



# SENGUNTHAR ENGINEERING COLLEGE

(AUTONOMOUS)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

Recognized Under Section 2(f) & 12(B) of the UGC Act, 1956

NAAC Accredited with 'A' Grade

TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU



16.11.2022

## REGULATIONS / GUIDELINES FOR STUDENTS

With effect from 01.01.2023

College Timings for the students

Class Timings: 9.15 a.m. to 4.40 p.m.

Period / Time	1	2	Break	3	4	Break	5	6	Break	7
	09.20	10.10	11.00	11.15	12.05	12.55	1.50	2.40	3.30	3.45
	-	-	-	-	-	-	-	-	-	-
	10.10	11.00	11.15	12.05	12.55	01.50	2.40	3.30	3.45	4.35

### General Instruction to the Students

Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.

- All the students shall wear their identity card while boarding on the college bus itself and inside of the college premises & until get down from the college bus.
- The students are instructed to clear all the dues before the commencement of the respective semester. If not, the students are not permitted to attend the classes.
- All the students are expected to be present in the class well in advance. Late coming will also result in loss of attendance for the corresponding hour.
- No student shall leave the class room during the class hours.
- Students having lab sessions in the FN or AN, have to report to the lab directly in time.
- Girls and boys should maintain social distance and academic decorum inside the college campus.
- Movement Authorized form should be obtained from the competent authority (ies) for all the movements inside the college premises.





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- Students can leave the campus during class hours only after getting a gate pass from the Principal/ HoD, or the tutor and after making entry in the Gate Register maintained by the Gate keeper.
- All students shall leave the classes immediately after the last hour. Students are not to stay back in the class room/ lab beyond normal working hours unless there is special permission/special class.
- No students shall wander or gather in verandah, corridor, and staircase etc.
- Canteen and stationary store to be visited only during intervals and non working hours. Unauthorized absence from the class will attract disciplinary action.
- All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned class advisors. Application for medical leave shall be accompanied by valid Medical Certificates.
- All kinds of tattooing, body piercing, hair styling and costumes that goes against the existing social norms and which could go against the spirit of SEC academic values will be referred to the discipline committee. All male students are expected to be with well shaved face, neatly trimmed and combed hair.
- Students are expected to maintain silence in the academic buildings. Any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
- All the class rooms shall be kept neat and tidy, personal belongings such as shoes and lab coats shall not be stored in the class rooms.
- Consumption of intoxicants / psychotropic substances in any form or smoking or using chewinggum, panmasala etc. are strictly prohibited.
- Students who are found using drugs or in a drunken state or smoking will immediately be dismissed from the college.
- It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.





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- Carefully handle the furniture, equipments, fixtures and appliances of the college. Careless handling/misuse of the above could result in personal injuries or damage to Property.
- Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of Replacement/repair with fine.
- Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- Students should not indulge in any activity leading to the disruption of peace, discipline and dislocation of normal work in the college and hostel premises. Those found to be guilty will severely be dealt with.
- Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
- Attending all the Continuous Internal Assessment Examination is mandatory for all the students.
- Identification of any valuable things found inside the college campus should be handed over to Dean Student affairs.
- Any kind of violation against female students can be reported to the Women Development Cell Coordinator.
- The worse treatment of first year students in the name of ragging is strictly prohibited.
- Ragging in any form is not permitted in the college/ hostel and those who violate will be expelled from the institution and action as per government rules will be initiated. On April first, fooling of any sort is not permitted in the college/ hostel. Any violation will seriously be dealt with.
- Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.





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## Mobile Phone Usage in the college Premises by the students

Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

- The mobile phones shall be kept off in college premises.
- All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
- Students violating the above rules will be fined and the confiscated mobile phones will be returned to the parents or to the students only after the completion of their course.

## Dress Code for the Students

All the students are expected to come only in formal dress. Practical's and Workshops: Appropriate uniforms that are stipulated i.e, lab coats, shoes etc., should be worn.

Do's		Don'ts
<b>Male students are supposed to wear...</b>		<b>Male students are NOT allowed to wear...</b>
<u>Shirts</u>	Full or Half sleeved shirt	Short shirts, shirts with embroidery
<u>Trousers</u>	Trousers with shirt neatly tucked in	Casual trousers
<u>Shoes</u>	Shoes/strapped sandals	Chappals
<b>Female students are supposed to wear....</b>		<b>Female students are NOT allowed to wear...</b>
<u>Saree</u>	Formal saree and blouse with normal sleeve	Half saree, sleeveless blouse
<u>Salwar Kameez</u>	Regular Salwar Kameez with side slits from below the hip line with normal sleeves	Salwar Kameez with side slits from above the hip line and with short sleeves, Jeans, Legging, Short kurthis, etc
<u>Chudidhar</u>	Long Kameez with side slits from below the hip line and Chudidhar pants or loose fitting leggings	
<b>Formal Occasions (Important Functions)</b>		
<b>Male students are supposed to wear...</b>		<b>Male students are NOT allowed to wear...</b>
<u>Uniform</u>	Pant, Shirt, Tie with Blazers and Shoes	Short shirts, Jeans, T-shirts and Chappals
<b>Female students are supposed to wear....</b>		<b>Female students are NOT allowed to wear...</b>
<u>Uniform</u>	Neat dressing of saree, <u>Salwar Kameez</u> , <u>Chudidhar</u>	Half saree, Jeans, Legging, Short kurthis, etc





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## Attendance

- Students are expected to be in their seats before the teacher enters the classroom.
- If the student is not present when the attendance is taken, he/she will not be given attendance. Absent for an hour will be treated as leave for half day.
- Students should earn the Attendance as per the regulations of the Institution/ University concerned to appear for the End Semester Examination/ University Examinations and those who fail to maintain it will not be permitted to write the exams.
- Medical Certificate for illness will be accepted but attendance will not be given for the absence even for genuine reasons.

## For Two Wheeler Motorists

- Driving License and Wearing Helmet are mandatory for all the Two Wheeler motorists of the institution.
- Students (both day- scholars & hostlers) are not permitted to use vehicles in the College Campus. Day-scholars shall park their vehicles in the designated places near the entrances.
- Two Wheeler and Four Wheeler Motorists should possess driving license. Two Wheeler Motorists should wear a Helmet and Four Wheeler Motorists should wear a seat belt while driving.
- Motorists should follow the motor vehicle act as per the government norms from time to time.

## For Day scholars using college Transport

- The students must be possessed valid bus pass from the Transport In-charge and is required to produce it as and when asked by any staff commuters.
- Using cell phone inside of the college bus is strictly prohibited.
- Identification of any valuable things inside the bus should be handed over to the Transport In-charge.





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## General Rules and Regulations to be followed by Students in the Hostel:

- The students should stay in the room allotted to them by the Deputy Warden / Tutors. They should not interchange their rooms without the knowledge of the Deputy Warden/ Tutors. Furniture should not be interchanged. The inmates should always keep the room(s), bath rooms and toilets neat and tidy. They should put the waste into the dust bins. Students should not increase their own facilities in their rooms, as this might give inconvenience to other roommates.
- Students are permitted to the hostel only after the clearances of the all hostel dues before the commencement of the respective semester.
- Playing cards or any other form of gambling and playing audio and video are strictly prohibited in the hostel premises.
- Smoking, drinking, discussing about politics and religion, writing or marking on the walls or pasting posters etc., are prohibited in the hostel premises. Religious gatherings, prayer meetings, bajans etc., are not permitted in and round the hostel campus.
- Students should not use rude language towards the hostel staff. Those who try to assault or attempt to assault the staff or fellow students of the institution or hostel will be expelled from the institution.
- Students are not allowed to organize or attend any meeting in the hostel without getting the permission of the warden.
- No student should stay in the hostel during the college working hours without the permission of the Warden / Deputy Warden.
- Day scholar students are not permitted to enter into the hostel. No member is permitted to entertain any students of other institutions. The penalty for disobeying this rule will be very severe.
- No student / Visitor / Guest will be permitted to enter the college premises, after 7.00 p.m.
- Students are not permitted to play outdoor games inside the hostel premises.
- Students should lock their rooms with their own locks before they leave. They should ensure that light or fan is switched off, failure of which is liable for fine.





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When all the inmates go out of their rooms, they should see to it that the windows and doors are locked to avoid possible thefts.

- Students should follow the mess timings as per the schedule displayed in the notice board from time to time. Students should bring their own plates, tumblers, etc.
- Students are supposed to maintain cleanliness of the mess and hostel area. Wastage of food should totally be avoided. The students should not enter the kitchen. However complaints if any can be reported to the Warden/ Deputy Warden.
- Requests, petitions, appeals, complaints of any kind should be taken to the notice of Warden / Deputy Warden.
- No male student are permitted to enter the ladies hostel and vice versa.
- The room shall only be allotted on first come first served basis.
- Apart from the above rules, other rules framed by the hostel authorities from time to time should also be strictly followed. Regarding the hostel rules and regulations, the warden's decision will be the final.

## Copy to

- IQAC
- HODs for staff circulation
- Accounts Section
- Office File
- Transport In-charge



*16/11/2002*

**Principal**  
PRINCIPAL  
SENGUNTHAR ENGINEERING COLLEGE  
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