

RULES, REGULATIONS AND CODE OF CONDUCT

St. Joseph's Group of Institutions

☐ Since 1994 ☐ ☐ Since 2011 ☐

St. Joseph's Institute of Technology

St. Joseph's College of Engineering

You Choose, We Do It

We Make You Shine

OMR, Chennai - 119

St. Joseph's Group of Institutions

Jeppiaar Educational Trust

(An Autonomous Institution)

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St. Joseph's Group of Institutions

Jeppiaar Educational Trust

COLLEGE WORKING DAYS,

TIMINGS & GENERAL RULES

College working days are from Monday to Friday, and some Saturdays in a month.

1. General Timings : 7.50 am to 3.00 pm. Buses will leave the campus at 3.10 pm.
2. Monthly alternate Saturdays are working days and on one Saturday, NGO Visit (till 4.30 pm) will be arranged.

Students are not permitted to enter the campus after 7.40 am and not allowed to leave the college before 3.10 pm.

Visitors are strictly not allowed during the college hours.

3. Vacation : Semester break for odd semester is only during Christmas Holidays - No holidays immediately after the odd semester examinations. After even semester regular examinations, students will have one week of break as semester holidays. All the students must undergo two weeks of internships during both odd and even semester vacation.

4. Visitors - Parents & Alumni : 2.00 pm to 3.00 pm

YEAR IN-CHARGES, HODs & PRINCIPAL : Monday to Friday

CHAIRMAN : 3.00 pm to 3.30 pm

St. Joseph's Engineering : Tuesday

St. Joseph's Technology : Thursday

HOSTEL VISITORS TIMINGS:

Only on Government Holidays and Sundays : 9.00 am to 5. 00 pm

5. Buses are operated for the convenience of the day scholars and students who have opted for availing

transport facilities. They can board the bus only at his/her nearest boarding point.

6. All the first year students should submit their original +2 mark list, Conduct Certificate & Transfer Certificate. For CBSE & Courses other than +2 Tamil Nadu State Board, 10th mark sheet should also be submitted. Community Certificate should be produced whenever required.

All these certificates except +2 Transfer Certificate will be returned after DIRECTORATE OF TECHNICAL EDUCATION verification.

Our college buses cover every nook and corner of Chennai city and suburbs - so the students staying near the college bus routes are not considered for hostel accommodation.

No private vehicles are allowed inside the campus. Hence, parents are kindly requested not to provide

two wheelers or any other vehicles to your wards to come to the college.

Day scholars availing transport facilities should board only the college bus which is allotted to them with

proper dress code and wearing their ID card before boarding the bus and till getting out of the bus in the

evening. They are not allowed to board any bus other than the one which is allotted to them.

Bus in-charges should keep the name list of the staff and students boarding the bus and note the attendance

of the staff and students boarding the bus for which he/she is in-charge in the morning and evening regularly.

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ATTENDANCE III

Since 3/4 sets of buses are running in the return trips during Model Practical, Model Theory and University

Examinations (11.30 am, 3.10 pm & 5.10 pm during Model Theory and Model practical examinations and

1.00 pm, 3.00 pm and 5.10 pm during the University examinations), it may not be possible to cover all the

boarding points. Morning trips will be operated as per the regular schedule.

Staff members and students are strictly not allowed to use any electronic gadgets like cellphones, i pods,

MP3 players, cameras, etc. inside the buses.

Hostel students are strictly not allowed to board the buses when they are going to their home town or to

their local guardian's house and also while returning to college/hostel

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their local guardian's house and also while returning to college / hostel.

Eventhough the requirement as per Anna University Regulations for completion of a semester, a student

has to attend at least 75% of the classes, the college insists on a minimum of 96% attendance for theory classes and 100% for the laboratory classes, so that (i) students can perform well in the model

and university examinations (ii) No one will be detained from writing the Anna University examinations

due to shortage of attendance.

Students can avail a maximum of 4 days leave in a semester. This will help the students to get full attendance

and maximum internal assessment Marks. If a student avails more than 4 days leave, he/ she has to give

proper explanations during the weekly meeting in the Chairman's chamber.

Parents are informed about their ward's absence by SMS and phone call by the HODs in the following

cases:

1. Absent /Leave

2. Absent for one period in the hourly attendance will be considered as full day absent.

LEAVE REGULATIONS

All the students should make note of the following leave regulations and are instructed to strictly abide by

these rules while availing leave.

ALL LEAVE LETTERS SHOULD BE SUBMITTED TO THE OFFICE THROUGH THE YEAR IN- CHARGE AND HOD.

Absence without leave letters will be viewed seriously.

For Availing One Day Leave:

Leave letter should be submitted on the previous day – Leave letter may be signed by the students themselves.

For Availing Two Days Leave:

Leave letter should be submitted on the previous day itself with the parents' signature.

For medical treatment, medical documents should be enclosed with the leave letter along with the parent's signature.

For Availing three or More Days leave:

For any family function or on medical grounds, parents should come in person and can apply with all Medical documents for availing leave through the respective HOD and Year In-charge.

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Note to Students:

Whenever there are two or more consecutive holidays, students should not take leave before and after the said holidays. If they are taking leave, it will be treated as absent for all the days including holidays. (i.e. Leave taken on Friday and Monday will be calculated along with Saturday and Sunday also). Students are not allowed to extend their leave along with any festival or long holidays such as

Ayudha Pooja, Diwali, Christmas and Pongal holidays. Half-a-Day Leave is not allowed.

Absence for IAEs 1 - 4, Model Theory Examinations and Model Practical Examinations is strictly not allowed.

Mass absence (i.e. more than 15% of the students) from the class is strictly not permitted. All absentees on that day will be considered - One day leave = 2 days leave.

For Availing Symposium / Cultural OD

1. Only the Students who have won prizes during Intra-department symposium and the students from

the panel of students listed by the departments will be allowed to avail OD to participate in the symposium conducted in other colleges / Universities.

2. For Technical events : Prior OD will be given to the students for presenting papers in other colleges, only

upon furnishing 'acceptance letter'. Those students will be motivated by reimbursing 'Registration fee' with to and fro train fare.

3. For Non-technical / Cultural events: OD will be given, only to the prize winners, after furnishing certificates.

These students are motivated by presenting gifts and dinner during 'Achiever's Day' celebration.

a. Daily allowance of Rs 150 will be provided to the students whenever they are going for competitions

to colleges where lunch is not provided.

b. Registration fee (if any) will be borne by the college.

c. For outstation competitions, Travel allowance and Daily allowance can be reimbursed.

ID card will be provided to each student with his/her Name, Photo, Address and Blood group printed on

it. All the students should wear their ID Cards while they are in the campus and in the bus.

Replacement of ID card will be done in the Library.

1. If damaged: Fill in the application for replacement of ID card; get it forwarded by HOD and Year In-charge and submit the form along with a fee of Rs.30/- for replacement.

2. Change of address and loss of ID card : If there is any change in the address or contact number and

lost the ID card, Parents should come in person, report to the respective year incharge and submit the application for replacement of ID card along with a fee of Rs. 100/-.

3. In case of any violation of dress code or disturbance in the class, ID card will be taken from the

student and it should be informed to the parents. The ID card will be handed over to the student on the same day with proper warning and advice by the HOD at 3 PM.

4. In case of any misbehavior or violation of the college rules, ID cards of the students will be with the

Disciplinary committee members till the enquiry is over.

DRESS CODE

Dress Code : All the students in the campus should be neatly dressed - on all days including during all Examinations.

Boys : All the boys are expected to wear self-coloured pants with their shirts neatly tucked in, tie and shoes. Slippers are not permitted. Boys should not have long hair or beard.

Girls : All the girls should wear saree or churidhar with lengthy tops below knee level without slit or Anarkali churidhar or churidhar with umbrella cut and dhupatta neatly pinned in 'V' shape. Colouring/bleaching the hair and Wearing leggings (Stretch pants), transparent or net dhupata is not permitted.

For Boys

To Grow Beard : Boys are expected to come with a clean shave and neatly combed hair to the college. However,

students are allowed to grow beard with prior permission obtained through the HOD in the following cases:

- a. Ayyapan devotees for the period of Pilgrimage.
- b. During Ramzan Season for Muslim Students.
- c. In case of dermatological problems with proper medical documents

To Tonsure the Head:

If a student wishes to tonsure the head as per religious practice or rite, they have to do so with the prior permission.

Students are exempted from wearing neck tie from 15th April to 15th June.

CONTINUOUS ASSESSMENT

A well-planned Continuous Internal Assessment pattern is required to ensure and assess the continuous learning among the students. It also motivates the students to score good marks so that they

would earn good Internal Marks. The following exams are conducted every semester and the results are

sent by SMS to the parents by periodically. Parents are requested to note these marks in our Student's

Portal and monitor the academic performance of their wards.

Theory Subjects

a). INTERNAL ASSESSMENT EXAMS 1 - 4

4 Internal Assessment Exams are conducted for Units 1 – 4 respectively. IAEs are conducted for 50 marks -

10 Part A questions (10 x 2 = 20 marks) and 3 Part B questions (3x10=30 marks) like Anna University exams

pattern 'either' 'Or' type.

This makes the students concentrate on every Unit on the syllabus and develop a sound knowledge of all

the units of all the subjects.

The total marks of IAE 1 and IAE 2 out of 100 marks will be entered in Anna University Internal Assessment

Exams Entry I.

Similarly, the marks secured in IAE 3 and IAE 4 will be entered in Anna University Internal Assessment

Exams Entry II.

b). MODEL THEORY EXAMINATIONS

Model Theory Examinations are conducted for 100 marks on all the five Units in the same question pattern

as the Anna University Theory Examinations - 10 Part A and 5 Part B (and 1 Part C for applicable subjects).

The marks obtained in Model Theory Examinations are entered in Anna University Internal Assessment

Exams Entry III.

MODEL THEORY EXAMINATIONS

Model Theory Examinations are conducted for 100 marks on all the five Units in the same question pattern

as the Anna University Theory Examinations - 10 Part A and 5 Part B (and 1 Part C for applicable subjects).

The marks obtained in Model Theory Examinations are entered in Anna University Internal Assessment

Exams Entry III.

Practical Subjects

Model Practical Examinations :

Before the week of the Last working day (schedule will be given by the respective departments)

In order to appear for the Model Practical Examinations, the students must have completed all the lab manuals and record works and obtain the signature from the respective staff before the week of the Last Working Day. Those who have not completed and obtained the staff's signature in the manuals/record work will not be permitted to appear for the Model Practical Examinations and Repeat Model Practical Examinations.

Absence for Examinations

A student who was absent even for one IAE/Model Theory/Model Practical examinations will not be allowed to write the rest of the examinations.

Model Examination intimation to Parents

Parents of the students will be informed through SMS regarding the schedule of 4 IAEs & Model Examinations and special classes one week in advance.

Note :

Students are expected to

1. not avail more than 4 days leave
2. not involve in any indisciplinary activities
3. not indulge in any Examination malpractice
4. not absent themselves for IAEs 1-4, Model Theory Examinations and Model Practical Examinations so that they will be able to perform well in the Continuous Assessment examinations and score high Internal marks and also obtain good grades in the University examinations.

Repeat Examinations

Repeat Internal Assessment Theory Exams

- The repeat examinations will be conducted for the students who failed by the respective department

from 3.00 to 5.00 pm and however repeat examinations marks will not be considered for any weightage.

- The Repeat Model examinations will be conducted in the following cases by the respective departments and repeat examinations marks will be considered.

i. Leave due to genuine Medical reason - Hospitalization with all Medical Documents - Parents

should inform the Year In-charge immediately after the hospitalization and Parents should report and submit all the Medical Documents to the Year In-charge on the first day of their ward returning to the college.

ii. Leave granted in advance Own Sister's /Brother's Marriage.

iii. OD granted in advance for Sports, Symposium and Cultural.

Repeat Model Lab Exams

For all the students who failed in Model Lab Exam

- The repeat examinations after the model practical examinations will be conducted for the students who failed by the respective department after the model practical examinations during 3.00 to 5.00 pm.

- Marks will not be awarded.

- Record note-books will be returned only for the students who passed in the Model Practical Examinations with the Bonafide Certificate signed by the Lab in-charge and the Lab HOD.

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Students with arrears

Parents are requested to pay the Anna University arrear examination fee to the College within 7 days after receiving the SMS about their ward's result.

Anna University Examinations - Withdrawal:

A candidate may, for valid reasons, be granted permission to withdraw from appearing for any course(s) of only one semester examinations during the entire duration of the degree programme. Also, only one application for withdrawal is permitted for that semester examinations in which withdrawal is sought.

Withdrawal application shall be valid only if the candidate is eligible to write the examination and it is made prior to the examination in that course(s) and also recommended by the Head of Department and the Head of the Institution. Xerox copy of the hall ticket must be enclosed along with the withdrawal form.

SMS DETAILS

SMS will be sent to parents for :

- Leave & Absence - on regular working days, IAE 1 - 4, Model Theory, Model Practical, University Practical & University Theory examinations.

- Dates of IAE 1 - 4, Model & University examinations.

- Results of IAE 1 - 4 and Model examinations.
- Internal Marks out of 7 marks (after Anna University Entry - I) & out of 13 marks (after Anna University Entry - II) for the students who have secured less than 66% of internals.
- Internal Marks out of 20 marks (after Anna University Entry - III),
- Anna University Examination results of every semester.
- Any sudden holiday due to the announcement of Government of Tamil Nadu or Anna University
- Dates of Campus Placement drive during final year

EXAMINATION RULES VII

1. Students should not enter the Exam Hall without proper college dress code & ID Card.
2. Silence should be maintained in the examination hall.
3. Students should occupy the allotted seats at least 10 minutes before the commencement of all the examinations.

Exam Timings :

Internal Assessment Exams : 7.50 am to 9.30 am

Model Theory Exams : 7.50 am to 10.50 am

University Theory Exams : 10.00 am to 1.00 pm (F.N)

2.00 pm to 5.00 pm (A.N)

4. Seating Arrangements :

For Model Examinations, seating arrangement will be displayed in our college web portal three days before the commencement of examinations.

For University Exams – refer the Exam Block Notice Board on the day of the Exam.

5. Students themselves should check the Hall tickets, ID cards and calculators before entering the Exam

Hall.

6. Wallets, pouches should be kept on the stage before the commencement of the examinations while

other belongings should be kept outside the exam hall only.

7. Candidates should not carry any written / printed material, cellphone, pendrive, iPod, programmable

calculator (other than the calculators given by the college)/any unauthorized data sheet/tables/data books into the examination hall. Possession of any of the above materials will be considered as

malpractice.

8. Students are not allowed to exchange pencil, eraser, scale and calculator inside the exam hall.

9. Students should check whether the answer booklet contains 44 pages including first page for Anna University Exams.

10. Candidates should use only blue or black pen for writing in the booklet.

11. Students should write their Register number on the question paper and they should not write any

thing else on the question paper.

12. Students should verify the subject code and subject name with hall ticket as soon as they receive the question paper. If there is any discrepancy, they should report it to the invigilator immediately, since some subjects with same subject name and different subject code may be prescribed for other branches.

13. Candidates should write and shade his/her register number, semester, subject and date of examination in the appropriate space provided in the first page of the answer booklet and nowhere else in the answer booklet.

14. If a candidate writes his / her register number on any part of the answer booklet / sheets other than

the columns provided for or put any special mark or write anything, it will be treated as malpractice.

15. Sufficient attention should be paid while signing on the attendance sheet.

16. Students are not allowed to go to toilets during the examination. He / She may be allowed after submitting the answer booklet only.

17. Students writing regular exams should not leave the exam hall before 1.00 pm (Forenoon session) /

5 pm (Afternoon session) i.e. for the full 3 hours and they should leave the corridor immediately after coming out of the exam halls.

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18. Students writing arrear exams are allowed to leave the exam hall one hour after the commencement of the exams.

19. University / Model Exam Malpractice :

Strict action will be taken against misbehavior and malpractice during the examinations, for theory as well as practical subjects conducted by the College and the University.

a. IAEs and Model Examinations conducted by the college.

In order to eliminate the chances of malpractice by the students in the examinations, the students must be made to un-tuck their shirts and remove the shoes and socks. However, there is no compromise in the dress code to be followed before and after the examination timings.

A thorough physical check should be carried out to prevent any student from carrying any indiscriminating material/any writing on the dress and on their person.

Study materials such as books and class notes are not allowed to be kept in the corridors of the hall.

A thorough checking of essential items such as calculators, hall ticket, both sides of ID card should be done by the staff members on exam duty.

If any student indulged in malpractice during University Examinations, the student will not be allowed to participate in any activities in the college until the completion of University enquiry and subsequent enquiry conducted by the college disciplinary committee.

If any student indulged in malpractice during Model Examinations, the student will be allowed to participate in the college activities only after completion of the enquiry conducted by the college disciplinary committee.

b. Examinations conducted by the University - Rules given by Anna University

A candidate is permitted to use geometric tools, non-programmable calculators, approved tables and

data books only during the theory and practical examinations. No other material / gadget (including cell phone) should be brought inside the examination hall.

A candidate should neither possess nor refer any forbidden material in any form nor should seek/obtain assistance in any form from any person/source towards answering the questions during the examinations. He / She should not assist other candidates in any form towards answering the questions during the examination. The candidate should not reveal his/her identity in any form in the answer scripts. The candidate should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. Candidate should maintain discipline and decorum during the examinations.

Violation of the above rules in any form during the examinations will attract punishment ranging from

levying fine to permanently debarring the candidate from continuing his/her studies as given below.

MALPRACTICE

The students indulged in malpractice :

- has to appear in front of disciplinary committee along with parents and then only they will be allowed for regular academic activities.
- will not be considered for weightage throughout their course period - till the final semester.
- will not be considered for placements.
- will not be given letter of recommendations for higher studies.

ELECTRONIC GADGETSVIII

Use of cell phones, cameras, i Pods, MP3 Players or any other electronic gadgets in the buses and college premises is strictly not allowed.

Use of Electronic Gadgets including Cell Phones:

1. Electronic gadget worth less than Rs. 4500/- – Donate the needed materials worth Rs. 1500/- to recognized Non-Governmental Organizations listed in the calendar in consultation with the NSS Program Officer. The gadget will be returned to the parents in person.
2. Electronic gadget worth Rs. 4500/- or more than Rs. 4500/- Donate the needed materials worth 1/3rd of the cost of the gadget to recognized Non-Governmental Organizations listed in the calendar in consultation with the NSS Program Officer. The gadget will be returned to the parents in person.
3. Repeated violation – Confiscation of the gadget/s and one week suspension.

However, hostel students are allowed to use i Pods and MP3 Players only in the Hostel rooms

INDUSTRIAL VISITSIX

Industrial Visits are Compulsory for all students.

Only one relevant industrial visit per semester, either local visit or one day visit will be arranged for each

class. No amount will be collected for the Industrial Visit.

1. In and Around Chennai

- a. City Industrial Visit - from 9.00 am to 2.30 pm.
- b. City Industrial Visit - from 9.00 am to 5.00 pm. Parents will be informed about the Late Arrival.

NOTE : Students are not allowed to get down from the bus on the way to the industry, or while coming

back. They are also not allowed to go for buying any soft drinks or eatables at the time of lunch. Also,

students are not allowed to have cell phones or any other electronic gadgets with them during industrial visits.

2. One full Day Industrial Visit - from 5.00 am to 10.00 pm

Sriharikota, Cheyyar, Thiruvannamalai, Sriperumbudur, Nellikuppam, Ariyalur, Jeppiaar Steel Plant, Trichy, Hosur, Neyveli, Pondicherry, Ranipet, Cuddalore, etc. - by College Bus only.

During 3rd to 7th Semesters, Students can go for any of the above places and also for Chennai Industrial

Visits. For other semester classes, these are optional.

During outstation Industrial Visits, the staff and day scholar students have to stay in the hostel on the

previous evening to ensure timely departure and early return.

a. Daily Allowance – Rs. 150/- per head (for Lunch & Evening Snacks).

b. Attendance is compulsory on the next day.

c. No separate Industrial Visits for Boys & Girls.

d. Minimum 7 days needed for all arrangements.

e. Form I – should be submitted before the Industrial visit, 7 days in advance – with the Industry's acceptance letter and students confirmation list.

Form II – should be submitted 2 days before the Industrial Visit.

Form III – should be submitted on the following working day immediately after the Industrial Visit.

f. Once students have given their name for the Industrial Visit and all the arrangements are made by the college – students are not allowed to withdraw / skip the Industrial Visit. If they do so, they have to pay Rs. 200/- – the amount which has been spent for the arrangements and they would lose 2 days attendance.

g. For the Industrial Visits, students HOD can approach College Transport In-charge, well in advance for making travel arrangements.

COMMON RULES FOR INDUSTRIAL VISITS :

a. All the students must wear ID cards and come in the regular dress code during the Industrial Visit. If there is any violation during the Industrial Visit, the driver/staff in-charges have the authority to return the bus to the college immediately.

b. Information about the Industrial Visit should be sent to the parents in the prescribed format.

Undertakings signed by the student and parent should be submitted to the year In-charge at least 2 days before the Industrial Visit.

c. Industrial visit arrangements format should be distributed to all the students including hostel

students at least 4 days before the industrial visit.

d. The Principal will meet representatives (2 boys and 2 girls) from the students, staff, HOD and the driver on the previous day of the Industrial Visit at 2.30 pm.

e. Any indiscipline or misbehavior during the Industrial Visits will be viewed very seriously and no further Industrial Visits will be allowed till the end of their course.

f. Industrial Visits may be arranged only in June/July during the odd semesters and in February during the even semesters.

g. Industrial Visits to the same place should not be repeated i.e. Visit to one place should be made only once.

h. At least 85% strength is compulsory for Industrial Visits. Otherwise, the Industrial Visit will be cancelled.

i. At least one HOD from the respective department and the Year In-charge should be present to check

the attendance and the dress code for the local Industrial Visit.

j. SMS will be sent to the parents after collecting all undertakings from the students.

k. The driver should not open the door without the staff member's instructions. If any problem occurs,

they should call the Manager's mobile immediately.

l. Only the experienced senior faculty members (minimum 2, one must be lady staff) and a mechanic should accompany the students for one day outstation Industrial Visit (Sriharikotta, Cheyyar, Thiruvannamalai, Sriperumbudur, Nellikuppam, Ariyalur, Jeppiaar Steel Plant, Hosur, Neyveli, Pondicherry, Ranipet and Cuddalore by College Bus only).

m. There is no exchange of duties by any staff member or the driver allowed, once committed for a particular industrial visit.

n. The staff member should obtain the signature with seal regarding the entry and exit time to and from the industry in the given format.

o. Day scholars are allowed to take cell phones with them for the full day outstation Industrial Visits so that they can inform their parents about the arrival time while coming back from the industry.

p. During the full day Industrial Visits, the staff should communicate to the HOD/Manager.

i. After the attendance (The attendance should be informed to the year in-charge before 8 am)

ii. On reaching the industry

- iii. While leaving the industry
- iv. At tea break in the evening
- v. On reaching Tambaram

IMPORTANT NOTE:

Stopping for Shopping, Park, River side, Pool side
Beach and Sight Seeing Spots is not allowed.

DISCIPLINARY ACTIONS

HOSTEL RULES AND REGULATIONS

X

XI

Students should not disturb other students, especially their juniors.

Students should not quarrel or fight either with their year mates or with the other year students.

Any damage to the property of the college - identified students / whole class / batch will be given punishment.

Physical assault, mental harassment or any other activities that are considered as Ragging –
Punishment

as per the Ragging Rules by Anna University, Chennai, Government of Tamil Nadu and Government of India.

Use of abusive / unparliamentary words and misbehavior - 1 Week suspension

Inducing and provoking others to form groups - 1 week suspension

Violating dress code - One day absent.

Using electronic gadgets:

1. Electronic gadget worth less than Rs. 4500/- – Donate the needed materials worth Rs. 1500/- to recognized Non-Governmental Organizations listed in the calendar in consultation with the NSS Program Officer. The gadget will be returned to the parents in person.

2. Electronic gadget worth Rs. 4500/- or more than Rs. 4500/- – Donate the needed materials worth 1/3rd of the cost of the gadget to recognized Non-Governmental Organizations listed in the calendar in consultation with the NSS Program Officer. The gadget will be returned to the parents in person.

Repeating – Confiscation and one week suspension.

3. Repeated Violation – Decision taken by the Disciplinary Committee will be the final.

HOSTEL RULES AND REGULATIONS

All the hostel students should have their ID cards mentioned 'Hostel' on it.

2. STUDY HOURS: All the students should stay in their respective rooms during the study hours - 6.00 pm to 8.30 pm.

3. The first year hostel students from Tamil medium, vocational groups, rural areas and other students

who find it difficult to speak in English will be shortlisted as members of the Non-formal English Club. The members must attend the Club meetings on every Wednesday, 6.00 pm - 8.30 pm.

4. Students will not be allowed to go home during the weekends between IAEs and Model Exams.

5. Students who are not performing well in Model Examinations are not allowed to go home/anywhere

before and during the Model and University Exams

SPECIAL COACHING:

- On working Saturdays, special coaching will be given to students with arrears.
- On the day prior to IAEs, special classes will be conducted for students who need additional coaching.
- After IAE 4, special coaching will be given to students who did not perform well in IAEs.
- Hostel and sports students requiring additional attention will be given special coaching for arrear papers after University Practicals.
- Hostel and sports students who failed in Model Theory Examinations have to attend special classes.

The time table has to be prepared and displayed by the department.

- All the hostel students leaving the hostel during study holidays should get an out-pass signed by the

staff in-charge and HOD - Team Captain of the concerned team.

- The out-pass will be issued only to the students who have passed in all subjects in Model Examinations

and not having any arrears in Anna University examinations.

Students can consume 600 units of electricity per room per year. If it exceeds, they will be charged- Rs. 10/- per additional unit - Rs. 1000/- should be remitted as deposit.

8. All the hostel students should open a bank account in our College Extension Counter. Money

transaction should be made only through D.D to the students from the parents. Money order will not

be entertained. Money should not be sent by courier. Inmates should not keep more than Rs. 100/- in their rooms. The Management will not be responsible for loss of money or any other belongings.

9. Possession or usage of electrical/electronic gadgets like Cell phone, Heater, Camera is strictly prohibited in the Hostel.

10. College buses are only for Day scholars hence hostel students should not board the college buses.

For the monthly outing, college bus will be provided for the Hostel students

11. During working days and Saturdays, Parents and authorized local guardians are not permitted to meet their wards.

12. Parents and authorized local guardians are allowed to meet their wards from 9.00 am to 5.00 pm during Sundays and Government holidays.

13. If the parents are planning to stay in Chennai, wards are allowed to stay with their parents for a maximum of 7 days in a year.

All the first year UG boys are permitted to go home only with their parents or authorized local guardians with the ID card given by the college and the letter from their parents. Students should return to the hostel promptly.

15. All the first and second year UG girls should go home only with their parents or authorized local guardians with the ID card given by the college and the letter from their parents. Students should return to the hostel promptly.

16. Students are strictly instructed not to indulge in Ragging inside the college or hostel premises. If any student is found indulging in ragging, college will inform the university and the government for necessary action.

17. Students should not fight with each other or cause injury to others.

18. The hostel fee is for the whole year. If a student wants to leave or if a student is sent out from the hostel in the middle of the year for absconding from the hostel or disturbing other inmates or consuming prohibited items, no refund will be made on any account. Such students will have to vacate the hostel immediately.

19. In case of any misbehavior or misconduct, students will not be allowed to continue in the hostel. No

amount will be refunded.

20. No other fee or fine will be collected from the students other than the fee paid and the charges for

additional electricity consumption.

21. Students residing in Chennai and staying near the bus routes are not considered for hostel accommodation.

22. Students who have cleared all subjects besides fulfilling the following eligibility criteria only can avail the hostel facilities and shall pay the hostel fee for the next academic year within 15 days from the release of the Odd Semester results (before 28th of February).

23. While going home, Hostel students have to place their finger prints on Exit & Entry SMS will be sent to parents.

18 RULES, REGULATIONS & CODE OF CONDUCT - 2021 St. JOSEPH'S GROUP OF INSTITUTIONS

Value of assets maintained in each of the Hostel Rooms

Sl. No Item Numbers Value (Rs.)

1. Cot 4 $10,000 \times 4 = 40,000$

2. Foam with cover 4 $15,000 \times 4 = 60,000$

3. Pillow 4 $500 \times 4 = 2,000$

4. Pillow Cover 4 $200 \times 4 = 800$

5. Bed sheet 4 $700 \times 4 = 2,800$

6. Bucket 1 $200 \times 1 = 200$

7. Mug 1 $30 \times 1 = 30$

8. Water big bucket 1 $1000 \times 1 = 1,000$

9. Mirror 1 $500 \times 1 = 500$

10. Lockers 4 9800

Total 1,17,130

11. Fan 2 4,000

12. Light 3 1,000

13. Switches 13 585

14. Socket 3 270

Total --- 5,855

15. Plumbing Fitting --- 13,000

16. Heater --- 8,000

17. Lock & 3 Keys --- 300

18. Full Paints --- 13,000

19. Intercom --- 500

Grand total 1,57,785

LOCAL GUARDIAN

Parents can declare 1 (or) 2 local guardians for their wards subject to the following conditions:

1. The local guardian shall be of a minimum age of 35 years.
2. He / She shall not be a student of any educational institution.
3. The local guardian shall be working or having own Business.
4. Local Guardian may be from the same family (or) from 2 different families.
5. Any change in Local Guardian during the Course period - Parents should come in person and change

the Local Guardian by producing necessary documents to the Warden.

6. For any Local Guardian proof of identification should be enclosed.
7. Parents and Local Guardians are expected to drop their wards before 6.00 pm in the reception.
After

6.00 pm wards should be dropped at the Entry Point or at the Front Office.