



# RAJALAKSHMI ENGINEERING COLLEGE

An AUTONOMOUS Institution  
Affiliated to ANNA UNIVERSITY, Chennai



# CALENDAR 2023-2024

# **RAJALAKSHMI ENGINEERING COLLEGE**

(An Autonomous Institution - affiliated to Anna University)

**THANDALAM, CHENNAI - 602 105**

## **CALENDAR 2023 - 2024**



**RAJALAKSHMI  
ENGINEERING COLLEGE**

Accredited by NBA & NAAC

**Website : [www.rajalakshmi.org](http://www.rajalakshmi.org)  
E-mail : [admin@rajalakshmi.edu.in](mailto:admin@rajalakshmi.edu.in)**



# PERSONAL MEMORANDUM - I

(Fill up in CAPITAL letters)

Name : .....

Branch : .....

College Reg. Number : .....

Date of Birth: ..... Blood Group: .....

Recent stamp  
size photo

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)**

Mobile No.: .....

Name of the Staff Counsellor: .....

Phone No.: .....

Name of the HOD: .....

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## **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.

## **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"



# 1. ABOUT THE COLLEGE

## **The Sponsor:**

The College was established in the year 1997 by the Rajalakshmi Educational Trust, headed by Mr. S. Meganathan, a Mechanical Engineer by profession and a very successful Industrialist and ably administered by Dr. (Mrs.) Thangam Meganathan, an Educationist and an acknowledged Career Guidance Advisor and Mr.M.Abhay Shankar, a graduate in Engineering from CEG, Anna University, a post graduate from Syracuse University, USA, a dynamic leader with expertise in handling modern Renewable Energy systems and Automobile establishments and well versed in planning the further growth of the institution.

Rajalakshmi Engineering College is an autonomous institution affiliated to Anna University and is approved by UGC and All India Council for Technical Education (AICTE), New Delhi. No stone is left unturned to maintain exalted standards in imparting technical knowledge with practical expertise, managerial skills and research capabilities to the students, so that they become accomplished professionals with rich proficiency, when they complete their B.E./B.Tech./M.E./M.Tech. M.B.A./Ph.D. 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 and a team of qualified and dedicated faculty members.

All the eligible programmes offered by the college are accredited by NBA (National Board of Accreditation) and the college is accredited by NAAC (National Assessment and Accreditation Council) with highest 'A++' Grade, for its Excellence in imparting Quality Technical Education to the Students. REC has also secured a ranking in the top 100 at national level among all the engineering colleges in India and placed at 86th rank in 2023, by National Institute Ranking Framework (NIRF).

The college has completed 26 years of dedicated service to the students' community and also to the technological growth of the various sectors of the society.

## **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.

### **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.

## **2. 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 future planning and developmental activities for further growth of the institution. This body consists of eminent 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.	Member (Trust Nominee)
3	Thiru. M. Abhay Shankar, B.E.,M.S.	Member (Trust Nominee)
4	Dr.M.Haree Shankar, M.B.B.S., M.D.	Member (Trust Nominee)
5	Prof.R.Govindarajan CAS Department of Computer Science and Automation, Indian Institute of Science, Bangalore	UGC Nominee
6	Dr. T.V. Gopal Coordinator, Centre for Applied Research in Indic Technologies (CARIT) & Professor, Department of Computer Science and Engineering Anna University, Chennai	Anna University Nominee
7	Dr.T.Gopi Assistant Director (Planning), DOTE	State Government Nominee
8	Dr.C.R.Muthukrishnan, Advisor, Rajalakshmi Institutions, Former Deputy Director, IIT-M & Consulting Advisor	Member
9	Mr.K.Jayaramakrishnan, Consultant, Tata Consultancy Services	Member
10	Dr.M.Subbiah, B.E.,M.Sc.(Engg.),Ph.D., Professor Emeritus, Department of Electrical & Electronics Engineering	Faculty Member of the College
11	Dr.T.Thamizhselvan Professor, Department of Electrical & Electronics Engineering	Faculty Member of the College
12	Mr.R.Vijayakumar Manager, Rajalakshmi Automobiles Pvt. Ltd.,	Industrialist – Management Nomination
13	Dr.S.N.Murugesan, M.E., Ph.D., Principal	Member Secretary / Ex-Officio

### 3. COURSES OFFERED

#### Four Year B.E. Degree Courses:

1. Aeronautical Engineering
2. Automobile Engineering
3. Biomedical Engineering
4. Civil Engineering
5. Computer Science and Design
6. Computer Science and Engineering
7. Computer Science and Engineering (Cyber Security)
8. Electronics and Communication Engineering
9. Electrical and Electronics Engineering
10. Mechanical Engineering
11. Mechatronics Engineering
12. Robotics and Automation

#### Four Year B.Tech. Courses:

1. Artificial Intelligence and Machine Learning
2. Artificial Intelligence and Data Science
3. Biotechnology
4. Chemical Engineering
5. Food Technology
6. Information Technology
7. 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 and Engineering)
5. M.E. (Embedded Systems Technologies)
6. M.E. (Engineering Design)
7. M.E. (Medical Electronics)
8. M.Tech. (Biotechnology)
9. 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
10. Ph.D. - Physics

### **Provision for Honours / Minor Degree:**

Students who join a B.E./B.Tech. programme, if they desire, are given an additional option to take up any one of the following three programmes, from the V semester onwards, provided they satisfy certain criteria, regarding their performance in the first Three semesters. These criteria and the other details are given in the college Regulations-2023 for UG programmes:

- (i) B.E./B.Tech. Honours degree
- (ii) B.E./B.Tech. Honours degree with specialization in the same discipline
- (iii) B.E./B.Tech. Minor degree with specialization in an another discipline, along with the B.E./B.Tech. degree in the chosen discipline

## **4. INFRASTRUCTURAL FACILITIES:**

### **Academic infrastructure:**

All the class rooms, Drawing Halls, Laboratories, Workshops, A computer centre housing more than 700 computers, named 'Tech Lounge', launched in 2017, after 20 years of experience gained in various academic activities, 15 Centres of Excellence and newly created AICTE-IDEA FACTORY, Administrative block and a Reception Desk for internal co-ordination and to guide the visitors to the college are accommodated in an overall built up area of more than 8 lakhs Sq.ft. A computer laboratory with 120 computers in the Academic Sciences Block, for all first year students and separate computer laboratory for each department are also available

### **Lecture Capturing System**

REC, being an institution constantly updating the procedures and practice in tune with growing technology, has introduced for the first time in Chennai, a Lecture Capturing System (LCS) in 2019, as a part of digital transformation, to modernise the teaching methods of the faculty and to enhance the learning experience of the students. Currently, 65 classrooms are integrated with REC-LCS and the students can access the class room lecture content anytime, anywhere and can learn at their own pace by simply logging in to the REC-LCS. Also 60 class rooms are provided with smart TV panels, enabling presentation of PPTs and video lectures.

### **AppleLab**

Apple Learning Labs offer a compact, convenient and exciting way to bring the latest technology tools into the classroom. To provide access to the most

innovative technologies and empower them with highly effective tools to help them achieve success, we recently added 35 Apple iMAC systems in the REC Tech Lounge.

### **Hi-Tech Computer Lab**

A hi-tech computer lab with 210 Desktop PCs equipped with the latest Intel i7 and i5 11th Gen Processor, 16 GB RAM and 4 GB Graphics Card is established on the third floor of the research block to meet the industry 4.0 curriculum and to cope up with the latest Computer Science trends including Artificial Intelligence, Edge Computing, Machine Learning, Data Science, etc.

### **Centres of Excellence and their Activities**

Rajalakshmi Engineering College (REC) has established 15 Centers of Excellence in the campus, engaged in transformative endeavors in various technical domains.

Among the earliest ones, the Center for Machine Vision (CEMV) and MEMS and Micro-fluidics (CEMM) are carrying out research activities in these emerging areas, including funded projects and industrial consultancies. Serving as pioneering platforms, these centers not only foster research but also facilitate industrial training of faculty and students aligned with their academic specialties.

The Center for Digital Manufacturing, equipped with cutting-edge facilities like Industrial 3D Scanners with Blue Light Technology, is presently involved in a project on "Technology Interventions for Indigenous Handcrafted Products of Tamil Nadu", sponsored by the Department of Science & Technology. The Center for Fluid Dynamics caters to the needs of the aerospace and automotive industries, simulating heat and fluid flow challenges for both civil and defense sectors.

REC's Centers of Excellence in Renewable Energy and Electric Vehicles have developed PV-powered Electric Scooters and going ahead with experiments on solar power grid applications. The Center for Sustainable Construction Materials is doing pioneering work on eco-friendly building materials, for societal and industrial benefits.

Promoting data-driven problem-solving research and industrial consultancy, the Center for Data Science focuses on effective solutions for several problems using modern concepts. The Center for Embedded Technology facilitates interdisciplinary research and development in ubiquitous computing systems. Exploring smart systems and intelligent technologies, the IoT centre advances scientific discovery.

The Center of Excellence in Biofilms develops novel anti-biofilm therapeutics, while educating students in this Biofilm field. The center for Medical Imaging tackles imaging challenges and deals with innovative AI-based modalities in the medical diagnostic realm. Bridging gaps between food industries and society, the Center for Food Product Development and Process Design enriches education, research, and skills in this field.

Advancing the study of high-speed jet flows, this Center conducts research on passive flow control methods and noise suppression techniques. The Center for Assistive Technologies develops suitable gadgets for special children and differently-abled individuals, to enable them for leading a comfortable life.

The institution's commitment to entrepreneurship spans digital agriculture, healthcare, sustainable transportation, and more, with a research funding exceeding Rs. 20 crores and Rs. 4.5 crores from industrial consultancies,

Our college is one of the three institutions in Tamil Nadu to secure funding under the FIST by DST in 21-22. An amount of Rs.1.37 crores has been sanctioned for establishing sophisticated analytical instrumentation lab for Bio science.

Recognized as a Host Institution by MSME, REC bolsters young entrepreneurs through infrastructure and funding support. Participation in the MSME Idea Hackathon has recently yielded 4 selected ideas, for a total funding of 1.38 crores, showcasing REC's innovation prowess.

### **AICTE-IDEA Factory**

An AICTE-IDEA Factory has been established at REC and it is equipped with a wide range of modern tools, components and equipment, enabling students, faculty members, research scholars and industry personnel to explore and develop cutting-edge technologies. To cite, some of these emerging areas:

Drone Technology dealing with unmanned aerial vehicles (UAVs), incorporating AI algorithms and high-resolution cameras, capturing visuals, even in inaccessible locations; PCB based control circuits employing necessary hardware tools and Mach3 CNC software, essentially required in the fabrication of all the modern sophisticated equipment and gadgets; IoT which has the potential to transform various sectors in this modern world, by enhancing efficiency, productivity and sustainability; Recent developments in Laser Cutting, CNC Router Machines, 3D Scanning and 3D printing, also known as additive manufacturing, making it ideally suited for rapid prototyping of complex models applied in varied automotive

industries, including robotics, railways and medical implant devices in manufacturing sectors.

This IDEA Factory becomes a significant addition to our rapidly growing Engineering institution, enabling the students to work on innovative ideas, designing, fabricating and testing new products. These planned activities will create new placement opportunities and avenues for start-ups and provide support and guidance to the students to become successful entrepreneurs.

### **Isaac Asimov Robotic Laboratory**

The Isaac Asimov Robotic Laboratory is established to give students hands-on experience in designing, building, programming, and testing robots for a wide variety of applications. The lab is equipped with Sophisticated Conveyor Tracking System Using Mitsubishi 6 axis Industrial Robot, Lightweight Intelligent Training Robotic Arm and Autonomous mobile robot, 30 numbers of hi-end Desktop PCs to train the students in robotic systems for performing various industrial operations.

### **Industry Institute Interaction Cell**

Consultancy service is a well recognized and an effective way for an academic institution to expand the knowledge horizon and bridging the gap between industry and academia, by providing innovative solutions, by signing suitable MoUs. The cell is actively involved in offering solutions in various domains which includes IoT based Smart Boat, development of oleoresins from organic matters, micro biological testing for paint samples and in other web and mobile applications.

### **Co-Curricular Activities:**

Apart from the regular academic programmes, students are given lot of opportunities for taking up projects and participating in national and international competitions, presenting papers in symposia/ Conferences, attending workshops and seminars in emerging topics for enhancing their technical knowledge and skills. Recently, REC hosted a national level Drone Development Challenge competition. More than 800 students from reputed engineering institutions across the country participated in this event. REC students' team also took part and won an award in the Innovation category in Drone Development.

There are also several Professional Societies actively functioning and there is an Entrepreneurship Development Cell which train students interested in Entrepreneurial ventures, by enabling them to innovate new ideas for their self-employment.



### **International Partnerships**

REC has active and functional MoUs with several leading Universities in India as well as abroad through which our faculty members and students participate in faculty exchange programs and students internship.

### **Sports and Games:**

These activities are integral part of the institution and the students have been performing well in the intramural and intercollegiate tournaments and sports meets. Apart from the courts and fields for all the regular games and sports events, a Futsal football, Pickle-ball and Squash courts have been created recently, to encourage the players interested in these games, to gain the skills and confidence in handling the ball.

### **Hostels:**

There are boys and girls hostels in campus. The Principal is the Chief Warden for all these hostels and the in-house management of the hostels is looked after by the respective Deputy Wardens, with students' representatives. There are also facilities for quality health care, 24 hour power back up, ATM and laundry.

### **Faculty and Administration**

Rajalakshmi Engineering College ensures that adequate number of experienced and well qualified faculty members is 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 very well organized.

### **Training and Placement**

A dedicated placement and training cell is functioning very effectively, arranging for extensive training and value added programs by experts and also for recruitment by reputed companies. Several Employability Enhancement Courses such as Softskills-I, Softskills-II and Problem solving techniques, foreign language courses and other value added courses are also conducted. Residential Employability Training Camp is organized during summer vacation for our third year B.E. / B.Tech. Students by other experts drawn from reputed organizations.

## **5. PRIZES, AWARDS AND SCHOLARSHIPS FOR MERITORIOUS STUDENTS**

The college has been prompt and generous in recognizing, appreciating and encouraging meritorious students, coming out with outstanding performance in curricular, co-curricular and extra-curricular activities.

**1. Cash Prizes, Certificate of appreciations and Books are awarded for the following achievements:**

- For the Students securing First three ranks considering the GPA scored in every semester, in their respective branch of study.
- 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, based on CGPA at the end of the 2nd semester, 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 B.E. / B.Tech. students who secures second rank among all the branches of I year students. Text books are awarded for the ensuing V semester of his/her branch of study. Similarly, the student who secures first rank among all branches of II year, the student who secures first rank among all the branches of III year and the student who secures first rank among all the I year MBA students are 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 very successfully, 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 securing centum in the XII class and 'O' grade in the I, II and III semesters in the Mathematics subjects 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 Gold, Silver and Bronze Medals, Cash Awards, Prizes, Certificates, Cups and Shields.

## **6. LIBRARY**

1. The College Library possesses a collection of over 62,840 volumes, 13,972 titles on various disciplines of Engineering and other subjects. The library subscribes to 260 national and 390 international print journals and 2,290 E-journals for the use of faculty and students. In addition, 4083 Journal back volumes, 5230 project and Ph.D. thesis and magazines are available.
2. The library has a separate 'Electronics Resources Wing' with more than 4187 CD ROMS, digital library and remote access for online e-journals and e-books.
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, DELNET, MALIBNET, NDL 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 as follows: 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 on working days.

**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  
Non - Teaching Staff - 2 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 the lost card

#### **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 overdue charges will be levied.

2. First week Rs. 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 overdue 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.

#### **Other Facilities**

1. Provision for photocopying and printing.
2. Audio and visual rooms for specialized lectures, NPTEL and for research presentations.
3. Special seating arrangements and sign-language trained persons are available for physically challenged members.
4. Separate facility with licensed software available for checking plagiarism of the research paper, before submitting for peer review.
5. Other language books (National – 4, foreign language – 4) are available.
6. New arrivals and current awareness are displayed periodically.

#### **Transport**

1. There are 101 routes and college runs 92 AC buses presently, providing transport facility to the students and staff from various places in the Chennai city and also covering Tiruvallur, Kancheepuram, Vellore, Ranipet, Tiruvannamalai and Chengalpattu districts.
2. The number of buses is increased corresponding to the increase in the intake of students.
3. The route details are available in the college website

## 7. 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. The College normally works from 8.00 am to 3.00 pm.
2. Students are required to be regular and punctual to the classes, laboratories and training and placement sessions etc. Students are expected to be in the class / specified venue at least 5 minutes before the commencement of the period / session. This applies to day scholars as well as hostel students.
3. To maintain order and discipline, students arriving after 8.00 a.m. will not be permitted to enter the campus.
4. The students should adhere to the break timings and be in the class room / laboratories / other specified venues on time after the break.
5. Students should maintain perfect order and strict silence inside the Lecture hall/Drawing hall/ Seminar hall/Laboratory/ Workshop/Library.
6. The Students are NOT permitted to use their mobile phones anywhere in the academic blocks, Laboratories, library, Seminar Halls etc. They are advised to keep the mobile phones in SWITCHED OFF mode.

However, the students are permitted to use their mobile phone for making emergency calls during their official break timings outside the academic blocks.

Any violation of this instruction will lead to confiscation of mobile phone. Mobile phones once confiscated will not be returned at all. No representation in this regard will be entertained.

Possession, usage of mobile phones, electronic gadgets such as smart watches, blue tooth and any other communicative devices, whether in ON/OFF mode is strictly prohibited inside the examination hall. Strict disciplinary action will be initiated against the defaulters besides confiscation of such devices.

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.

Taking photographs using mobile phones or any other gadgets inside the college campus, without prior permission from competent authorities is a punishable offence.

7. 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. Any student who behaves in such a way that distracts others and disrupts the teaching process, such students will be sent to the Principal's office and suitable action will be initiated. During college working hours, students can visit the library only during library periods mentioned in their time table or during official break timings.
8. Movement outside the class room in between Lectures should be a minimum and for valid reasons only, with the permission in writing by the concerned faculty / Academic Guardian/ HOD. Students should not loiter around during the class, Lab., Library, Seminar hours, Guest lectures, Training & placement sessions etc. Playing of games and any sports activities will be allowed only with the permission of Physical Education Director during college working hours.
9. Students should not celebrate any function by themselves like Friends day, Birthday, Valentine's Day, Teachers' day, Final Day of any semester, New Year etc., within the college campus. Possession and use of crackers, on any occasion, either inside the campus or areas leading to the campus / hostel / college bus is strictly prohibited.
10. Students should not indulge in touching / tampering with CCTV cameras, Lecture Capturing system, interactive panels, PA system, and LED displays installed in the college / hostel / college bus etc. Students found to have caused any damage to any of the assets of the college (equipment or furniture or any other infrastructure), apart from being penalized to recover the cost of the damages, will also face disciplinary action. Possession and use of lethal weapons is strictly banned inside the college campus / hostel / college bus and it is a punishable offence. Students should avoid over loading of Lifts, and cause any damage to them. It may also disrupt its movement and cause it to get stuck between floors.
11. Writing on the desks in the class rooms and on the walls and lifts or sitting on the parapet wall, defacing of college property should be totally avoided. Waste materials should be put in the dust bins provided. Littering in the campus/ college bus/ hostel premises will invite penalty. Students are expected to cultivate the habits of maintaining a clean and green campus.
12. Entry into and Exit from the College and hostel should only be through



designated points / gates only. While doing so, if asked for, they should produce /prove their identity by showing their identity card. Riding Scooters / Motorcycles inside the campus is not permitted.

13. Possession, consumption, demand and supply of alcohol or any form of narcotic substances or smoking or chewing of tobacco in any form inside the campus, Hostel, College Bus etc., is strictly prohibited and it is a punishable offence.
14. Students forming groups to organize, support, involve in any form of protest / demands should be strictly avoided. Students getting involved in physical altercation will be liable for severe punitive action. Students involving outsiders to settle issues, creating unwanted social media groups / posting offensive messages will also be liable for punishment.
15. Posting any picture / photo / text pertaining to faculty, staff or student or building / portion of building in the campus in digital media or in any other form of public domain is a serious offence and will lead to disciplinary action.
16. The use of any media in any form to malign/ defame/ bully/troll/stalk any fellow students, faculty, staff members and college in general is a punishable offence, leading to initiation of legal proceedings.
17. Students should avoid use of any kind of social media that involve collection and contribution of money in any mode and for any purpose connected with the college, third party vendors training agencies, project centre, etc in the campus / off campus, is strictly prohibited unless authorized by the college authorities.
18. Under specific circumstances, the college authorities reserve the right to initiate search operations to check any student's personnel belongings such as bags, mobile phones, electronic gadgets and their vehicles at any time.
19. Students are advised to contact class in charge, 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 / Library / Co - Curricular / Extra-curricular activities etc., they are expected to remain in the respective area of activity only. Unauthorized and unwanted stay back for any personal reasons will not be permitted.

21. Students should not indulge any activity unbecoming of the student inside the campus/college bus and hostel premises. Such conduct and misbehavior is punishable offence and liable for expulsion from the college/ hostel.

**B. Identity Cards:**

1. Students should wear their identity card inside the campus and in the College Bus.
2. The identity card is a property of the college and has to be produced on demand by the college authorities.
3. Identity Card relates to individual identity only and should not be misused by others. If misused, strict disciplinary action will be taken.
4. 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.
5. 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 administration office by paying the prescribed charges. The validity of this temporary ID card is for that day only.
6. 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 the one already issued has been handed over to a faculty / staff / for some issues.
  - (v) Rs.200/- for possession / sharing / wearing Identity Card of other students on any occasion.
7. Possession of fake/ photocopy / Xerox of identity cards is objectionable and action will be initiated and a fine of Rs. 750/=will be levied.

**C. Transportation Facility:**

1. Mobile phone and any other electronic gadgets to be used with Head /

Ear phone only and should not cause any disturbance to the co-travelers.

2. Students should board/alight the bus only at the designated points. Students are advised to be at the boarding point atleast 10 minutes before scheduled time of arrival to get into the bus at that point. They should avoid getting in / getting down after the bus has started moving. Students should not unnecessarily move around inside the bus during the journey. Foot board travel is strictly prohibited. The students will not be permitted to alight enroute, during onward journey to the college. Holding up of bus journey for any reasons not approved by the Faculty / Staff In Charge of the bus will lead to taking disciplinary action.
3. The seating arrangements allotted for the girl students, boy students and for the staff to be followed.
4. 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.
5. 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, indulging in any activity that creates nuisance for fellow passengers, 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.
6. Students are advised to keep the conversation with fellow passenger at levels which do not cause unwanted distraction / disturbances for others travelling in the bus. Student should avoid defacing / damaging of bus property. Such action will lead to payment of penalty to recover the cost of the damages as assessed by the college authorities.
7. The instructions given by the Bus in-charge, faculty and staff members traveling in the college bus, should be strictly followed. Under no circumstances, the students should enter into any argument with the drivers or disturb or distract them while they are driving the vehicle. violations will be viewed seriously.
8. Students should avoid chasing college buses and attempt to halt them at points, not approved by the Transport department. This kind of violation is viewed seriously and strict disciplinary action will be initiated.

9. Discipline, good manners and cleanliness should always 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 full length pant covering the ankles (which can even be a decent jeans pant but not toned /stylish / ripped jeans pant), Formal shirt (which can even be a decent T. Shirt with sleeves and Collar) and Formal Shoes/Sandals but not flip-flop / slippers. Students should avoid wearing studs, bracelets, etc.
2. Girls: Churidhars with Dhupatta properly pinned on both sides and formal shoes or Formal full length pant covering the ankles (which can even be a decent jeans pant but not toned /stylish /ripped jeans pant), Knee length upper garment and formal Shoes/Sandals but not flip-flop /slippers.
3. Boys and Girls: White coat with Black Shoes for all Laboratories except Computer Laboratory. Gray coat and shoes for workshop practice.

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.

The students are expected to wear dresses as appropriate to an educational institution and avoid distracting unprofessional look.

**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 Co-Curricular / Extra- curricular, 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 be attentive in the class. They should bring calculators every day 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.
4. Students should maintain high ethical standards in all their academic activities also, refrain from indulging in any malpractice in the offline/online examinations. They should avoid plagiarism, maintain originality in all their assignments, technical paper and project report

writing and publications. Severe disciplinary action will be initiated against the defaulters and appropriate punitive action will be taken.

5. Students should go through all the regulations governing the autonomous programme, stated in the book - Regulations 2023 and be familiar with all of them.

## **8. Rules and Regulations for Hostel Inmates**

Students who are desirous of availing hostel facilities/renewal of hostel facilities should give their option to stay in the hostel in the prescribed form.

1. Students must occupy the rooms allotted to them by the Hostel Manager /Dy. Warden.
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 be absent from the hostel without prior permission from the Principal / Hostel Manager / Dy.Warden. Consequences of any such violation will be solely on the parents and the student, besides initiation of disciplinary action.
5. Students should report to the Dy.Warden on or before the permitted time, without fail.
6. At the time of returning to the hostel after the vacation period / availing leave, the students should enter the college and hostel strictly between 6.00 a.m and 6.00 p.m. only, by appropriate planning of the travel time, except on very unavoidable reasons, which should be reported to the Hostel Manager through the Dy. Warden.
7. Students who do not return to the Hostel within the permitted time on more than three occasions will be removed from the Rolls of the Hostel. Such students will be readmitted at the sole discretion of the Principal and on the payment of Rs.2000/- towards readmission fee.
8. Parents are requested to authorize the local guardian / visitors to visit the students in the hostel and none other than the authorized person will be permitted to visit the student in the campus.
9. Students will not be allowed to leave the Hostel based on any phone calls unless authorized by the Principal / Dean Student Affairs / Hostel Manager / Dy. Warden. Students leaving the hostel without proper

permission in writing, will be suspended from the hostel immediately. Such students can get readmission into the hostel at the end of the suspension period, by paying readmission fee of Rs. 25,000/- ,

10. Students will be permitted to visit their native place / local guardians once a month with prior permission. Student's not returning back to Hostel on time will forgo outing for the next 30 days from the date of reporting.
11. Students will not be permitted to avail any leave / outing in weekends proceeding CAT / End Semester exams. Any special permission during this period is at the sole discretion of the Principal.
12. Students should maintain a friendly behavior with fellow hostel inmates. Students should refrain from all anti-social and undesirable activities such as altercation, manhandling etc., Such activities will be treated as an offence and will be liable for expulsion from the hostel.
13. Possession, consumption, demand and supply of alcohol, or any form of narcotic drugs, or smoking or chewing of tobacco, gambling, ragging etc., is strictly prohibited in the hostel premises. Strict disciplinary action will be initiated against the violations.
14. Any Student intending to attend any family function or any other ceremony will be permitted only with the approval of the college authorities.
15. Students should focus only on their studies during the prescribed study hours and should not create any sort of disturbance to others. Absolute silence shall be maintained. Defaulters will be liable for punishments.
16. 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.
17. Electrical fittings and furniture should be returned in good conditions as they were, when occupied. Any damage at the time of occupation of the room should be reported to the Hostel Manager in writing immediately. Failure to do so will result in collection of necessary charges from the inmates.
18. Unauthorized electrical fittings and gadgets are strictly prohibited inside the Hostel rooms.
19. Students should switch off the electricity and water taps when not in use and avoid wastage of electricity and water.

20. Students are responsible for maintaining their rooms clean and service of the house keeping staff may be availed as and when needed.
21. Any sort of misbehavior inside or outside the hostel campus will warrant expulsion from the hostel immediately without notice.
22. 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.
23. The use of digital or any media in any form to malign/ defame/ bully/troll/stalk any fellow inmates, faculty, staff members and college in general is a punishable offence leading to initiate of legal proceedings.
24. Any act of intimidation or violence, willful damage to property, drunken, riotous behavior constitutes an offence. If anybody found to do so, he/she shall be liable for expulsion from the hostel.
25. Students should avoid keeping any vehicle or costly items with them. They should keep their belongings safely and at their own responsibility.
26. Mess utensils will be provided to the students. However, the inmates may also bring their own utensils like tumblers, plates etc., for their use.
27. Students are advised to avoid food wastage in the mess.
28. 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.
29. Finger print impression is mandatory for all the inmates in the hostel premises and hostel mess.
30. Hostel facility should be availed for the full year only and not for part of the year.
31. Hostel fees shall be paid in full before entering in the hostel. No refund of hostel fees will be made, if Hostel is vacated in the middle of the Academic year.
32. 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.



33. Students should compulsorily make use of Laundromat for washing of clothes as per the existing rules.
34. Students should not organize / celebrate any function / occasions within the hostel campus without the prior permission from the Principal / Dean Student Affairs / Hostel Manager / Dy. Warden. Possession and use of Fire crackers, on any occasion either inside the Hostel campus or areas leading to the campus is strictly prohibited. Students should avoid over loading of the lift and causing damage to its functioning. Students found to have caused any damage to the assets of the College / Hostel (equipment or furniture or any other infrastructure) will face disciplinary action, besides being penalized to recover the cost of the damages. Possession and use of lethal weapons is strictly banned and is punishable offence.
35. 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.
36. Students are not permitted to stay back in Hostel during class Hours. Can be permitted to stay back only when they fell sick, with the prior approval from Dy.Warden / Duty Doctor.
37. Unauthorized stay inside the hostel during class hours will be viewed seriously.
38. Day scholars are not allowed to visit the hostels on any account. Day scholars dining in the Hostel mess will be penalized. Hostel inmates found to have invited and entertained the dayscholar in the hostel will also be penalized.
39. Hostel students are to maintain dress code as prescribed by the college, while they visit campus for any purpose, cafeteria during college working hours.

**Games Timings:**

On working days, games timings : 3.30 pm to 5.50 pm.

**Study Timings:**

Students should maintain absolute silence during study time.

Evening : 06.00 pm to 07.30 pm and  
09.00 pm to 10.00 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*	11.00 am to 01.30 pm	12.30 pm to 02.00 pm
Dinner	07.30 pm to 08.30 pm	07.30 pm to 08.30 pm

*\* timings as per the class time table*

Students should come to the mess in proper dress. Students should be polite and courteous to the mess staff. Disciplined behavior inside the mess should be followed.

**The college reserves the rights to change / amend the rules and regulations apart from introducing new rules and regulations from time to time, as and when the situation warrants, without prior intimation.**

# RAJALAKSHMI ENGINEERING COLLEGE ( Autonomous)

## 9. ACADEMIC CALENDAR - 2023-2024

First Semester (First Year) - B.E. / B.Tech. Classes

w.e.f: 13.9.2023

Month	SUN	MON	TUE	WED	THU	FRI	SAT	No. of working days
Sep-23						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	4
	17	18	19	20	21	22	23	5
	24	25	26	27	28	29	30	5
Oct-23	1	2	3	4	5	6	7	5
	8	9	10	11	12	13	14	5
	15	16	17	18	19	20	21	5
	22	23	24	25	26	27	28	4
	29	30	31					1
Nov-23				1	2	3	4	4
	5	6	7	8	9	10	11	5
	12	13	14	15	16	17	18	5
	19	20	21	22	23	24	25**	4
	26	27	28	29	30			3
Dec-23						1	2	2
	3	4	5	6	7	8	9	5
	10	11	12	13	14	15	16	5
	17	18	19	20	21	22	23	5
	24	25	26	27	28	29	30	5
	31							
Jan-24		1	2	3	4	5	6	5
	7	8	9	10	11	12	13	4
	14	15	16	17	18	19	20	4
	21	22	23	24	25	26	27	4
	28	29	30	31				
Feb-24					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				
								94

	Reopening for I Sem
	CAT I (1&2) , CAT II( 3 ) & CAT-III ( 4&5 )
	Govt. Holiday
	online feedback

	General Counseling
	** Parent Teacher Meeting
	End Semester Practical
	End Semester Theory
	Reopening for II Sem

# RAJALAKSHMI ENGINEERING COLLEGE ( Autonomous)

## ACADEMIC CALENDAR - 2023-2024

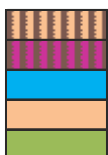
### Second Semester (First Year) - B.E. / B.Tech. Classes

w.e.f: 07.02.2024

Month	SUN	MON	TUE	WED	THU	FRI	SAT	
Feb-24					1	2	3	
	4	5	6	7	8	9	10	4
	11	12	13	14	15	16	17	5
	18	19	20	21	22	23	24	5
	25	26	27	28	29			3
Mar-24						1	2	2
	3	4	5	6	7	8	9	5
	10	11	12	13	14	15	16	5
	17	18	19	20	21	22	23	5
	24	25	26	27	28	29	30	5
	31							
Apr-24		1	2	3	4	5	6	5
	7	8	9	10	11	12	13	5
	14	15	16	17	18	19	20	5
	21	22	23	24	25	26	27	5
	28	29	30					1
May-24				1	2	3	4	4
	5	6	7	8	9	10	11	5
	12	13	14	15	16	17	18	5
	19	20	21	22	23	24	25	5
	26	27	28	29	30	31		4
Jun-24							1	1
	2	3	4	5	6	7	8	5
	9	10	11	12	13	14	15	2
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							
Jul-24		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				
								91



Reopening for II Sem.  
 CAT I (1&2) , CAT II( 3 ) & CAT-III ( 4&5 )  
 Govt. Holiday  
 online feedback



General Counseling  
 Parent Teacher Meeting  
 End Semester Practical  
 End Semester Theory  
 Reopening for III Sem.

## 10. 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:.....

.....

.....  
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



### 11. LEAVE APPLICATION (Odd semester)

S. No	Leave Duration			Reason	Signature of the Student	Signature of the Parent (Day scholar)	Signature of the Class Incharge	Current Average Attendance %
	From	To	No. of Days					



**12. OD Form (to be applied before the event - Odd semester)**

S. No	Current Attendance %	OD Duration			Reason	Signature of the Student	Signature of the Parent (Day scholar)	Signature of the Class Incharge	HoD's Signature
		From	To	No. of Days					

## OD Form (to be applied before the event - Even semester)

S. No	Current Attendance %	OD Duration			Reason	Signature of the Student	Signature of the Parent (Day scholar)	Signature of the Class Incharge	HoD's Signature
		From	To	No. of Days					

### **13. 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								

## 14. 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: .....

.....

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

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

## **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: .....

**15. CONTINUOUS ASSESSMENT TESTS AND  
END SEMESTER PERFORMANCE REPORT**

**ODD SEMESTER**

(WRITE IN CAPITAL LETTERS)

Name: ..... Roll No.: .....

S. No	Sub Code	Subject	% Marks (obtained)				End Semester
			CAT 1	CAT 2	CAT 3	Average	
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							

# CONTINUOUS ASSESSMENT TESTS AND END SEMESTER PERFORMANCE REPORT

## EVEN SEMESTER

(WRITE IN CAPITAL LETTERS)

Name: ..... Roll No.: .....

S. No	Sub Code	Subject	% Marks (obtained)				
			CAT 1	CAT 2	CAT 3	Ave rage	End Seme ster
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							



## 16. END SEMESTER EXAMINATION RESULTS

### ODD SEMESTER

S. No	Sub. Code	Subject	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		

# END SEMESTER EXAMINATION RESULTS

## EVEN SEMESTER

S. No	Sub. Code	Subject	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		

**17. 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:

## **18. ANTI-RAGGING COMMITTEE (2023-2024)**

SI.No.	Category	Name
1	Head of the Institution (Chairman)	Dr.S.N.Murugesan
2	Co-Chairman	Mr.I.Philip Praveen Director (Training & Placement) and Dean (Student Affairs)
3	Civil	Tahsildar Sriperumbudur Taluk, Sriperumbudur, Kanchipuram District
4	Police Administration	Inspector of Police, Sriperumbudur Police Station, Sriperumbudur
5	Local Media	Mr. N. Krishnan Deputy Regional Manager Dinamalar, Chennai
6	NGO	Ms.A.Vijayalakshmi Member, Yuva Sakthi, Chennai
7	Faculty members	Dr.M.Subbiah (Professor Emeritus, EEE) Dr.S. Jayakumar (Professor & Chemistry) Dr.B.Thilakavathy (Professor, ECE)
8	Representatives of Parents	Mr. V. Sathish Kumar No.8/24, Anna Street, Ram Nagar, Ambathur, Chennai – 600 053
9	Representatives of Students	1. To be nominated (First year) 2. P. Vetriselvan, II year CSBS B 3. G. S. Selva Induja, II year AIML C 4. J. G. Sharan, III year MCT
10	Administration	Mrs.P.Magila, Senior Administrative Officer
11	Representatives of Non-teaching staff	Mr.B.R.Gopi Manager (IT)
12	Nodal Officer-Anti Ragging - REC	Dr.P.Vasudevan, Assoc. Professor / Physics

## **19. ANTI RAGGING SQUAD (2023 - 2024)**

S.No	Name	Department	Phone	Email
1	Mr M Santhanakrishnan	MECH	9003528030	santhanakrishnan.m@rajalakshmi.edu.in
2	Mr. M. Anand Raj	H&S	9444873580	anandraj.m@rajalakshmi.edu.in
3	Mr. V. Rajkumar	H&S	8946074694	rajkumar.v@rajalakshmi.edu.in
4	Dr. P. Ramadevi	H&S	9442802358	ramadevi.p@rajalakshmi.edu.in
5	Dr.M. Sathish	ECE	9994398890	sathish.m@rajalakshmi.edu.in
6	Dr.V.Sudhakar	FT	9841635111	sudhakar.v@rajalakshmi.edu.in
7	Ms. E. Karuppathal	BME	8675852367	karuppathal.e@rajalakshmi.edu.in
8	Dr. T. Santhana Krishnan	EEE	8056264460	santhanakrishnan.t@rajalakshmi.edu.in
9	Ms. S.B. Nivethitha	MCT	6383318142	nivethitha.sb@rajalakshmi.edu.in
10	Mr. Prem Anand TP	AERO	9710560079	premanand.tp@rajalakshmi.edu.in
11	Mr. R. Anbalagan	AUTO	9942554125	anbalagan.r@rajalakshmi.edu.in
12	Dr. S. Narasimha Reddy	CHEM	7995782524	narasimhareddy.s@rajalakshmi.edu.in
13	Mr M Ammaippan	CIVIL	9942549414	ammaippan.m@rajalakshmi.edu.in
14	Dr. S. Anantha Sivaprakasam	CSE	9865056125	ananthasivaprakasam.s@rajalakshmi.edu.in
15	Dr. Sakthivelan R G	IT	9384621245	sakthivelan.rg@rajalakshmi.edu.in
16	Dr.C.B.Ragothaman	MBA	7299914104	ragothaman.cb@rajalakshmi.edu.in
17	Mr.A.VishnuKumar	CSBS	9840550007	vishnukumar.a@rajalakshmi.edu.in
18	Ms.T.Sangeetha	AIML	9043183977	sangeetha.tupili@rajalakshmi.edu.in
19	Dr.Sridhar	BT	9443907579	sridhar.d@rajalakshmi.edu.in
20	Mr.K.Venugopal	RA	96005 60097	venugopal.k@rajalakshmi.edu.in
21	Mrs.P.Magila	Senior Administrative Officer	7810031704	sao@rajalakshmi.edu.in
22	Mr. S. Vaidhyanathan	Student Care Executive	9566270717 / 9790344766	studentcare@rajalakshmi.edu.in
23	Mr. M. Nantha Kumar	Student Care Executive	9790821942 / 9600035412	studentcare@rajalakshmi.edu.in
24	Mr. R. Karthikeyan	Student Care Executive	9790821941 / 8248287449	studentcare@rajalakshmi.edu.in
25	Mr.L.Udayasankar	Student Care Executive	8667734707 / 7200715468	studentcare@rajalakshmi.edu.in
26	Mr.P.C.Jayasing	Student Care Executive	9003106122	studentcare@rajalakshmi.edu.in
27	Mr.V.Vijayakumar	Manager – Hostel	9500168508	Manager.hostel@rajalakshmi.edu.in
28	Mr.P.Pandiyan	Dy.Warden (Boys Hostel)	9786718178	menshostel@rajalakshmi.edu.in
29	Mr.C.G.Arumugam	Dy.Warden (Boys Hostel)	7868008510	menshostel@rajalakshmi.edu.in
30	Mr.B.Kumaresan	Dy.Warden (Boys Hostel)	7358808283	menshostel@rajalakshmi.edu.in
31	Mr.K.Thanigaimani	Dy.Warden (Boys Hostel)	7305820610	menshostel@rajalakshmi.edu.in
32	Mr.Rabin Kumar Raj	Dy.Warden (Boys Hostel)	9043367152	menshostel@rajalakshmi.edu.in
33	Mrs.K.Selvanayagi	Dy.Warden (Girls Hostel)	9840952577	ladieshostel@rajalakshmi.edu.in
34	Mrs.M.Jayachitra	Dy.Warden (Girls Hostel)	7806879358	ladieshostel@rajalakshmi.edu.in
35	Mrs.S.Prema	Dy.Warden (Girls Hostel)	8056020567	ladieshostel@rajalakshmi.edu.in

## **20. Safety Guidelines for the Students**

All the students are advised to strictly adhere to the following safety guidelines:

- 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.
- During the pandemic period, take care to follow the precautionary measures including wearing masks and maintaining social distancing.
- In case of any violation of the above, the institution will not be responsible for any loss.











## **RAJALAKSHMI ENGINEERING COLLEGE**

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