



# SRM VALLIAMMAI ENGINEERING COLLEGE

(An Autonomous Institution)

SRM Nagar, Kattankulathur – 603 203.



## SRM 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. **If a student is found using mobile phone, he/she will be either suspended for 10 working days or imposed a penalty of Rs.2000/-.** In the beginning of every semester, every student 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. Continuous Assessment 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 the Continuous Assessment Tests the student will be awarded zero mark. Retest will be conducted only for the student with genuine reason.
10. Internal marks will be awarded purely based on the performance in the Continuous Assessment Tests, as per the SRM VEC Regulations 2019. (*Refer Sections 11 & 12 for more details*).
11. At the end of every Continuous Assessment 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**.
12. 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.
13. Attendance percentage is calculated as,

$$\text{\% Attendance} = \frac{\text{Total no. of periods attended}}{\text{Total no. of periods conducted}} \times 100.$$

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

14. Indiscipline of students, in any form, will be viewed very seriously and such students will be issued TC, irrespective of their academic performance.
15. 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.**

16. Students, who have **three or more arrears**, will be considered as **poor performers** and special classes will be conducted for such students from 4.15 p.m. to 5.15 p.m. on all working days, *if required*. **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 Continuous Assessment Tests conducted subsequently, will be exempted from attending special classes. **However, if such students do not perform well in the next Continuous Assessment Tests, they have to continue attending special classes.** All the poor performers should abide by this rule of SRM VEC and TC **will be issued to the defaulters.**
17. In practical classes, students should complete all previous record work in all aspects. Otherwise, they will not be permitted to do the next experiment.
18. Students are strictly instructed not to attend any works such as NSS, Sports, Placement, Conference and Seminar **without the prior approval from the HOD concerned and Principal.**
19. It is strictly informed that the Students **shall not enter the College in inebriated condition.** If anyone is found in such a state, **the Student will be expelled from the College with immediate effect** and will not be allowed in the College Campus.

**PRINCIPAL**

**ACCEPTED**

Signature : .....

Signature: .....

Name : .....

Name : .....

**(STUDENT)**

**(PARENT / GUARDIAN)**