

RAJALAKSHMI ENGINEERING COLLEGE

THANDALAM, CHENNAI - 602 105
(An Autonomous Institution - affiliated to Anna University)

CALENDAR 2019 - 2020



RAJALAKSHMI ENGINEERING COLLEGE

An AUTONOMOUS Institution
Affiliated to ANNA UNIVERSITY, Chennai

Website : www.rajalakshmi.org

E-mail : admin@rajalakshmi.edu.in

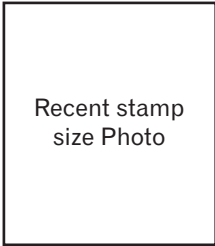
PERSONAL MEMORANDUM - I
(Fill up in CAPITAL letters)

Name :.....

Branch :.....

College Reg. Number :.....

Date of Birth: Blood Group:



Father's Name:.....

Occupation :.....

Office Phone/Mobile Number:

Mother's Name:

Occupation:

Mobile Number:

Residential Address:.....

Parent's Address:

.....

..... PIN.....

Residential Phone (with STD code):

If staying in Hostel, Hostel Room No.....

If staying with Guardian:

Name of the Guardian and Relationship:.....

Address:.....

.....

..... PIN.....

Residential Phone (with STD code):

PERSONAL MEMORANDUM - II
(Fill up in CAPITAL letters)

If staying in a rented place:

Name of the owner :.....

Address:

.....

..... PIN.....

Owner's Phone (with STD code):

I certify that all the data given by me are true.

.....
Student's signature with date

(To contact during the college working time only)

Name of the Class-in-Charge:

(Odd Semester)

Phone No.:

Name of the Class-in-Charge:

(Even Semester)

Phone No.:

Name of the Staff Counsellor:

Phone No.:

Name of the HOD:

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IMPORTANT NOTICE RAGGING - AN OFFENCE

Ragging in any form, in any place or time is a cognizable offence that will attract severe punishment including summary expulsion from the University/College.

In this regard, the Special Secretary to Government, Higher Education Department, Secretariat, Chennai - 600 009 has given the following sections in respect of the Tamil Nadu Prohibition of Ragging Act, 1997.

Section 4: Whoever directly or indirectly commits, participates in, abets or propagates, "ragging" within or outside any educational institution shall be punished with ragging imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

Section 5: Any student convicted of an offence under section 4 shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution.

As per Anna University Regulations of Clause 20, "Every student is required to observe disciplined and decorous behaviour 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"

ABOUT THE COLLEGE

Rajalakshmi Nagar, Thandalam - 602 105

Phone : 0 4 4 / + 9 1 44- 37181111 /12

1. The Sponsor:

Rajalakshmi Engineering College was established in the year 1997 under the aegis of Rajalakshmi Educational Trust. Mr. S. Meganathan, B.E., F.I.E. is the Chairman of the Trust comprising of members with rich experience in the field of Education, Industry, Engineering and Technology.

2. About Us:

Rajalakshmi Engineering College is an autonomous institution affiliated to Anna University and is approved by All India Council for Technical Education (AICTE), New Delhi and Government of Tamil Nadu. No stone is left unturned to maintain exalted standards in imparting academic and practical skills to the students, so that they become accomplished engineers with professional expertise and personal integrity when they complete their B.E./B.Tech./M.E./M.Tech./M.B.A. programmes.

The Major asset of Rajalakshmi Engineering College is its team of eminent and experienced professors, heading the various departments, who are all experts in teaching and research, holding doctoral degrees.

The College is accredited by NBA (National Board of Accreditation) and NAAC (National Assessment and Accreditation Council) with 'A' Grade for its Excellence in imparting Quality Technical Education to the Students.

VISION:

- To be an institution of excellence in Engineering, Technology and Management education and Research.
- To provide competent and ethical professionals with a concern for society.

MISSION:

- To impart quality technical education imbued with proficiency and humane values.
- To provide right ambience and opportunities for the students to make them creative, talented and globally competent professionals.
- To promote research and development in technology and management for the benefit of the society.

THE COLLEGE EMBLEM:

- The icons at the centre of the emblem depict the courses in various disciplines being offered by the college with a global competency.
- The open book and the lamp portray the knowledge acquired by the students, the blossoming of their wisdom and enlightenment in the chosen field of engineering, technology or management.
- The surrounding wheel signifies the skill and innovation with which the students move the wheels of technological progress of the nation, through their discipline and hard work.
- The Lotus signifies that as the stem of the flower unwinds with rising water, so will the reputation of the college be with the growing expertise of its students.

ABOUT THE COLLEGE

Rajalakshmi Nagar, Thandalam - 602 105

Phone : 0 4 4 / + 9 1 44- 37181111 /12

LOCATION AND INFRASTRUCTURAL FACILITIES

LOCATION:

1. The college is located in Thandalam village, 25 km from Chennai, near Sriperumbudur, on the Chennai - Bangalore national highway, in a serene atmosphere, spread over a sprawling area of nearly 50 acres, ideal and appropriate for calm and active learning towards a promising future.
2. Further, leading multinational companies (MNCs) such as Hyundai motors, Saint Gobain, etc., and the SIPCOT industrial park, accommodating numerous industries, promoted by the government of Tamil Nadu are located around the college, providing the right industrial ambience for the budding technocrats.

INFRASTRUCTURAL FACILITIES:

- 1 Academic infrastructure: All the class rooms, Drawing Halls, Laboratories, Workshops, Tech Lounge housing 905 computers, Administrative Block and Reception are accommodated in an overall built up area of more than 8 lakhs sq.ft. A computer laboratory housing 120 computers has been newly created in the Academic Science Block.
2. Hostel: The College provides hostels for girls and boys separately. The hostels are managed by the Warden / Deputy Wardens with students' representatives.
3. Sports and Games arena: Apart from the courts and fields for all the regular games and sports events, a new Futsal foot ball court has been created to encourage the players interested in this game, to gain the skills and confidence in handling the ball.

GOVERNING BODY OF THE COLLEGE

The Governing Body of the college has been constituted to guide and advise the Trust in running the college efficiently and to help the Management in the developmental activities of the college and in its future planning. This body consists of Educationists, Industrialists and Administrators.

MEMBERS OF THE BOARD OF GOVERNING BODY

S.No.	Name of the member	Title
1	Thiru. S. Meganathan, B.E., F.I.E.	Chairman
2	Dr. (Mrs.) Thangam Meganathan, M.A., M.Phil., Ph.D.	Trust Member
3	Thiru. M. Abhay Shankar, B.E., M.S.	Trust Member
4	Dr.M. Haree Shankar, M.B.B.S.,M.D.	Trust Member
5	Mr.K.Jayaramakrishnan, Consultant, Tata Consultancy Services	Trust Nominee
6	Dr.M.Subbiah, B.E., M.Sc.(Engg.), Ph.D. Professor Emeritus, Department of Electrical & Electronics Engineering	Faculty Member of the College
7	Dr.T.Thamizhselvan, M.E., Ph.D. Assistant Professor, Department of Electrical & Electronics Engineering	Faculty Member of the College
8	Mr.R.Vijayakumar, Manager, Rajalakshmi Automobiles Pvt. Ltd.,	Industrialist – Management nominee
9	Prof.R.Govindarajan, CAS Department of Computer Science & Automation, IISc, Bangalore	UGC Nominee
10	Dr.J.Sreerambabu, Assistant Director (Planning), Directorate of Technical Education, Chennai	State Government Nominee
11	Dr.S.Rajendra Boopathy, Professor, Department of Mechanical Engineering, Anna University, Chennai	Anna University Nominee
12	Dr.S.N.Murugesan, M.E., Ph.D. Principal	Member Secretary / Ex-Officio

COURSES OFFERED

Four Year B.E. Degree Courses:

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

Four Year B.Tech. Courses:

1. Biotechnology
2. Chemical Engineering
3. Food technology
4. Information Technology
5. Computer Science and Business Systems

Post Graduate Courses:

1. M.B.A. Master of Business Administration
2. M.E. (Avionics)
3. M.E. (Communication Systems)
4. M.E. (Computer Science & Engineering)
5. M.E. (Embedded Systems Technologies)
6. M.E. (Engineering Design)
7. M.E. (Medical Electronics)
8. M.E. (Software Engineering)
9. M.Tech. (Biotechnology)
10. M.Tech. (Data Science)

Doctoral Programmes:

1. Ph.D. – Biotechnology
2. Ph.D. – Biomedical Engineering
3. Ph.D. - Computer Science and Engineering.
4. Ph.D. - Electronics and Communication Engineering
5. Ph.D. - Electrical and Electronics Engineering.
6. Ph.D. - Information Technology
7. Ph.D. - Mechanical Engineering
8. Ph.D. – Chemistry
9. Ph.D. - Mathematics

PRIZES, AWARDS AND SCHOLARSHIPS FOR MERITORIOUS STUDENTS

The college has been prompt and generous in recognizing, appreciating and encouraging meritorious students towards excellence in curricular, co-curricular and extra curricular activities.

(1) Cash Prizes, Certificate of Appreciations and Books are awarded for the following achievements:

- 1.1 For the Students securing First and Second rank in the University Examination every semester in their respective branch of study.
- 1.2 For the Students who earn 100% attendance in every academic year.

(2) The Raghavan Memorial Merit Award:

This award is presented to the college Topper of the year, among all branches of First Year Students. The Award entitles waiver of the tuition fee for one year.

(3) The Lady Parvatham Trust Award:

This award is presented to the student who secures second rank among all the branches of I year students. The award is offered text books for the ensuing V semester of his/her branch of study. The student who secures first rank among all branches of II year and also the student who secures first rank among all the branches of III year also awarded with cash prizes from this trust award.

(4) GIRI Memorial Endowment Award:

This award is presented to the "Best All Rounder" of the outgoing batches of students.

(5) Thiruvengadam Sivasailam Endowment Prize:

"Endurance Award"

This award is presented to the student who endures hardship due to family, financial background, health problems and even earlier academic misadventure and at the end comes out with flying colours as a result of unrelenting perseverance.

(6) Prof. V.N. Srinivasan Memorial Award:

This award is presented to the "Best Innovative Project" done by the students.

7. PA Ramakrishnan Memorial Prize:

This prize is awarded to students with high proficiency in Mathematics based on their marks in the XII class and in the I, II and III semesters of B.E./B.Tech. programmes.

8. REC Faculty Endowment Award:

This award is given to students for putting in hard work and pursuing their studies in spite of many adversities in their life.

9. Shri S. Meganathan Entrepreneurship Award:

This award is given to the student who excels in Entrepreneurship activities.

10. Shri K. Sankarathanu Pillai Merit Award:

This award is given to a student who contributes immensely towards concerns of societal importance.

11. VOC Memorial Award

This award is presented to the Best outgoing student of Aeronautical Engineering branch.

12. GCT 70 Batch Award

This award is presented to the Best outgoing student of Mechanical Engineering branch.

13. Prizes for Sports and Cultural Activities:

Promotion of Sports and Cultural Activities is essential for the all round growth of students and such participation in Sports and Cultural activities are encouraged through Special Prizes which include

- i. Gold, Silver and Bronze Medals.
- ii. Cash Awards, Prizes and Certificates.
- iii. Cups and Shields.

LIBRARY

1. The College Library possesses a collection of over 57,500 volumes, 13,890 titles on various disciplines of Engineering and other subjects. The library subscribes to 347 national and 2,235 international print and E-journals for the use of faculty and students. 4090 Journal back volumes are available.
2. The library has a separate 'Electronics Resources Wing' with more than 4050 CD ROMS and digital library to access online e-journals.
3. The books are arranged and classified according to the Dewey Decimal Classification Scheme. Open Access System is followed in the library.
4. The college is an institutional member of the Anna University Library and Institution of Engineers India, in order to facilitate the staff and students to have access to the resources from these libraries also.
5. All students and staff are members of the college library.

The rules to be observed are given below. The unique aim of framing these rules is to ensure the library usage is to its fullest extent.

1. All members shall sign in the register provided at the entrance as a token of their acceptance to adhere to the rules of the library.
2. Under no circumstances, personal books, files and other articles (except a small note book or loose sheets of paper) will be allowed inside the library.
3. Strict silence shall always be maintained in the library.
4. Any marking or writing in the books by the members is strictly prohibited.
5. Members are solely responsible for any damage caused to the books or other property in the library and in that case, they must make arrangement to replace them.

6. Misbehaviour in the library will lead to cancellation of membership and also to serious disciplinary action.
7. Use of mobile phones not permitted inside the Library. If possessed it should in SWITCHED OFF mode.
8. Notwithstanding these rules, in all matters, the decision of the authorities of this institution will be final.

WORKING HOURS :

Monday to Saturday : 7.30 am to 7.30 pm

The issue counter will function from 7.30 am to 7.00 pm from Monday to Saturday.

LIBRARY CARDS:

1. The issue of library cards is regulated as follows:
Under Graduate Students - 4 Cards
Post Graduate Students - 4 Cards
Teaching Staff - 4 Cards
2. Student members can obtain membership cards from the library only on producing their identity cards.
3. Library cards are not transferable.
4. Only one book can be borrowed on each card.
5. Members are responsible for all the books borrowed on their cards.
6. Student members have to produce identity cards along with library cards at the time of borrowing books.
7. The books borrowed from the college library should be returned by the students at the end of the academic year and "No Dues Certificate" must be obtained. Staff members leaving the college by resignation etc., should also return the books borrowed from the library and "No Dues Certificate" must be obtained.
8. Loss of Library cards should be reported to the Librarian in writing.
9. Duplicate cards will be issued on payment of penalty of Rs.200/- for each card and on an undertaking that the member concerned will continue to be held responsible for any loss arising from misuse of

ISSUE AND RETURN OF BOOKS :

1. Books other than reference books and periodicals will be issued to student members for a period of 14 days. For teachers, the period of issue is two months.
2. Two renewals of books will be allowed provided there are no reservations against these books. For renewals, members must present books in person.
3. Before leaving the issue counter, members must satisfy themselves that books issued to them are in good condition.
Any damage to the book should be immediately reported to the Librarian, failing which, the members to whom the book is issued, will be held responsible for the damage.
4. Books which are in demand may be issued for a short period and books lent may also be called at any time.

5. Absence from college will not be permitted as an excuse for delay in returning the books.

OVER DUE CHARGES :

1. For default of return of books on the due dates indicated on the slips, the following rates of over due charges will be levied.
2. First Week Re. 1/- per day and Second week onwards Rs. 5/- per day.
3. If a book is not returned within eight weeks from the due date, the cost of books plus over due charges will be levied.

LOSS OF BOOKS :

1. Loss of books, if any, should be reported to the Librarian immediately and it shall be replaced by the borrower with another good copy.
2. If the borrower is unable to replace the book lost within the time fixed, twice the cost of the book lost, plus over due charges will be levied.

RESERVATION OF BOOKS:

Reservation of books which have been issued already is possible. The reserved books after their return will be kept at the counter for two consecutive days for issue to those who have reserved them. If they fail to collect the said books within two days, these books will be issued to the members in waiting list.

TRANSPORT:

1. The college runs AC buses in all the 89 routes, providing transport facility to the students and staff from various places in the city, Tiruvallur, Kancheepuram, Arcot, Arakkonam, Vellore and Chengalpattu.
2. The number of buses is being increased corresponding to the increase in the intake of students.
3. Regarding route details please refer to the college website www.rectransport.com

FACULTY AND ADMINISTRATION:

Rajalakshmi Engineering College ensures that adequate number of experienced and well qualified faculty members are available in all the departments with large number of them holding Ph.D. degree. All the administrative and supporting sections of the college are also well organized.

CENTRE FOR SPONSORED RESEARCH AND CONSULTANCY (CSRC):

There is an active Centre for Sponsored Research and Consultancy (CSRC) engaged in sponsored research projects on various topics of current interest. Particular mention should be made of Centres of Excellence in Machine Vision (CEMV) and MEMS and Micro-fluidics (CEMM).

CSRC also enables number of projects being carried out in the various academic departments.

TRAINING AND PLACEMENT:

A dedicated placement and training cell is functioning effectively, arranging for extensive training and value added programs by experts and also for recruitment by reputed companies. Residential Employability Training Camp is organized during summer and winter vacation for our third year B.E. / B.Tech. students in collaboration with TCS and other experts drawn from reputed organizations.

RULES AND REGULATIONS TO BE OBSERVED IN THE COLLEGE

Rajalakshmi Engineering College is imparting the best technical education and also inculcates discipline among the students so that they are trained as excellent engineers.

A. General:

1. Dress code must be adhered strictly in class rooms and laboratories during regular working days, special classes, assessment tests, end semester examinations, project sessions and any other activity inside the college campus.
2. The College normally works from 8.00 am to 3.00 pm.
3. Students are required to be regular and punctual to the classes. Students are expected to be in the class at least 5 minutes before the commencement of the period. This applies to dayscholars as well as hostel students.
4. To maintain order and discipline, students arriving after 8.00 a.m. will not be permitted to enter the campus.
5. Students should maintain perfect order and strict silence inside the Lecture hall/Drawing hall/ Seminar hall/Laboratory/ Workshop/Library.
6. Students should be attentive in the class. They should bring calculators everyday and drawing instruments and charts whenever needed. Observation notebook should also be brought to the laboratory classes regularly. Record of experiments done in a particular class should be submitted in the next laboratory class. Those who do not submit assignments and record note books in time will not be eligible for attendance.
7. Use of Mobile phones inside the Class rooms, laboratory, seminar halls, library, workshop or during formal meeting is strictly prohibited. Phones if possessed have to be only in switched off mode.

However, the students are permitted to make emergency calls during their official lunch break in the following places:

- i) Inside the Tamil Café
- ii) Inside the boundaries of Hut Café
- iii) Inside the Indoor Auditorium
- iv) Café Coffee Day
- v) Playground

Using mobile phone for playing video games, viewing movies, listening to songs etc. anywhere, anytime inside the campus during college hours will lead to the confiscation of mobile phones.

Electronic gadgets and mobile phones (whether in ON or OFF mode) inside the examination hall will be confiscated.

Further, it should be noted that keeping mobile phone in the SWITCHED ON MODE, in any place other than the above mentioned locations and time is strictly prohibited and any violation of this instruction will lead to confiscation of the mobile phone. Mobile phones once confiscated will not be returned and any representation in this regard will not be entertained. Taking photographs using mobile phones or any other gadgets inside the college campus, without proper permission, is a punishable offence.

8. The students should sit in the class room in an orderly manner, occupying from the front desk onwards. Unnecessary movement from one bench to another bench inside the class room should be avoided. Movement outside the class room in between Lectures should be minimum and for valid reasons only, with movement slip or calendar entry. During college working hours, students can visit the library, only during library periods mentioned in their time table.
9. Students should not celebrate any function by themselves like Friends day, Birthday, Valentine's Day, Teachers' day, Annual day, New Year, Holy etc., within the college campus. Possession and use of crackers, on any occasion either inside the campus or areas leading to the campus is strictly prohibited. Students found to have caused any damage to the assets of the college (equipment or furniture or any other infrastructure) will be punished, besides being penalized for the cost of the damages. Possession of lethal weapons is strictly banned and is punishable.
10. Writing on the desks in the class rooms and on the walls and lifts or sitting on the parapet wall should be totally avoided. The waste materials should be put in the dust bins provided. Students are expected to cultivate the habits of maintaining a clean and green campus.
11. Entry into and exit from the College and hostel should only be through designated points / gates. Riding Scooters / Motorcycles inside the campus is not permitted.
12. Posting any picture / photo / text pertaining to faculty, staff or student or building / portion of building in any website, including social networking sites or any other form of public domain is a serious offence.
13. Eating and chewing inside the classrooms during class hours is strictly prohibited. Students are not allowed to go to the canteen/snacks outlets/ Xerox shop / REC Mart during class hours without permission in writing by the concerned faculty or HOD. Any student who behaves in a distracting or indisciplined manner in the class will be sent to the Principal's office and suitable action will be initiated.
14. Students are not permitted to loiter around the areas from REC Transport Department to Temple gate side, Bus Parking Area and the fencing area behind/surroundings of Civil Lab., B.Arch. block, Garbage dump area, Indoor Auditorium.
15. Possession or consumption of alcohol or any form of narcotic drugs or smoking in any form is strictly prohibited.
16. Students forming unnecessary group, organizing, supporting, involving in the protest, demands if any, manhandling among the students, inviting support of outsiders for any reasons, use of digital mode for such issues, give hindrance to smooth functioning of college system in any manner are strictly prohibited and will lead to severe disciplinary action.
17. The use of digital mode or in any form to malign/ defame of any fellow students, faculty, staff members, college reputation is a punishable offence besides initiating legal procedures.
18. If the occasion demands, the college authorities will initiate search operations to check any students personnel belongings such as mobile phones, electronic gadgets, their vehicles at any time.
19. Students are advised to contact class incharge, class counselor, HOD, Dean or the Principal in case they need any special requirement.
20. If day scholars remain in the campus after the college hours for attending special classes / laboratory / sports activities / co-curricular activities, library etc., they are expected to remain in the respective area only.

B. Identity Cards:

1. Students should wear their identity card inside the campus and in the College Bus.
2. Identity Card relates to individual identity only and should not be misused by others. If misused, strict disciplinary action will be taken.
3. Loss / Damage / Defaced identity cards should be reported immediately in writing to the Principal and fresh ID Card may be obtained from the administration department by paying the prescribed fees.
4. In case, the original ID card is not brought for Unit tests/ CAT / University examinations / End semester Examinations, students can secure temporary ID card from the admin. office by paying the prescribed charges. The validity of this temporary ID card is for that day only.
5. The following are the charges related to ID cards:
 - (i) Rs. 30/= for tag and Rs. 20/= for holder
 - (ii) Rs.100/= for damaged/defaced/any correction
 - (iii) Rs.100/= temporary ID card with one day validity
 - (iv) Rs. 100/= for loss of ID card final semester students and Rs. 500/= for all others. A Student should not apply for new ID card if they one already issued have been taken by a faculty / HOD or Transport department or Student Care Executives for some issues.
 - (v) Rs.200/- for possession or wearing Identity Card of other students on any occasion.
6. Possession of fake/ photocopy / Xerox of identity cards is objectionable and action will be initiated and following charges will be levied:
 - (vi) Rs. 500/= incase the student has the original Id card.
 - (vii) Rs.1000/= in case the student does not have the original ID card.

C. Bus pass and Transportation:

1. Students who possess the valid bus pass only are permitted to avail the college bus facilities.
2. The students who wish to avail college bus facilities may remit transport charges and to apply for the bus pass within due date.
3. The valid bus passes to be produced on demand to the authorities at any time. Bus fee receipt in lieu of bus pass is not accepted.
4. Loss or damage of college bus pass to be intimated to the Principal in writing and fresh bus pass may be obtained from the transport department by paying the prescribed fees.
5. Possession of self-made/Xeroxed/fake bus pass will be viewed seriously and strict disciplinary action will be taken in such cases.
6. Mobile phone and any other electronic gadgets to be used with head phone only and should not cause any disturbance to the co-travelers.
7. Students should board/alight the bus only at the designated points. Students are advised to be at the boarding point in time to get into the bus on arrival at that point. They should avoid getting into/getting down after the bus has started moving. Students should not unnecessarily move around inside the bus or lie down on the seats during the journey. Foot board travel is strictly prohibited. The students will not be permitted to alight enroute, during onward journey to the college. Students should travel only by the bus route indicated in the bus pass.

8. The seating arrangements allotted for the girl students, boy students and for the staff to be followed.
9. The hostel students may avail the college bus facilities while they are going on leave or in an emergency, with valid leave/gate pass subject to the availability of seats in the college bus.
10. As stipulated in the campus, the students should refrain from any undesirable activity inside the college bus such as shouting, dancing, ragging, any unruly behavior, celebrations of any festivals, bus day, birthday, send off parties etc. or contributing and collecting money for any such celebration. Carrying of inflammable materials /Fire crackers in the college bus is strictly prohibited and severe disciplinary action will be initiated if this rule is violated.
11. The instructions given by the Bus in-charge, faculty and staff members traveling in the college bus, should be strictly followed.
12. Discipline and good manners should be maintained in the college bus.

D. Use of personal Two wheelers/ cars:

Students are strongly advised to avoid driving two wheelers or cars to commute, since driving in the highways is highly risky.

E. Dress Code:

The students are expected to maintain a decent dress code as follows in the campus on all occasions:

1. Boys: formal Trousers, formal Shirt with formal Shoes (Jeans pant and Jeans shirts to be avoided).
2. Girls: Churidhars with Dhupatta properly pinned on both sides and formal Shoes. Girls are advised to use proper hair clips and not to flaunt loose hair.
3. Boys & Girls : White coat with Black Shoes for all Laboratories except Computer Laboratory and Workshop. Gray coat: For workshop practice.

F. Attendance Requirements:

1. The college will work for 90 teaching days in every Semester of the academic year.
2. Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as medical / participation in sports, the student is expected to attend a minimum of 75% of the classes for every course of the semester.
3. The Students should not be absent/take leave without prior permission from the Head of the Department concerned. Any unauthorized absence will be viewed seriously and liable for punishment. If anyone is absent due to unavoidable reasons, it should be informed to the Class Teacher by phone/mobile/through college email, followed by a leave letter.
4. Students who are absent on unavoidable medical reasons, should inform the HOD and get oral permission over the phone. The approval of this medical leave should be obtained from the Principal positively on the day of reporting to the college, after submission of relevant medical records.
5. If any student is on unauthorized absence for a continuous period of FIVE days, he/she shall be deemed to have been removed from the rolls of the college. Such students may be readmitted provided:

- (i) A request is made to the Principal explaining the reasons for his/her absence;
 - (ii) The Principal is fully satisfied about the genuineness of the explanation
 - (iii) after paying a readmission fee of Rs.1,500/-
6. Parents are informed through SMS, in case their ward is absent for the college on any day.

G. Academic Standards:

1. Students should attend all tests with good preparation and show good academic progress. Willful and unauthorized absence will be taken as a serious deviation and will be penalized suitably.
2. Consistent high level of performance of students in all the tests is emphasized for maintaining good academic standard.
3. Students should go through all the regulations governing the autonomous programme, stated in the book - Regulations 2017 and be familiar with all of them.

RULES AND REGULATIONS FOR HOSTEL INMATES

Students who are desirous of staying in the Hostel should give their option to stay in the hostel in the prescribed form.

1. Students must occupy the rooms allotted to them by the Warden (Principal).
2. Ragging is strictly prohibited anywhere inside as well as outside the hostel campus. If anyone is found to have indulged in ragging, he / she will attract severe punishment as per Supreme Court order and laws in force.
3. Students must be present in their respective rooms before the attendance is taken or close of students' outing time.
4. Students should not abstain from the hostel without prior permission from the Principal / Dy.Warden. Consequences of any violation will be solely on the parents and the student.
5. Students should report to the Dy.Warden on or before the permitted time, without fail. Those who violate this rule on more than 3 occasions will be removed from the rolls of the Hostel. Such students will be readmitted only at the sole discretion of the Principal and on payment of Rs.2,000/- towards readmission fee.
6. Parents are requested to give a list of authorized visitors / local guardians. Visitors other than those in the list will not be permitted to meet the students in the hostel. Visitors are allowed on holidays from 11.00 am to 6.00 pm only.
7. No Student will be allowed to leave the hostel based on a phone call, unless authorized by the Principal / Dy.Warden.
8. Students will be permitted to go home or visit the local guardians on request, only once in a month with prior permission.
9. Students should refrain from anti-social and undesirable activities such as altercation, fighting with each other, possession and consumption of alcohol, tobacco or any narcotic drug, gambling, ragging etc.

10. Any Student, wishing to attend a function at home, marriage or any other ceremony should ask their parents to make such request to the Dy.Warden. Such request will be considered on merit by the Principal.
11. Students should focus only on their studies during the prescribed study hours and should not create any nuisance to others. Absolute silence shall be maintained. Defaulters will be liable for punishment.
12. Students having any grievance should report to the Dy.Warden and should not deal with the problem directly with other students or hostel/mess staff.
13. Electrical fittings and furniture should be returned in good condition. Any damage will be charged to the inmates. Unauthorized electrical fittings and gadgets should not be used in the hostel rooms. Students should switch off the electrical appliances and close the water taps when not in use and are responsible for wastage of electricity and water.
14. Students are responsible for the cleanliness of their rooms and upkeep of the furniture, electrical and other fittings available in their room in order and the service of the house keeping staff may be availed as and when needed.
15. Students who do not pay the hostel dues or are found guilty of misbehavior or bad conduct inside or outside the Hostel campus, willful damage to property and indulging in altercation with any fellow-students or with any staff members will be expelled from the hostel.
16. Display of any type of objectionable posters / calendars/use of social media for such activities inside the hostel premises is strictly prohibited. Anyone found violating this rule shall be fined Rs.500/- the first time. Any further violation will be severely dealt with.
17. Students should avoid keeping any vehicle or costly items with them. They should keep their belongings safely and at their own risk and responsibility.
18. Mess utensils will be provided to the students. However, the inmates may also bring their own utensils like tumblers, plates etc., for their use. In no case, residents can enter the kitchen either to collect food or communicate any grievances regarding food with kitchen staff. Grievances should be recorded in the register maintained for the purpose. Students are advised to avoid food wastage in the mess.
19. Finger print impression is mandatory for all the inmates in the hostel premises. If anyone violates this, stringent action will be taken against them.
20. Hostel fees shall be paid in full for availing hostel facilities. Hostel facility should be availed for the full year only and not for part of the year. No refund of Hostel fees will be made, if hostel is vacated in the middle of the Academic year.
21. Students should vacate the Hostel after the completion of the even semester exams and can rejoin in the next academic year on full payment of Hostel fees. No student shall enter the Hostel campus without obtaining the renewal of hostel admission in writing.
22. Laundry facility is available in the campus for the benefit of the students.
23. Celebrations of any festivals, parties, functions, collection/contribution of money for any purposes, possession and bursting of fire crackers, inflammable materials, lethal weapons are strictly prohibited.

24. The hostel inmates are to leave hostel rooms/hostel mess 15 minutes before the commencement of 1st period of class. Hostel students will not be permitted to re-enter hostel premises during the class hours except on medical grounds or any other genuine reason authorized by the college authorities.
25. Unauthorized stay inside the Hostel during class hours will be viewed seriously.
26. Day scholars are not allowed to visit the hostels on any account.
27. Hostel students are not permitted to enter the academic / administration sections of the campus even after the college working hours with T-Shirt, half Trousers, etc.

Games and Recreation timings:

On working days, games timings : 3.00 pm to 5.30 pm.

Watching TV is restricted to Holidays only, that too between 10.00 am and 6.00 pm only. (Further restriction on this will be imposed before the examinations)

Study Timings:

Students should maintain absolute silence during study time.

Morning : 05.00 am to 07.00 am
 Evening : 06.00 pm to 07.30 pm
 & 08.30 pm to 10.30 pm

Hostel Mess:

Hostel Mess is run by the Management through private contractors, under the guidance of the Principal and Administrative Officers. Vegetarian food is served in the hostel. Mess charges are collected on an annual basis, before the commencement of the academic year. The following mess timings should be strictly adhered to by all the inmates.

Mess Timings	Working Days	Holidays
Breakfast	06.45 am to 07.45 am	08.00 am to 09.30 am
Lunch	11.50 am to 01.30 pm (timings as per the class time table)	12.30 pm to 02.00 pm
Dinner	07.30 pm to 08.30 pm	07.30 pm to 08.30 pm






Students should come to the mess in proper dress. Students should be polite and courteous to the mess staff. Misbehavior inside the mess should be avoided.






The college has all the rights to change the rules and regulations from time to time as and when the situation warrants, without prior intimation.

RAJALAKSHMI ENGINEERING COLLEGE

ACADEMIC CALENDAR - ODD SEMESTER 2019-20 - 1 YEAR (I Semesters) (AUTONOMOUS)

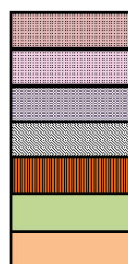
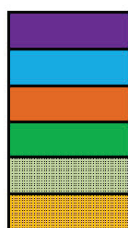
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
July	30	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
August					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
September	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
October			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
November						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
December	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

	Reopening date
	Testing week
	CAT Exam
	Govt. Holiday
	Monday working

	Parent Teacher Meeting
	Online feedback
	General Counseling
	End Semester Practical
	End Semester Theory

RAJALAKSHMI ENGINEERING COLLEGE
ACADEMIC CALENDAR - EVEN SEMESTER - 2019-20 - I YEAR (II SEMESTER) (AUTONOMOUS)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
February							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
March							
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
29	30	31					
April				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
May						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30



Counseling Form

Date:

Time:

Points Discussed:.....
.....

Recommendation for future course of action:.....
.....

.....
Signature of the Student

.....
Signature of the Counselor

Counseling Form

Date:

Time:

Points Discussed:.....
.....

Recommendation for future course of action:.....
.....

.....
Signature of the Student

.....
Signature of the Counselor

Counseling Form

Date:

Time:

Points Discussed:.....

.....

Recommendation for future course of action:.....

.....

.....
Signature of the Student

.....
Signature of the Counselor

Counseling Form

Date:

Time:

Points Discussed:.....

.....

Recommendation for future course of action:.....

.....

.....
Signature of the Student

.....
Signature of the Counselor

Counseling Form

Date:

Time:

Points Discussed:.....
.....

Recommendation for future course of action:.....
.....

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Signature of the Student

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Signature of the Counselor

Counseling Form

Date:

Time:

Points Discussed:.....
.....

Recommendation for future course of action:.....
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Signature of the Student

.....
Signature of the Counselor

Counseling Form

Date:

Time:

Points Discussed:.....
.....

Recommendation for future course of action:.....
.....

.....
Signature of the Student

.....
Signature of the Counselor

Counseling Form

Date:

Time:

Points Discussed:.....
.....

Recommendation for future course of action:.....
.....

.....
Signature of the Student

.....
Signature of the Counselor

TIME TABLE - Odd Semester

Name: Branch:

Days	1	2	3	4	5	6	7	8
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								

TIME TABLE - Even Semester

Name: Branch:

Days	1	2	3	4	5	6	7	8
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								

Academic Performance Report
Results (+2 Examination / Diploma)
 (Read, Understand and write in capital letters)

Name of Student :

Year of passing (+2 / Diploma).....

School / Polytechnic :

Address:

+2 Results		
S. No	Subject	% Marks
1	English	
2	Language()	
3	Mathematics	
4	Physics	
5	Chemistry	
6	Comp Science/Biology	
	AVERAGE	

Diploma Results		
S. No	Subject	% Marks
1	Branch	
2	Average - First Year	
3	Average - Second Year	
4	Average - Third Year	
5		
6		
	AVERAGE	

Results (UG Degree)
For M.E., M.Tech and M.B.A. Students

Name of Student:

Degree in :

(Mention Commerce, Engineering, Literature, Business Administration, etc)

College:

University:

Month and Year of passing:

Major subjects studied:

ASSESSMENT TEST PERFORMANCE REPORT

ODD SEMESTER

(THEORY SUBJECTS ONLY)

(WRITE IN CAPITAL LETTERS)

Name:

Roll No.:

S. No	Sub Code	Subject	% Marks (obtained)				
			T1	T2	T3	Average	End Semester
1							
2							
3							
4							
5							
6							
7							
8							
Average Marks (%)							
MINIMUM MARKS (%)							
MAXIMUM MARKS (%)							
ATTENDANCE (%)							
Staff Counsellor with date							
Parent/Guardian with date							
HOD with date							

T1; T2 and T3 are Continuous Assessment Tests

ASSESSMENT TEST PERFORMANCE REPORT

EVEN SEMESTER

(THEORY SUBJECTS ONLY)

(WRITE IN CAPITAL LETTERS)

Name:

Roll No.:

S. No	Sub Code	Subject	% Marks (obtained)				
			T1	T2	T3	Average	End Semester
1							
2							
3							
4							
5							
6							
7							
8							
Average Marks (%)							
MINIMUM MARKS (%)							
MAXIMUM MARKS (%)							
ATTENDANCE (%)							
Staff Counsellor with date							
Parent/Guardian with date							
HOD with date							

T1; T2 and T3 are Continuous Assessment Tests

END SEMESTER EXAMINATION RESULTS

EVEN SEMESTER

S. No	Sub. Code		Grade	Pass/Fail
1				
2				
3				
4				
5				
6				
7				
8				
9				
			GPA	
			CGPA	
		Staff Counsellor with date		
		Parent/Guardian with date		
		HOD with date		

GENERAL COUNSELLING
(Odd Semester)

Counselling Date:

Time:

Name:

College Roll No.:

Semester:

Branch:

Student's Signature:

.....

Remarks:

Counselor's Signature:

Counselor's name:

GENERAL COUNSELLING
(Even Semester)

Counselling Date:

Time:

Name:

College Roll No.:

Semester:

Branch:

Student's Signature:

.....

Remarks:

Counselor's Signature:

Counselor's name:

ANTI-RAGGING COMMITTEE (2019-20)

S.No.	Category	Name
1	Head of the Institution	Dr.S.N.Murugesan
2	Civil	Tahsildar Sriperumbudur Taluk, Sriperumbudur
3	Police Administration	Inspector of Police, Sriperumbudur Police Station, Sriperumbudur
4	Local Media	Mr.C.S. Kotteswaran Senior Journalist, Chennai
5	NGO	Ms.A.Vijayalakshmi Member, Yuva Sakthi Plot No.57, 3rd Street, Karpagambal Nagar, Kottivakkam, Chennai – 600 041
6	Faculty members	Dr.M.Subbiah (EEE) Dr.M.Muthusamy (H&S) Mrs.B.Thilagavathy (ECE)
7	Representatives of Parents	
8	Representatives of Students	First year (2) Higher semesters (2)
9	Administration	Mr.R.Balaji, Administrative Officer
10	Nodal Officer	Dr.P.Vasudevan, Associate Professor / Physics

ANTI RAGGING SQUAD

S. No.	Name	Department	Telephone No.
1	Mr. R. Balaji	Administrative Officer	9445046807
2	Mr. S. Vinod Kumar	CSE	7299951061 / 9884251061
3	Mrs. A. Alice Hepzibah	EEE	9841194026
4	Mr. Suresh Chandra Khandai	AERO	9283130475
5	Mrs.N.Padmasini	BME	9444433099
6	Mr. M. Anand Raj	PHYSICS	9444873580
7	Mr. S. Vaidhyanathan	Student Care Executive	9566270717 / 9790344766
8	Mr. M. Nantha Kumar	Student Care Executive	9790821942 / 9600035412
9	Mr. R. Karthikeyan	Student Care Executive	9790821941 / 8056007647
10	Mr.L.Udayasankar	Student Care Executive	9600312412
11	Mr.V.Vijayakumar	Manager – Mess & Hostel	9500168508
12	Mr.P.Pandiyan	Dy.Warden (Boys Hostel)	9786718178
13	Mr.M.Easwaran	Dy.Warden (Boys Hostel)	7305367218
14	Mr.S.Prabhu Johnson	Dy.Warden (Boys Hostel)	8838515278
15	Mr.G.Rajaram	Dy.Warden (Boys Hostel)	9442832473
16	Mr.P. Radha Krishnan	Dy.Warden (Boys Hostel)	9962263931
17	Mrs.K.Selvanayagi	Dy.Warden (Girls Hostel)	9840952577
18	Mrs.M.J. Sheela Mary	Dy.Warden (Girls Hostel)	8940226756
19	Mrs.S.Vinnex	Dy.Warden (Girls Hostel)	9092736968
20	Mrs.S.Prema	Dy.Warden (Girls Hostel)	8056020567

It's easy to go green!

Let us live and work in a more environmentally sensitive way, by avidly observing the following:

1. Reducing Electricity consumption by
 - Switching off fans and lights when not in use
 - Keeping the use of AC to the bare minimum
2. Using writing paper on both sides
3. Printing only what we essentially need
4. Reducing water consumption by avoiding unnecessary wastage of water
5. Helping us recycle waste in a better way by collecting biodegradable waste

like paper and non-biodegradable waste like plastic, cookie and chips packets in separate bins.

Remember Nature is speaking to us. Are you Listening?

Let's come together to make REC a greener campus.

Safety Guidelines for the Students

All the students are advised to strictly adhere to the following guidelines in the interest of the safety of their belongings.

- Do not leave your bag unattended with valuables when you leave your Class room / Lab. / Canteen.
- High end Mobile Phones/ Mobile Phones with Camera are strictly prohibited inside the campus.
- Please avoid bringing cash, ornaments and costly gadgets including mobiles, digital camera etc.
- In case of remittance of money for any official purpose such as exam fees, please remit the amount to the department coordinator / Class In-charge without any delay.
- Do not open the wallet in the presence of others.
- During examination days avoid bringing any mobiles and other valuables as the bags will have to be kept outside the class room.
- In case of any violation of the above, the institution will not be responsible for any loss.

