DHANALAKSHMI SRINIVASAN COLLEGE OF ENGINEERING AND TECHNOLOGY

(An Autonomous Institution)



Rules and Regulations for Students

1. College Timings:

1. The college working hours are from 8.30 a.m. to 3.30 p.m.
2. Students must report to the college before 8.30 a.m. Students arriving after 8.30 a.m. will not be permitted inside the campus.
3. Students are not permitted to leave the campus before 3.30 p.m. without prior permission from the Principal.
4. All students must strictly follow the prescribed college timings.

2. Transportation:

1. College bus facilities are provided to students covering the surrounding areas for their convenience.
2. Students may board the college bus from their nearest designated boarding point.
3. Students must travel only in their allotted college buses.
4. All college buses will leave the campus at 3.40 p.m.
5. Students must follow the instructions of the transport staff and maintain discipline while travelling.

3. Dress Code:

1. All students must wear their college identity cards while inside the campus.
2. Students are expected to maintain a neat and decent appearance.
3. Boys should wear formal trousers, neatly tucked-in shirts and formal shoes. Slippers, casual footwear and sports shoes are not permitted.
4. Girls should wear churidars with dupattas, which must be neatly pinned. Leggings are not permitted.
5. Students must wear the prescribed college uniform on Mondays and Fridays.
6. During laboratory sessions, students must wear a white lab coat and appropriate shoes.
7. Students should not wear expensive gold ornaments or carry costly personal belongings. The institution will not be responsible for the loss of such items.

4. Mobile Phone Usage:

1. Students are not permitted to use mobile phones during class hours.
2. Mobile phones must be kept switched off or in silent mode during academic sessions.

3. Students must follow the instructions of faculty members regarding mobile phone usage on campus.

5. Academic Activities:

1. Every student will be assigned a Class Advisor who will guide and counsel them regarding academic performance and other activities.
2. Students should approach their respective Class Advisors for academic guidance and assistance.
3. Two Internal Assessment Tests and one Model Examination will be conducted in every semester. The marks obtained in these examinations will be considered for internal assessment as per the applicable academic regulations.
4. Subject teachers will assign subject-related assignments to students. Students must complete and submit the assignments on or before the prescribed submission dates.
5. Slip tests will be conducted during the first hour of every week according to the schedule prepared by the respective department.
6. Students must attend all tests, examinations and academic activities regularly.
7. Students are expected to follow the instructions given by the subject teachers and Heads of Departments.

6. Attendance and Leave:

1. Regular attendance in theory and laboratory classes is mandatory as per Anna University norms and applicable academic regulations.
2. Students must obtain prior permission from their respective Class Advisor and Head of the Department (HOD) before taking leave.
3. Students must submit a leave requisition with the necessary details and supporting documents, wherever applicable.
4. In case of medical leave, students must submit the relevant medical certificate.
5. Students who remain absent without prior information will be monitored by the respective Class Advisor.
6. Parents will be informed about student absenteeism through phone calls by the respective Class Advisor.
7. Students must maintain the required attendance percentage to be eligible for university examinations as per applicable regulations.

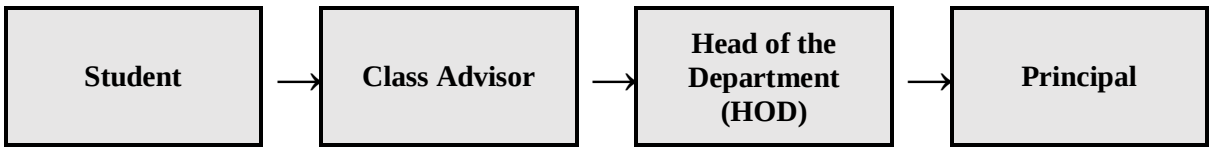
7. Submission of Certificates:

1. Students must submit their original certificates at the time of admission or on the first day of college reopening, as instructed by the institution.
2. Students must submit all required academic documents within the prescribed period.

8. Submission of Requisition Letters:

1. All requisition letters related to leave, medical certificates and permission for academic and hostel matters must be addressed to **THE PRINCIPAL** through the proper channel.

Proper Channel:



2. Applications for the following certificates and facilities must also be addressed to **THE PRINCIPAL**:

- Bonafide Certificates
- Expenditure Certificates
- Central and State Government Scholarship Forms
- Charitable Trust Scholarship Forms
- Book Bank Applications

9. General Discipline:

1. Students must maintain discipline and decorum within the college campus.
2. Students must respect faculty members, non-teaching staff and fellow students.
3. Students must keep classrooms, laboratories and campus premises clean.
4. Students must take proper care of college property and infrastructure.
5. Any damage to institutional property will be viewed seriously.
6. Students must follow the instructions issued by the Principal, Heads of Departments and other authorized faculty members.
7. Students must conduct themselves responsibly and maintain the reputation of the institution.

10. Disciplinary Action:

1. All students are expected to follow the rules and regulations of the institution. Any violation of these rules will be viewed seriously and appropriate disciplinary action will be taken by the institution as per its approved procedures and applicable regulations.