good condition, before they leave the counter. If any damage is noticed, the same must be immediately intimated. Otherwise he/she will be held responsible for any damage.
14. In case of default in the return of books each book will be levied with Rs. 1/-per day as overdue charges. If it is not returned again in the next week each book will be levied with Rs. 2.00/-per day as overdue charges.
15. Loss of books should be reported to the librarian and it should be replaced by another copy by the loser. In case the borrower is unable to replace the book, twice the cost of books with overdue charges, if any, will be levied.



## LEAVE REGULATIONS

Leave: We insist on minimum of 90% attendance for the theory classes and 100% attendance for the laboratory classes.

Anna University Attendance Regulation: Ideally every student is expected to attend all classes and secure 100% attendance. However, in order to allow for certain unavoidable reasons, The student is expected to attend at least 75% of the classes. Therefore, he/she shall secure not less than 75% of overall attendance in that semester taking into account the total number of periods in all courses put together attended by the candidate as against the total number of periods in all courses offered during that semester

\*Anna university Attendance Regulation\*

### REQUIREMENTS FOR COMPLETION OF THE SEMESTER:

- 5.1. A student is ordinary 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. Percentage of Total no. of periods attended in all the courses per semester

Attendance =  $\frac{\text{No. of periods / week as prescribed in the curriculum}}{15} \times 100$  taken together for all courses of the semester. The University Examinations 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 5.0 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).

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

ALL THE LEAVE LETTERS SHOULD BE FORWARDED THROUGH THE CLASS IN-CHARGE AND HOD

### Availing Two Days or less

1. Leave letter should be submitted in the previous day itself with the parent's signature. (or)
2. Leave letter should be submitted (with parent's signature) on the first day of leave through others.
3. Leave letter submitted after availing will not be accepted.
4. Parents may inform the respective in-charge regarding leave through phone.

### Availing Three Days and above

For any family function or any other medical grounds, the parents should come in person and avail the leave from the respective Class In charge. A request for leave on medical grounds must be accompanied by a medical certificate from a qualified doctor. And if the student is suffering from communicable disease, he must stay back at home for the period prescribed by the doctor.

#### General :

Intimation will be sent on the third day of absence to the parents. On receiving the intimation, the parents/guardian should report to the office. All the leave and Absence will be informed to the parents through E-mail /SMS/postcards periodically.

#### Note to the students:

Whenever there are two or more consecutive holidays, the students should not take leave before or after the said holidays, failure to do so will be treated as absence for all the days including holidays.

( e.g., The leave taken on Friday or Monday – leave will be accounted for Saturdays and Sundays also. )

**HALF A DAY LEAVE IS NOT ALLOWED**

## HOSTEL (OPTIONAL)

The institution provides separate furnished hostels for boys and girls within the college campus with an area of 23488.38 sq. m building.

The hostels are maintained and supervised by the Fathers of MMI and DMI Sisters. Apart from providing delicious, healthy and hygienic vegetarian /non-vegetarian food, the Fathers along with wardens/ faculty members closely monitor the activities of the students and help them in their academics during the study hours. Weekly classes on moral values, conferences on positive thinking, spoken English are also held regularly. The students can also avail themselves of newspaper, television & magazines. The college provides indoor/outdoor games/sports/yoga facilities to the hostel inmates with the view to making them health conscious. The Doctors visit the hostels from St. Joseph hospital – Poonamallee.

The hostel thus provides a secure, friendly and homely atmosphere to the students.

	WORKING DAYS	HOLIDAYS
<b>BREAK - FAST</b>	7.15 am to 7.45 am	8.00 am to 8.30 am
<b>LUNCH</b>	12.25 pm to 01.00 pm	12.30 pm to 1.00 pm
<b>TEA</b>	4.00 pm to 4.30 pm	4.00 pm to 4.30 pm
<b>DINNER</b>	7.45 pm to 8.15 pm	7.45 pm to 8.15 pm

#### Catering:

A good, hygienic canteen functions within the college campus to serve Breakfast, meals, tea, coffee, snacks, cool drinks, Tiffin, stationary items etc. at reasonable rates for the convenience of the students, staff and all the inmates of the college.

## HOSTEL RULES & REGULATIONS

- Students desirous of staying in the hostel should express the same in the prescribed form. The option forms should be handed over to the warden. Rules and regulation that should be followed in the hostel are listed below.
- They have to pay the prescribed fee before the hostel; otherwise they will not be permitted to stay in the hostel. Payment in installments is not permitted.
- No student will be allowed to leave the hostel based on a phone call. Phone calls from outsiders, other than parents of the students are strictly prohibited.
- Parents are requested to give a list of authorized visitors/ local guardians who can be permitted to visit the students in the hostel. visitors other than those given in the list should get an authorization from the parents
- Hostel "permission card": Local guardian photos & applications should be filled in and submitted on before commencement of academic year.
- Only parents and local guardians are allowed to meet the students and they should come along with their ID cards. And above said visitors should report to the office, and then see their wards in the reception only. They should not chat inside the car without permission. And the student should meet their visitor alone not with his/her friends; especially girl students should not take their friends along with them to see their visitors.
- Visitors are permitted only on Sundays.
- Girls students will be allowed to go out only with their parents or with their authorized local guardians. And to visit his/her local guardian and to visit their home town, parents are requested to send the letter.
- Students are allowed to go to their local guardian's house only on second Saturdays and Sundays
- Getting permission and not returning in time will be seriously viewed. You will not be granted any further permission.

- When parents come to Chennai for any other purpose, they have to come to the college and pick up their wards. But do not make phone calls to the students and ask them to come to the place where they are staying.
- For own sister's /brother's marriage or any other family functions, parents have to send the letter directly to the Principal and get the permission. And as usual for 3 and more than 3 days permission, parent should meet the Principal in person.
- Permission will not be given for tuition and computer classes outside.
- For any misbehavior and misconduct, students will not be allowed to continue in the hostel.
- The Sunday Mass is compulsory for Christian students.
- There will be a adoration and special mass once a month which is compulsory for Christian students.
- Hostel fees are meant for the working days of the college including Saturdays and Sundays in between working days.
- Any leave or holiday than three consecutive days, the hosteller is expected to vacate, if the student wishes to stay during these days special permission must be obtained and they should make arrangements for food within the Campus.
- Daily hostel attendance is a must and the student should personally present themselves to the warden.
- Permitting day scholars and outsiders inside the room will evoke disciplinary action including dismissal.
- No electrical appliances should be kept in the room
- Students are responsible for Furniture's & fixtures in their room, if found damaged the inmates should incur the loss.
- Consumption of alcohol or abuse of drugs and smoking will result in the student being expelled.

## INSTRUCTIONS

1. Accommodation shall be provided on first come first serve basis.
2. Management has the right to reject any application in this matter or to initiate disciplinary action in case of violation.
3. Admission to the Hostel will be canceled if incomplete or false information is furnished.
4. Admission will be valid for one academic year only. i.e. July to April , every year.
5. Students will be required to vacate the room within 3 days on completion of the scheduled examination each year.
6. SJCE reserves its right to cancel admission of undeserving students without giving any reason.
7. SJCE will not responsible for any mishap.
8. SJCE reserves its right to increase the hostel fee, if necessary.
9. Hostel accommodation in rooms is tentative, which depends on availability of the room.
10. Student residing in the Hostel managed by SJCE shall strictly observe all the Rules and Regulations in force from time to time.
11. A hostelite will have to stay in the room allotted to him/her with one or more inmates.
12. Inmates of each room are jointly held responsible for the furniture and other fittings, etc., and any damage to the hostel property is recoverable from them.
13. Guests are strictly prohibited from entering the hostel premises without prior permission of the warden.

14. Once a student has paid and has been allotted hostel accommodation, under no circumstances will the money be refunded.
15. Students may be expelled from the hostel for violation of rules and misconduct such as theft, ragging, abnormal behavior, use of drugs and alcohol, indiscipline, non-payment of fees, etc. A student expelled on disciplinary grounds shall forfeit his/her fees and deposit.
16. The Management reserves the right to reject any applicant's admissions to the hostel. In matters of admission and discipline, the decision of the management shall be final and binding.
17. Resident ship shall be terminated automatically at the end of each academic year. Students, who are desirous of returning to the hostel, shall make a fresh application for re-admission.

## HOSTEL LEAVE RULES

1. Students who are sick and want to go home or their local guardian must obtain permission from the hostel in-charge.
2. Students who leave the hostel for weekends should apply for leave in the prescribed form and obtain permission before they leave the hostel.
3. Leave for reasons other than sickness, should be obtained in advance from the hostel incharge .
4. Students are allowed to go for weekends only once in month.
5. All genuine grievances and problems should be reported to the Hostel hostel incharge.

## A NEAT ROOMS - A HEALTHY ENVIRONMENT

1. Please utilize the dustbin kept in the corridor for throwing the garbage.

2. Keep the clothes, pillows and beds spread neat and clean. Wash them at least once in a fortnight.
3. Use hangers for hanging clothes.
4. Do not dry (washed) clothes inside a room. Provision to dry the washed clothes is available on the terrace of each hostel.
5. Avoid foul smelling items in your room.
6. Please ensure that your foot wear is clean.
7. Please do not stick anything on the windows/doors.
8. Students are advised to trim their hair at least once in a month.
9. All students who require their expensive clothes / bedspreads etc. to be dry-cleaned in the city can get it done through the hostel manager.
10. A monthly competition will be conducted in each hostel /wing and the residents will receive a prize for the best room.

#### **Consumption of water and electricity**

1. Water and electricity are precious.
2. Avoid wastage of water while bathing and when using the toilet.
3. See that the taps are kept closed after use.
4. All electrical fittings should be switched off while leaving the rooms.

**DAY SCHOLAR SHOULD NOT ENTER THE HOSTEL AND VIOLATION WILL EVOKE DISCIPLINARY ACTION.**

#### **VERY IMPORTANT INSTRUCTIONS**

- Cell phones, ipods or any other electronic and electrical items including cameras are not allowed inside the college campus
- Attend all continuous assessment tests like unit test and MODEL EXAMS without fail. NO re-test will be conducted for the absentees.
- Attendance is compulsory in the previous day and the next day of any holiday and vacations.
- Parents are requested to meet the STAFF/ PRINCIPAL/ ADMINISTRATOR only between 10.00 AM and 3.30 Pm on all working days.
- Visitors for hostel students will be allowed from 9.00 am to 6.00 pm during holidays only.
- Visitors are not allowed to see their wards during working days and working hours.
- Ragging in any form is prohibited and attracts severe disciplinary action including suspension / handing over to the police and dismissal.

#### **PROCEDURE OF DISCIPLINE ACTION**

- College Disciplinary committee (CDC) has been constituted by the principal
- Violating students of the disciplinary regulations of the college/hostel will be called for explanation
- Reply submitted therein will be discussed by the college Disciplinary committee (CDC) in the presence of the student.
- Punishment finalized by the Disciplinary committee will be placed before principal.
- The principal will execute the punishment as recommended by the college Disciplinary committee (CDC), considering the extent of violation

CALENDAR 2016 - 2017			JUNE - 2017
DATE	DAY	WORKING DAYS	Programme
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		
21	WED		
22	THU		
23	FRI		
24	SAT		
25	SUN	❖	
26	MON		
27	TUE		
28	WED	1	RE-OPENS FOR ACADEMIC YEAR 2017 - 2018 FOR I YEAR (II,III,IV Year B.E/B.Tech)
29	THU	2	
30	FRI	3	

Total working days - 3

CALENDAR 2017 - 2018			JULY - 2017
DATE	DAY	WORKING DAYS	Programme
1	SAT	❖	
2	SUN	❖	
3	MON	4	
4	TUE	5	IV Year Mech - Training on Interview Skills
5	WED	6	ECE Association Inauguration, IV Year Mech - Training on Interview Skills
6	THU	7	IV Year EEE - Workshop on PSS Tool
7	FRI	8	CSE - Workshop on Big Data, ECE - Power Seminar from ICTACT
8	SAT		
9	SUN	❖	
10	MON	9	Training for IV Years - CSE,ECE,EEE, II Year CSE - Industrial Visit
11	TUE	10	Training for IV Years - CSE,ECE,EEE
12	WED	11	Training for IV Years - CSE,ECE,EEE
13	THU	12	Training for IV Years - CSE,ECE,EEE
14	FRI	13	Training for IV Years - CSE,ECE,EEE, IT - Industrial Visit - III Year
15	SAT		Training for IV Years - CSE,ECE,EEE
16	SUN	❖	
17	MON	14	
18	TUE	15	II Year IT - Guest Lecture, IV Year Mech - Training on Interview Skills
19	WED	16	III Year IT - Guest Lecture, II Year IT - Industrial Visit, IV Year Mech - Training on Interview Skills
20	THU	17	II Year Mech - Guest Lecture
21	FRI	18	II Year Mech - Guest Lecture, IT - Food Festival
22	SAT		II Year EEE - Industrial Visit
23	SUN	❖	
24	MON	19	IAT 1
25	TUE	20	IAT 1
26	WED	21	IAT 1
27	THU	22	IAT 1
28	FRI	23	IAT 1
29	SAT	24	IAT 1
		❖	
31	MON	25	Training for III Years

Total working days - 22

CALENDAR 2017 - 2018			AUGUST - 2017
DATE	DAY	WORKING DAYS	Programme
1	TUE	26	Training for III Years, II Year CSE - Workshop on Networking, II Year Mech - Guest Lecture on Engg Thermodynamics
2	WED	27	Training for III Years
3	THU	28	Training for III Years, II Year IT - Guest Lecture on ADC
4	FRI	29	Training for III Years, II Year IT - NS2 Workshop, II Year CSE - Guest Lecture on TPDE, II Year EEE - Guest Lecture on DLC
5	SAT	❖	
6	SUN	❖	
7	MON	30	Training for II Years, I Year MBA - Functional English Program
8	TUE	31	Training for II Years, III Year IT - Guest Lecture on DSP, IV Year Mech - Guest Lecture on Mechatronics, III Year EEE - Guest Lecture on PSA, I Year MBA - Functional English Program, II Year MBA - Guest Lecture on SAPM
9	WED	32	Training for II Years - III Year Mech - Guest Lecture on DOM, I Year MBA - Functional English Program
10	THU	33	Training for II Years, III Year EEE - Industrial Visit, I Year MBA - Functional English Program
11	FRI	34	Training for II Years, III Year IT - Workshop on IoT, I Year MBA - Functional English Program
12	SAT		
13	SUN	❖	MBA - Industrial Visit
14	MON	❖	Krishna Jayanthi
15	TUE	❖	Independence Day
16	WED	35	CSE - Intradepartment Quiz Programme, II Year ECE - Guest Lecture on EC
17	THU	36	IV Year EEE - Industrial Visit
18	FRI	37	IT Technical Symposium, II Year CSE - Guest Lecture on PDS II, IV Year ECE - Industrial Visit, MBA - National Conference
19	SAT		
20	SUN	❖	
21	MON	38	III Year Mech - Workshop on Automobiles, II Year ECE - Industrial Visit, MBA - IAT 1
22	TUE	39	CSI Chapter Inauguration, III Year Mech - Workshop on Automobiles, I Year MBA - Guest Lecture on AFM, MBA - IAT 1
23	WED	40	II Year EEE - Industrial Visit, III Year ECE Guest Lecture on AWP, MBA - IAT 1
24	THU	41	MBA - IAT 1 III Year CSE - Guest Lecture on TOC, IV Year ECE - Guest Lecture on OC
25	FRI	❖	Vinayakar Chathurthi
26	SAT		
27	SUN	❖	
28	MON	42	III Year CSE - Industrial Visit, IV Year ECE - Guest Lecture on RFM, MBA - IAT 1
29	TUE	43	III Year ECE - Workshop on Matlab, CSE - Guest Lecture on Career Guidance, III Year EEE - Guest Lecture on Control System, IV Year CSE - Industrial Visit, MBA - IAT 1
30	WED	44	III Year ECE - Workshop on Matlab, CSE - Guest Lecture on Career Guidance, III Year EEE - Guest Lecture on Control System, MBA - IAT 1
31	THU	45	II Year Mech - Workshop on Refrigeration, IV Year CSE Guest Lecture on GCC, III Year ECE - Industrial Visit, MBA - IAT 1
Total working days - 20			45

CALENDAR 2017 - 2018			SEPTEMBER - 2017
DATE	DAY	WORKING DAYS	Programme
1	FRI	46	
2	SAT	❖	Bakrid
3	SUN	❖	
4	MON	47	IAT 2
5	TUE	48	IAT 2
6	WED	49	IAT 2 MBA - Inter College Meet (TALENTO - 2K17)
7	THU	50	IAT 2
8	FRI	51	IAT 2
9	SAT	52	IAT 2
10	SUN	❖	
11	MON	53	II Year MBA - Guest Lecture on CFA
12	TUE	54	
13	WED	55	II Year MBA - Guest Lecture on SAPM
14	THU	56	
15	FRI	57	I Year MBA - Guest Lecture on AFM
16	SAT	❖	
17	SUN	❖	
18	MON	58	Model Exam, II Year MBA - IAT 2, I Year MBA - IAT 1
19	TUE	59	II Year MBA - IAT 2, I Year MBA - IAT 1
20	WED	60	Model Exam, II Year MBA - IAT 2, I Year MBA - IAT 1
21	THU	61	II Year MBA - IAT 2, I Year MBA - IAT 1
22	FRI	62	Model Exam, II Year MBA - IAT 2, I Year MBA - IAT 1
23	SAT	❖	
24	SUN	❖	
25	MON	63	Model Exam, II Year MBA - IAT 2, I Year MBA - IAT 1
26	TUE	64	II Year MBA - IAT 2, I Year MBA - IAT 1
27	WED	65	Model Exam, II Year MBA - IAT 2, I Year MBA - IAT 1
28	THU	66	Model Exam
29	FRI		Ayutha Pooja
30	SAT		Vijaya Dhasami
Total working days - 21			46

CALENDAR 2017 - 2018			OCTOBER - 2017
DATE	DAY	WORKING DAYS	Programme
1	SUN	❖	Muharam
2	MON	❖	GANDHI JAYANTHI
3	TUE	67	
4	WED	68	II Year MBA - Guest Lecture on CF
5	THU	69	I Year MBA - Guest Lecture on AFM
6	FRI	70	
7	SAT	❖	
8	SUN	❖	
9	MON	71	
10	TUE	72	II Year MBA - Guest Lecture on SAPM
11	WED	73	
12	THU	74	
13	FRI	75	MBA - Industrial Visit
14	SAT	❖	
15	SUN	❖	
16	MON	76	II Year MBA - Model Exam, I Year MBA - IAT 2
17	TUE	77	II Year MBA - Model Exam, I Year MBA - IAT 2
18	WED	❖	Deepavali
19	THU	78	II Year MBA - Model Exam, I Year MBA - IAT 2
20	FRI	79	II Year MBA - Model Exam, I Year MBA - IAT 2
21	SAT	80	II Year MBA - Model Exam, I Year MBA - IAT 2
22	SUN	❖	
23	MON	81	
24	TUE	82	
25	WED	83	
26	THU	84	
27	FRI	85	
28	SAT	❖	
29	SUN	❖	
30	MON	86	
31	TUE	87	

Total working days - 21                      47

CALENDAR 2017 - 2018			NOVEMBER - 2017
DATE	DAY	WORKING DAYS	Programme
1	WED	88	
2	THU	89	
3	FRI	90	
4	SAT		
5	SUN	❖	
6	MON		
7	TUE		
8	WED		
9	THU		
10	FRI		
11	SAT		
12	SUN	❖	
13	MON		I Year MBA - Model Examination
14	TUE		I Year MBA - Model Examination
15	WED		I Year MBA - Model Examination
16	THU		I Year MBA - Model Examination
17	FRI		I Year MBA - Model Examination
18	SAT		I Year MBA - Model Examination
19	SUN	❖	
20	MON		I Year MBA - Model Examination
21	TUE		I Year MBA - Model Examination
22	WED		
23	THU		
24	FRI		
25	SAT		
26	SUN	❖	
27	MON		
28	TUE		
29	WED		
30	THU		

Total working days - 3                      48



CALENDAR 2017 - 2018			DECEMBER - 2017
DATE	DAY	WORKING DAYS	Programme
1	FRI		MILAD - UN- NABI
2	SAT		
3	SUN	❖	
4	MON		
5	TUE		EEE - FDP on DEM.
6	WED		
7	THU		
8	FRI		
9	SAT		
10	SUN	❖	
11	MON	1	
12	TUE	2	
13	WED	3	
14	THU	4	
15	FRI	5	
16	SAT		
17	SUN	❖	
18	MON	6	
19	TUE	7	
20	WED	8	
21	THU	9	
22	FRI	10	
23	SAT		
24	SUN	❖	
25	MON		CHRISTMAS
26	TUE		
27	WED		
28	THU		
29	FRI		
30	SAT		
31	SUN	❖	

Total working days - 10

49

CALENDAR 2017 - 2018			JANUARY - 2018
DATE	DAY	WORKING DAYS	Programme
1	MON		
2	TUE	11	
3	WED	12	
4	THU	13	
5	FRI	14	
6	SAT		
7	SUN	❖	
8	MON	15	
9	TUE	16	II Year Mech - Seminar on IC Engines
10	WED	17	
11	THU	18	
12	FRI	19	III Year ECE - Seminar
13	SAT		
14	SUN	❖	PONGAL HOLIDAYS
15	MON		PONGAL HOLIDAYS
16	TUE		PONGAL HOLIDAYS
17	WED		PONGAL HOLIDAYS
18	THU	20	
19	FRI	21	
20	SAT		II Year CSE - Industrial Visit
21	SUN	❖	
22	MON	22	I Year MBA - Industrial Visit
23	TUE	23	III Year IT - Guest Lecture on AI
24	WED	24	II Year IT - Guest Lecture on DAA
25	THU	25	CSE - Workshop on NS3, EEE - Workshop on Arduino
26	FRI		RE-PUBLIC DAY
27	SAT		II Year ECE - Industrial Visit
28	SUN	❖	
29	MON	26	
30	TUE	27	II Year Mech - Guest Lecture on KOM, MBA - Entrepreneurship Awareness Program
31	WED	28	CSE - Workshop on Android , III Year Mech - Guest Lecture on FEA

Total working days - 18

50

CALENDAR 2017 - 2018			FEBRUARY - 2018
DATE	DAY	WORKING DAYS	Programme
1	THU	29	IAT 1
2	FRI	30	IAT 1
3	SAT	31	IAT 1
4	SUN	❖	
5	MON	32	IAT 1, I Year MBA - Guest Lecture on FM
6	TUE	33	IAT 1
7	WED	34	IAT 1
8	THU	35	III Year CSE - Guest Lecture on DSP
9	FRI	36	CSE - Technical Quiz
10	SAT		II Year IT - Industrial Visit
11	SUN	❖	
12	MON	37	II Year EEE - Guest Lecture on T&D
13	TUE	38	CSE - Guest Lecture on Career Guidance, III Year EEE - Guest Lecture on PSOC
14	WED	39	III Year CSE - Guest Lecture on AI, II Year MBA - Project Review
15	THU	40	II Year ECE - Guest Lecture on CT, III Year IT - Guest Lecture on Compilers
16	FRI	41	III Year Mech - Guest Lecture on DTS
17	SAT		III Year EEE - Industrial Visit, III Year ECE - Industrial Visit
18	SUN	❖	
19	MON	42	I Year & II Year MBA - IAT 1
20	TUE	43	II Year IT - Guest Lecture on PQT, III Year Mech - Seminar on Industrial Automation, I Year & II Year MBA - IAT 1
21	WED	44	II Year Mech - Guest Lecture on SNM I Year & II Year MBA - IAT 1
22	THU	45	III Year ECE - Guest Lecture on EMF, I Year MBA - IAT 1
23	FRI	46	I Year CSE - Guest Lecture on PQT, IT - Workshop on BigData, I Year MBA - IAT
24	SAT		II Year EEE - Industrial Visit, III Year CSE - Industrial Visit
25	SUN	❖	
26	MON	47	ECE - Workshop on NS3, I Year MBA - IAT 1
27	TUE	48	III Year CSE - Guest Lecture on Compilers, I Year MBA - IAT 1
28	WED	49	II Year CSE - Guest Lecture on DAA, I Year MBA - IAT 1

Total working days - 21

CALENDAR 2017 - 2018			MARCH - 2018
DATE	DAY	WORKING DAYS	Programme
1	THU	50	IAT 2
2	FRI	51	IAT 2
3	SAT	52	IAT 2
4	SUN	❖	
5	MON	53	IAT 2
6	TUE	54	IAT 2
7	WED	55	IAT 2
8	THU	56	
9	FRI	57	National Conference - CSE,ECE,EEE
10	SAT		
11	SUN	❖	
12	MON	58	MBA - Inter College Meet (Talento 2K18)
13	TUE	59	I Year MBA - Industrial Visit
14	WED	60	
15	THU	61	I Year & II Year MBA - IAT 2
16	FRI	62	I Year & II Year MBA - IAT 2
17	SAT		
18	SUN	❖	
19	MON	63	Model Examination, I Year & II Year MBA - IAT 2, I Year MBA - Guest Lecture on OR
20	TUE	64	I Year MBA - IAT 2
21	WED	65	Model Examination, I Year MBA - IAT 2, I Year MBA - Guest Lecture on FM
22	THU	66	I Year MBA - IAT 2
23	FRI	67	Model Examination, I Year MBA - IAT 2
24	SAT	68	Model Examination, I Year MBA - IAT 2
25	SUN	❖	
26	MON	69	Model Examination
27	TUE	70	
28	WED	71	Model Examination
29	THU		Maundy Thursday
30	FRI		Good Friday
31	SAT		

Total working days - 22

CALENDAR 2017- 2018			APRIL - 2018
DATE	DAY	WORKING DAYS	Programme
1	SUN	❖	Easter
2	MON	72	
3	TUE	73	
4	WED	74	
5	THU	75	
6	FRI	76	I Year MBA - Guest Lecture on OR
7	SAT		
8	SUN	❖	
9	MON	77	
10	TUE	78	
11	WED	79	I Year & II Year MBA - Model Examination
12	THU	80	I Year & II Year MBA - Model Examination
13	FRI	81	I Year & II Year MBA - Model Examination
14	SAT	❖	TAMIL NEW YEAR
15	SUN	❖	
16	MON	82	I Year MBA - Model Examination
17	TUE	83	I Year MBA - Model Examination
18	WED	84	I Year MBA - Model Examination
19	THU	85	I Year MBA - Model Examination
20	FRI	86	I Year MBA - Model Examination
21	SAT		
22	SUN	❖	
23	MON	87	II Year MBA - Project Model Viva Voce
24	TUE	88	II Year MBA - Project Model Viva Voce
25	WED	90	
26	THU	90	
27	FRI	91	
28	SAT		
29	SUN	❖	
30	MON	92	

Total working days - 21

CALENDAR 2017 - 2018			MAY - 2018
DATE	DAY	WORKING DAYS	Programme
1	TUE	❖	MAY DAY
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		
16	WED		
17	THU		
18	FRI		
19	SAT		
20	SUN	❖	
21	MON		
22	TUE		
23	WED		
24	THU		
25	FRI		
26	SAT		
27	SUN	❖	
28	MON		
29	TUE		
30	WED		
31	THU		





Time / Hour	TIME TABLE Odd Semester							
	1	2	3	4	5	6	7	8
	8.00	8.50	9.40	10.45	11.35	12.25	01.00	01.50
8.50	9.40	9.55	11.35	12.25	01.00	01.50	02.40	03.30
MON		<b>BREAK</b>			<b>BREAK</b>			
TUE								
WED								
THUR								
FRI								

Time / Hour	TIME TABLE Even Semester							
	1	2	3	4	5	6	7	8
	8.00	8.50	9.40	10.45	11.35	12.25	01.00	01.50
8.50	9.40	9.55	11.35	12.25	01.00	01.50	02.40	03.30
MON		<b>BREAK</b>			<b>BREAK</b>			
TUE								
WED								
THUR								
FRI								

## DECLARATION / UNDERTAKING FROM THE STUDENT

I, Mr./Ms. ....  
Programme ..... Dept ..... student of St. Joseph  
college of Engineering, Sriperumbudur, Chennai permanent resident  
of ..... give permanent home address with  
telephone no.), do hereby undertake on this the .....(day), of  
.....(month), .....(year), the following:

1. I, hereby, declare that, the entries made by me in the application form are complete and true to the best of my knowledge and based on records.

2. I, hereby, undertake to present the original documents immediately upon demand by the concerned authorities of the institution.

3. I, hereby, promise to abide by the admissible rules and regulations, concerning discipline, attendance, etc, of the institution, and also to follow the code of conduct prescribed for the students of the institutions, as in force from time to time and subsequent changes / modifications / amendment made there to. I acknowledge that, the Institutions has the authority for taking punitive actions against me for violation and/or non - compliance of the same.

4. I, understand that 100% attendance in classes in compulsory and I commit myself to adhere to the same. I also understand in case my attendance falls shorts. for any reason, the competent authority of the institution may take such punitive action against me, as may be deemed fit and proper.

5. I, hereby declare that, I will neither join in any coercive agitation/strike for the purpose of forcing the authorities of the institution to solve any problem, nor I will participate in any activity which has a tendency to disturb the peace and tranquility of life of the campus and/or its hostel premises.

6. I, hereby declare that neither I will indulge in, nor tolerate ragging, in any form, even in words or intentions, and I accept to give an undertaking in the prescribed format for the same.

7. I, understand that as per rules and regulations of the institute, I will not be permitted to possess or use cell phones and any motorized vehicle inside the institution campus,

8. I, hereby declare that, I shall be solely responsible for my involvement in any kind of undesirable / in disciplinary activities outside the campus, and shall be liable for punishment as per the law of the land, I further understand that, the institute shall in no way provide any support to me and will not be hold responsible for my any such action.

9. I, further declare to inform that, my admission may be cancelled at any stage, if a am found ineligible and/or the information provided by me are found to be incorrect.

10. I, hereby undertaken to inform the institution about any changes in information submitted by me, in the application form and any other documents, including change in addresses and phone nos., from time to time.

Date:

Signature of Student

## DECLARATION BY PARENT / GUARDIAN

I, ..... the parent / Guardian of the above student assure you that my son/daughter/ward will abide to the above referred items.

Signature and name of the parent/Guardian

Occupation:

Address :