

ARUNAI ENGINEERING COLLEGE



STUDENT CODE BOOK

ABOUT OUR INSTITUTION

Arunai Engineering College (AEC) was established in the year 1993 by Saraswathi Ammal Educational Trust, to render philanthropic and educational services to the people living in rural areas of Tamil Nadu. The main objective of the trust is to foster quality technical education, research and training in various branches of science and technology and simultaneously inculcate among the youth a sense of discipline so that they can be moulded into competent and talented engineers.

A rapidly changing world is one of the biggest challenges facing today's graduates. New technologies, new working practices and changes in tastes and fashions require graduates who are equipped with flexible attitudes. AEC provides students with the skills to succeed. AEC, a Co-Educational institution is spread out on serene sylvan settings on the Chittor - Cuddalore National Highway, providing a holistic environment, ideal for dedicated study with discipline, away from the hustle and bustle of the modern cities. The serene spiritual atmosphere at AEC helps an individual to discover himself and the contribution he can make to the world. We, at Arunai Engineering College, will bring out and enlighten the hidden technical skills and abilities of youth with highest quality technical education and proper discipline.

Today, the institution has grown immensely and magnificently with an area of 24.66 acres. The college offers eight Under Graduate Engineering programs and seven Post Graduate programs. Arunai Engineering College has been awarded ISO 9001:2015 certification from DNV Netherlands in recognition of its International Quality Standards in technical education. Further to enhance the level of interaction with the industry, Arunai Engineering College has become a member of confederation of Indian Industry.

RULES AND REGULATIONS

- Students are to be punctual and regular for the classes and submit assignments, records, home work etc., intime.
- Students are to maintain strict silence in the classes and labs and must not wander around.
- Students are to maintain good academic progress and good conduct. Students are expected to develop the habit of wishing inmates, faculty and elders.
- Students are to equip themselves with approved drawing materials, instrument boxes and record notebooks as required.
- Ragging in any form is illegal and strictly forbidden.
- Severe action will be taken against those who indulge in ragging, strike or any such undesirable activities.
- There is a grievance redressal mechanism and issues are to be thus sorted out.
- Lab equipment should be handled carefully as per laid down instructions and generally with precautions. Students will have to pay for the breakages, if any.
- Students are advised to know the location of main Switch of Labs concerned as a safety measure.
- Safety Norms are to be adopted in day to day working.
- Any malfunctioning and damage of equipments must be informed to lab instructors.
- Prior permission is required from lab-in-charge for doing experiments project work in extra lab hours.
- Students should not absent for any classes and restricted to go bank or any other work during working hours.
- Students are expected to submit the records in respect of a particular experiment during the next laboratory class.
- The observation note books should be ready before the commencement of any experiment. Students should get the readings / calculations approved at the end of the lab session.

COLLEGE TIMING

The normal class hours for students is from 09.20a.m to 04.30 p.m with a 20 minutes tea break and one hour lunch break.

They can avail library facility till 6.00p.m.

DRESS CODE

- Male students are to wear trousers and tucked-in-shirts, and not permitted to wear T-shirts, Jeans.
- Female students are to wear Churidars with duppattas neatly pinned. Half Sarees, skirts, jeans, frocks or any other indecent tight fitting dresses are not permitted. No loose garments are permitted in the workshop / laboratories.
- Footwear used should be securely strapped at the heel. All students are to wear leather shoes in the workshops and also over coats as required.
- Wearing Hawai Slippers is prohibited from the point of view of safety and decency.

IDENTITY CARD

- Students are required to wear their Identity Cards (easily noticeable) whenever they are in the college campus and also when they travel using the college transport.
- Not wearing the identity card will be considered as an act of indiscipline.

ATTENDANCE

- A candidate will be permitted to appear for the University examinations, only if he / she
 1. Secures required attendance percentage
 2. Maintains satisfactory academic progress and
 3. Maintains good conduct.
- Attendance in tests and model examinations is compulsory. Leave will be granted in exceptional cases for valid reasons like hospitalization.
- The attendance rules given below will be strictly followed.
 1. Below 74% : Not permitted to appear for University Examinations.
 2. 75 % and above : Allowed to appear for University Examinations
 3. Leave on medical grounds : Attendance should not fall below 75% for the semester for reasons other than medical grounds. Medical leave will be accepted only in genuine cases with a proper medical certificate from a Doctor submitted immediately after the leave. However, even in medical leave case, the attendance shall not fall below 65% which is minimum for attending University examinations. If attendance falls below 65% even with Medical Leave, students are not permitted to appear for the University Examination and they have to repeat the Semester.

LEAVE REGULATIONS

- Leave letters should be counter signed by parents / guardians / hostel warden. Leave letters on medical grounds should be accompanied by Medical Certificate.
- Generally prior permission should be obtained before availing leave.
- Whenever prior permission could not be obtained, the leave letter should be submitted within 2 days after reporting to the college or within 4 days from the commencement of leave whichever is earlier.
- A student absent for one period shall be treated as absent for the complete session. (Forenoon or Afternoon during that day)
- If a student absent for special classes will lose attendance for the whole day.
- All the students should be present on the reopening day.
- During the Semester after the First week, two days of absence with leave letter will be permitted in a calendar month.

ACADEMIC PROGRESS

50% or more marks in each subject will be considered as satisfactory performance in class tests and model examinations.

Three tests each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all tests put together out of 300, shall be proportionately reduced for 20 marks and rounded to the nearest integer.

If the students have not completed the assignment (subject wise), attendance will not be given till they submit the assignment.

The cases of students who have poor academic performance or inadequate attendance will be reviewed at staff council meeting every week / month. In case of any misbehaviour, counselling will be done. After repeated misbehaviours, he/she will not be recommended for campus placement / given letter of recommendations for higher studies.

CERTIFICATES

The original certificates submitted by students at the time of admission to the college will be returned after completion of all registration / recognition / Approval processes at the University / DOTE. The course completion certificate, transfer certificate and conduct certificate will be issued only when the students complete the course satisfactorily and leave the college.

GENERAL INSTRUCTIONS

- Mobile Phones are not allowed in college premises. Failure to adhere to this instruction will lead to disciplinary action.
- Students are advised to participate in in-house / outside conferences and seminars and present technical papers with the guidance and prior permission of HOD / Principal.
- Students are encouraged to participate in extracurricular activities with prior permission of appropriate authorities of college.
- Students should give Photo Copies of certificates / hand over trophies to HOD / Staff in-charge of activities.
- Students are advised to give their suggestions and feedback regarding their difficulties either directly to the class in-charge / HOD / Principal or through the suggestion box, provided at the all departments.
- Loss / Theft of ID Cards / Library Cards and change of Address or Contact Mobile Numbers should be informed to HOD/ college office without delay.
- Students are advised to :
 - i. Maintain general hygiene while in canteens and throw the wastes only in Dustbins.
 - ii. During class hours, students should not go to canteens.
- All hostel students are to abide by Rules / Regulations of the Hostel.

HOSTEL RULES AND REGULATIONS

- A responsible person viz., parent or guardian who will comply with the formalities and procedures of admitting/vacating the hostel, must accompany candidates seeking admission for hostel accommodation. No inmate will be allowed to vacate the hostel in the middle of the academic year or semester.
- No student will be allowed to stay in the hostel without formal admission. Any inmate will automatically become the Member of Mess. The hostel is not available for lodging alone.
- The inmate of the hostel should not normally stay in the hostel during college working hours. In case they have to stay in the hostel due to sickness, they should apply for leave as per college rules, informing warden, the reasons for staying in the hostel during working hours.
- Inmates of the hostel are expected to be in their rooms before 6.30 p.m. They will not be permitted to enter / leave the hostel after this time limit. Roll call will be taken at the specified time by the wardens. In case, the inmates have to use the library or computer labs, they shall obtain permission from the warden.
- No inmate shall absent himself / herself from the hostel without prior permission from the warden and the HOD on the basis of requests from parents / local guardian.
- Strict silence should be observed between 10.00 p.m. and 5.00 a.m., except during the dinner time
- The names of hostel inmates who absent themselves for 15 consecutive days without prior permission will be struck off from the rolls. Leave / absence will be granted only at the request of the Parent /Guardian.
- The inmates are to take care of hostel property and not cause damage to any hostel property. The cost of damages caused in the room or in the premises will be recovered from the inmates responsible.
- Ragging in any form is illegal and is strictly prohibited, and it is a punishable offense.
- The inmates must strictly adhere to the specified timings of the mess.
- Food will not be served in rooms and inmates are not allowed to take food to their rooms.
- If an inmate is ill, the same should be reported to the warden, who will then make suitable arrangements to take care of that inmate.
- Day scholars, friends, Parents/Guests are not permitted to stay in the hostel.

- Strict discipline in the dining hall should be maintained and food is not to be shared from the same plate / wasted / littered.
- Electrical switches must be put off, whenever not required or while going out of room.
- Inmates are advised not to keep valuables / cash in the hostel/ room but are to deposit in Post Office / Savings Bank account.
- Each inmate should see that the room occupied by her / him is kept neat and clean. There is a Complaint Register with the Wardens for registering Complaints on Hygiene and Repairs.
- Any candidate who once reserves his/her seat by paying the fee for hostel accommodation, will not be eligible for refund if he / she chooses not to join the hostel.
- Hostel inmates securing less than 85% attendance in a semester, will not be permitted to stay in the hostel. However in exceptional cases permission may be granted as per hostel rule.
- Inmates will be allowed to go home during common holidays and semester holidays. In exceptional cases permission may be granted to stay in the hostels as per hostel rules.
- Inmates coming to hostel in the late evening / night without prior permission from Wardens will be stopped at the main gate itself by the security persons.
- Wearing ID card is MUST at all times inside the campus as a safety measure in the interest of students.
- Study time is must from 6.30 p.m. to 8.00 p.m. & 9.00 p.m. to 10.00 p.m. on all working days and surprise checks will be made by Chief Warden.

“Best wishes to Students of AEC for a comfortable stay at AEC campus.”
