

M.A.M. COLLEGE OF ENGINEERING

Rules and Regulations:

“Success is nothing more than a few simple disciplines, practiced every day”

- Jim Rohn

All powers relating to discipline and disciplinary action are vested in the Principal. The Principal may delegate all or such powers as he deems proper to any of the faculty of the institute. Every member of the faculty has authority to forbid disorderly behavior within the institution.

All the MAMCEians are required to adhere to the following rules & regulations of the institution and discharge your responsibilities as a student with diligence and devotion.

1. General

1. The conduct of each student should be satisfactory.
2. Each student shall show due respect and courtesy to the teachers, administrators, staff of the Institution.
3. College timings are from 8.45 a.m to 5.15 p.m. Students are not permitted to enter in to the campus after 8.45 a.m and are also not allowed to leave the college before 5.15 pm.
4. Students should be seated at the lecture halls 5 minutes before the commencement of classes.
5. Students should acquaint themselves in time with the notifications put up on the Notice - Board.
6. Damage of any kind, done to the College property will not be tolerated. The student shall compensate damage to institute/ hostel property/furniture caused by neglect or willful damage.
7. Tuition fees and other fees should be paid on or before the stipulated dates.
8. During the college hours visitors are strictly not entertained to meet the students.
9. Refrain from possessing, consuming or distributing alcohol or harmful drugs or illegal narcotics or chewing gums or smoking cigarettes. If found, it will lead to severe action including suspension / dismissal of the student.

10. Boys and girls should not wear any expensive gold ornaments in the college campus
11. Students should use dustbins for throwing any unwanted material. Do not scribble on the desks or the black board and walls of the college and hostel.
12. The students should not loiter in the college premises when the classes are in progress. When they are free, they should make use of the college library.
13. Students can take part in inter - college competitions, TV/Radio Programmes, only after getting the prior permission from the HOD / Principal.
14. Do not convene or attend any unauthorized meeting in the campus.
15. Do not collect money from co-students for any purpose without the knowledge of college authorities.
16. Day scholar students will be given Transport Card with specific college bus number and bus stop. They have to come only in the specific bus. They have to possess the transport card, whenever they travel in the college bus.
17. Do not be a part of any union or group or organization. Any move to form unions or groups of any type unauthorized by the Management and the Principal is an offense.

2. Library

18. In order to keep the wide circulation of Library Books among students, it is desired that the student must return the book in time failing which a fine of Rs. 1/- per day per book will be charged. If the book is lost, it must be replaced by new one, failing which the "double" price of the book will be realized.
19. No journal will be issued for taking it home.

3. Dress Code

20. All the students inside the campus should be neatly dressed.
21. Men students to be clean shaven at all times in the college premises.
22. All the boys are expected to wear pants with their shirts neatly tucked in. Jeans, T-Shirts and casual wears are strictly avoided inside the college campus. Girls should wear either Salwar Kameez with V shaped dupatta pinned on either sides of the shoulder or saree.
23. No loose garments are permitted in the workshop/laboratories. Gentlemen and lady students have to wear leather shoes in the workshops.

24. In Physics and Chemistry laboratories, all students have to wear white overcoats.

4. Attendance

25. Students should attend the classes regularly. It is imperative that a student secures a minimum attendance of 75% to be eligible to appear for the University Examinations at the end of each semester. Under no circumstances this may be relaxed.

26. Leave letter should be submitted on the previous day itself with the parent's signature. Prior permission must be obtained for availing leave. Leave of absence will have to be obtained from the Head of the Department through their class coordinator in advance, for valid reasons.

27. In case of sickness, a medical certificate should accompany the leave application along with an endorsement letter from the parent/guardian while reporting to College after recovery from illness.

28. A student who is continuously absent for 30 days without a valid reason will be removed from the rolls of the College without further deliberations.

29. Attendance at the Examinations, Tests, Assignments and Class is compulsory except on medical grounds.

30. Latecomers and defaulters:

- In case of student coming late during the first period, a grace time of 5 minutes may be permitted; however, when the student comes later than that first 2 periods may be marked absent.
- In case of student coming late after any interval break, a grace time of 3 minutes may be permitted; however, when the student comes later than that the next 2 periods may be marked absent.
- In case of student coming late and comes only after the 1st period, he/she will be marked 4 periods absent.
- In case when the student does not attend any class in between periods, the student may be marked absent for the whole day.
- In case of delay due to college transport, punishment is not applicable.

5. ID Cards

31. An Identity card displaying the details of the student is given to every individual. Students are expected to wear the identity card all the time in the campus and also while travelling by college transport.
32. In case the card is lost, a duplicate ID card will be issued against a nominal payment within a day of information to the CSG.

6. Cell phones

33. Students will not be allowed to keep the cell phones with them, and if any culprit is found then it will be seized by the college.
34. The cell phones thus seized would be returned only: (a) at the end of the course or, (b) after payment of a fine of Rs. 2,000/-.
35. The use of any audio / video gadgets in the campus and college transport by students is strictly banned and if such items are found in possession of students, they will be confiscated.

7. Internal Assessment:

The following tests are conducted in each semester and the results are communicated to the parents.

S.No.	Test / Exam	Portions
1.	Cycle Test 1	Units 1 and 2
2.	Cycle Test 2	Units 3 and 4
3.	Model Exam 1	Units 4, 5 and 1
4.	Model Exam 2	All units

36. The internal marks will be calculated strictly based on the percentage of marks scored by the students in the above tests / examinations / Assignments / Attendance.
37. Any student found indulging in malpractice in the test would be debarred for the rest of the tests / examinations. **Note:** Any case of malpractice in the University Examinations will be reported to the University.

8. Ragging

38. Ragging in any form is a serious offence and severe action will be taken against those who indulge in such activities as per the Tamil Nadu Prohibition of Ragging Act No. 7 of 1997.
39. The cause of expulsion will be entered in their Transfer Certificate. Indulging in ragging and eve-teasing will attract punishment as stipulated by the Government of Tamilnadu / Anna University.

9. Hostelers

40. Students admitted to the Institution hostel, shall abide by the rules and regulations of the hostel (separately given) as existing at the time of admission and as amended from time to time.
41. A student dismissed from the Institution shall automatically cease to be a member of the Hostel.
42. Day-Scholars are not allowed to enter the Hostel without prior permission from the Principal.

NOTE:

1. Breach of any of the above rules will lead to disciplinary action resulting in suspension or expulsion of the student.
2. The Management reserves the right to expel from the college any student on grounds of serious irregularity of attendance, insubordination, malpractice in examination or any other act of indiscipline or misconduct. The decision of the college authorities in this regard shall be final.

**“If you violate laws of God, you're a sinner.
If you violate laws of men, you're a criminal.
If you violate your own laws, you're pathetic.”
— Toba Beta**