



VALLIAMMAI ENGINEERING COLLEGE

(A Member of SRM Group of Institutions)

SRM Nagar, Kattankulathur – 603 203.



VEC – Rules and Regulations for Students

1. To enforce discipline among students, dress code of the college is strictly adhered to. They should attend the college in formal dress. The boys are not supposed to wear jeans and T-shirts when they attend college and girls should wear churidars with pinned dupattas.
2. Students should wear black or brown shoes only.
3. Students should wear valid college ID cards with tags and it should not be kept in the pockets/bags. Otherwise, they will not be permitted to enter the campus and attend the classes.
4. All undergraduate (UG) students should wear laboratory coats whenever they attend laboratory classes.
5. **Students should not bring mobile phones to college.** For emergency, a common phone facility is available on payment basis. However, **if a student is found using mobile phone, he/she will be suspended for 10 working days.** In the beginning of every semester, every student on roll should register for that semester as per **Registration Form** with an **Undertaking**, failing which the student will not be permitted to attend classes.
6. Students should be regular and punctual in attending classes and all activities connected to the college. Late comers will not be allowed to attend classes under any circumstances.

7. If a student does not attend college without prior permission for more than three days consecutively, it will be intimated to the parents. Parents should meet the HOD concerned along with the student and should give a written undertaking, as per **Format – A**, confirming regular attendance thereof, and then only the student will be permitted to attend further classes.
8. Periodical Tests will be conducted for all the departments on common dates as per the schedule, communicated in the beginning of every semester.
9. If a student fails to attend Periodical Tests the student will be awarded zero mark. Retest will be conducted only for the student with genuine reason.
10. Procedures for awarding marks for internal assessment(IA): *The maximum marks assigned to different courses shall be as given below:* Each of the theory and practical courses (including project work) shall carry a maximum of 100 marks of which 20 marks will be through internal assessment and the End Semester Examination (ESE) will carry 80 marks. The marks for the continuous assessment shall be awarded as per the procedure given below:

Theory Courses: 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 (This also implies equal weightage to all the three tests).

Practical Courses: The maximum marks for Internal Assessment shall be 20 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. There shall be at least one test. The criteria for arriving at the Internal

Assessment marks of 20 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be reduced to 20 and rounded to the nearest integer. ***For further details, please refer Regulations 2013.*** However, at the end of every Periodical Test, the progress report as per **Format – B**, will be sent by post / handed over to students for getting the signature of their parents and the same should be returned to the coordinator **within a week**.

11. During the working hours, students should be in their respective classrooms / laboratories or library. They should not loiter or gather in common places like portico, pathways and canteen.

12. Attendance percentage is calculated as follows

$$\% \text{ Attendance} = \frac{\text{Total number of periods attended}}{\text{Total number of periods conducted}} \times 100$$

Students having less than 75% of attendance will be counselled by the Class Co-ordinator **every fortnight**. In turn, the student should submit an undertaking to the Co-ordinator as per **Format – C**, confirming regular attendance, thereof.

13. Indiscipline of students, in any form, will be viewed very seriously and such students will be issued TC, irrespective of their academic performance.

14. As per the rules of the Anna University, **a student who fails to maintain a minimum of 75% of attendance, in a particular semester, will be detained**. Such student is not eligible to appear for the University examinations in that semester and he/she cannot continue his/her studies in the subsequent semester. He has to redo the courses of that semester along

with his juniors in the subsequent academic year. However, he/she will be permitted **to appear for arrear examinations.**

15. Students, who have **three or more arrears**, will be considered as **poor performers** and special classes will be conducted for such students from 4.30 pm to 5.30 pm on all working days. **All the poor performers should attend such special classes without fail.** Such of those poor performers, who secure more than 75% of marks in all the subjects in the Periodical Tests conducted subsequently, will be exempted from attending special classes. **However, if such students do not perform well in the next Periodical Tests, they have to continue attending special classes.** All the poor performers should abide by this rule of VEC and **TC will be issued to the defaulters.**

16. In practical classes, students should complete all previous record work in all aspects. In the absence of that, they will not be permitted to do the next experiment.

17. Students are strictly instructed not to attend any works such as NSS, Sports, Placement, Conference and Seminar **without prior approval from the HOD concerned and Principal.**



PRINCIPAL

ACCEPTED

Signature :

Signature:

Name :

Name :

(STUDENT)

(PARENT / GUARDIAN)