



Meenakshi Sundararajan Engineering College

(An Autonomous Institution)

Managed by I.I.E.T Society, Approved by AICTE, New Delhi,

Affiliated to Anna University, Chennai,

Accredited by NAAC with 'A' grade and NBA for programs applied,

Recognized by UGC with 2(f) & 12(B) status



ACADEMIC CALENDAR 2024-2025

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S. No.	Name of the member	Affiliation
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4	Dr. A. Kanimozhi	HOD, Department of Information Technology
5	Mrs. N. Mathangi	HOD, Department of Artificial Intelligence & Data science
6	Mrs. K. Rajeswari	HOD, Department of Electrical and Electronics Engineering
7	Mrs. Siji Sivanandan,	HOD, Department of Electronics & Communication Engineering
8	Dr. S. Kamatchi Sankaran	HOD, Department of Mechanical Engineering
9	Mrs. S. Seethalakshmi	HOD, Department of Humanities & Science
10	Prof. S. Raman	Dean Student Affairs
11	Dr. K. Umarani	Dean IQAC
12	Dr. L. Ramajayam	Dean of PG studies
13	Prof. Francis Jeyapathi	Dean Student Affairs
14	Dr. S. Suganthi	Head Consellor, Head - MSCDC
15	Dr. S.Ramesh	Head, MSIIC
16	Dr. B. Monica Jenifer	Head, MSIIC - MSEC
17	Mr. Joseph George Fernandez	Head, Training and Placement
18	Dr. R. Arivazhagan	Head, MSEC Research Centre
19	Mrs.C. Jerin Mahibha	Head, Academics
20	Dr. A Babiyola	Controller of Examination
21	Mr. S. Satheesh Kumar	Hostel warden



Meenakshi Sundararajan Engineering College

(An Autonomous Institution, Affiliated to Anna University, Chennai)

Prof. K. R. Sundararajan, a well-known educationalist, established the Indian Institute of Engineering Technology (I.I.E.T) society in the year 1947 in Chennai. The total area of 14 acres was purchased with enormous hardship and was donated to the IIET Society for the cause of education. The society's main objective is to provide quality education and it has been ensured since 1951.

The IIET Society has the following to its credit :-

- An uninterrupted and continuous education since 1951 in its premises
- All Colleges run by the institution are ranked among the top 5 – top 10 programs in Tamil Nadu
- 350 KW Solar Power Plant Generating upto 70% of its electricity needs
- Significant portion of the students are first generation learners
- Campus holds approximately 7000 plus students from the ages of 4 to 35 plus.
- Large Green Campus in the heart of the city of Chennai, Tamil Nadu
- In existence since 1947 – Completed 75 years
- Targeting to be Carbon Neutral from the end of the year 2025

The society currently has the following institutions :-

- **Meenakshi Sundararajan Engineering College(MSEC)** - established in 2001 & affiliated to Anna University offering engineering programs with about 2000 plus students.
- **Meenakshi Sundararajan School of Management(MSSM)** - established in 2000 & affiliated to University of Madras offering MBA programs with about 100 plus students.
- **The NEST School (TNS)**- established in 2022 offering IB (International Baccalaureate) & CAIE (Cambridge) boards.

All of the institutions have earned an enviable name and are rated as one among Top 10 colleges in the Tamil Nadu state in their respective programs. Efforts are on to make the campus carbon neutral in 2 years (end of 2025) by using our community of staff and students.

Meenakshi Sundararajan Engineering College (MSEC) was established by the IIET Society in 2001. **MSEC** is defined by two keywords “**Industry Ready**” & “**Vibrancy**”. Creating a new generation of self- actualized learners is our **raison d'etre**. If children are our future, then education is the key to their future. When education is shaped around them, and not the other way around, we are laying the foundation for a future/world where creativity, diversity and caring, independent-thinkers thrive. Our curricula thrive on continuous learning while interacting with and incorporating real-world situations and challenges.

MSEC's Hallmark of Quality

- Affiliated to Anna University, Chennai
- Approved by AICTE, New Delhi
- Accredited by NBA for programs in:
 - Civil Engineering
 - Computer Science and Engineering
 - Electronics and Communication Engineering
 - Mechanical Engineering
 - Electrical and Electronics Engineering
 - Information Technology
- Accredited by NAAC with a prestigious "A" grade
- Declared under Section 2(f) and 12(B) of the UGC Act
- Conferred with Autonomous status for 10 years (2024-25 to 2033-34) by the University Grants Commission (UGC) on February 1, 2024
- Meenakshi Sundararajan Innovation and Incubation Centre (MSIIC)
- Meenakshi Sundararajan Career Development Cell (MSCDC)
- MSEC Research Centre (MSEC RC)
- Center of Excellence – Industry Tie Up in Specialized Labs
- Industry MOU's – 200 Plus

Vision of the Institute

To impart state-of-the-art technical education, including sterling values and shining character, producing engineers who contribute to nation building thereby achieving our ultimate objective of sustained development of an unparalleled society, nation and world at large.

Mission of the Institute

Meenakshi Sundararajan Engineering College, Chennai constantly strives to be a Centre of Excellence with the singular aim of producing students of outstanding academic excellence and sterling character to benefit the society, our nation and the world at large.

To achieve this, the college ensures

- Continuous upgradation of its teaching faculty to ensure a high standard of quality education and to meet the ever-changing needs of the society
- Constant interaction with its stakeholders
- Linkage with other educational institutions and industries at the national and international level for mutual benefit
- Provision of research facilities and infrastructure in line with global trends
- Adequate opportunities and exposure to the students through suitable programs, to mould their character and to develop their personality with an emphasis on professional ethics and moral values.

We offer following courses:

S.No	Course	Intake
Undergraduate courses in B.E / B. Tech		
01	B.E Civil Engineering	60
02	B.E Computer Science and Engineering	120
03	B.E Electronics and Communication Engineering	120
04	B.E Electrical & Electronics Engineering	60
05	B.E Mechanical Engineering	60
06	B. Tech Information Technology	120
07	B. Tech Artificial Intelligence & Data Sciences	120
Postgraduate courses in M.E / M. Tech		
08	M.E. Construction Engineering and Management	18
09	M.E. Computer Science and Engineering	18
10	M.E. Embedded System Technologies	18
11	M.E. Energy Engineering	18

DEPARTMENT OF HUMANITIES AND SCIENCE

The H&S Department stands out for its commitment to providing a well-rounded academic experience for first-year students. Covering key subjects like Physics, Chemistry, Mathematics, English, and Tamil. The department boasts a high pass percentage in semester exams, a testament to the hard work and dedication of the faculty. This year, the department enhanced offerings with industry and alumni talks, foreign language courses, engaging games, and specialized coaching for AEP and ICS. Additionally, the department introduced an industry-oriented and department-specific syllabus to better prepare students for future challenges and opportunities

DEPARTMENT OF CIVIL ENGINEERING

The Civil Engineering Department at our college, established in 2002, is a beacon of academic excellence and research innovation. Offering both undergraduate program and postgraduate program in M.E. Construction Engineering and Management, the department is committed to integrating advanced technologies and sustainable practices into its curriculum. The department boasts state-of-the-art laboratories and strong industry collaborations. Graduates of the department have made significant contributions to civil engineering, both nationally and internationally, and continue to shape the future of the discipline through unwavering commitment to excellence.

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

The Department of Computer Science and Engineering was established in 2001. It has its mission to inculcate innovative thinking and analytical abilities in addition to imparting quality education in the theory and application of Computer Science and Engineering. The department offers UG and PG programmes with State-of-

the-art Computer laboratories equipped with high end hardware and software packages provided with high-speed leased line connectivity. The department takes pride in its academic excellence and outstanding placement records. It has consistently produced 68 university rank holders till 2023 batch and accredited by National Board of Accreditation.

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

The Electrical and Electronics Engineering Department, established in 2003, is expanding its offerings to M.E. program in Embedded System Technologies from the 2024-25 academic year. With a focus on knowledge - based training, the department faculty empowers students with a deep understanding of concepts and industry - ready skills. The department forged partnerships with 22 companies through MOUs, facilitating collaboration and knowledge exchange.

The Electrical Technocrats Association (ETA) is a vibrant platform for technical activities, including the publication and showcasing of newsletters by staff and students every fortnight. Our mission is to drive technological advancements, foster research, and address industry needs.

DEPARTMENT OF MECHANICAL ENGINEERING

Meenakshi Sundararajan Engineering College inaugurated the Department of Mechanical Engineering in the academic year 2011-12. The department has well qualified faculties with excellent teaching, training and industrial experience. It has state-of-the-art laboratories which include VMC, CNC Wire Cut, Spark Erosion, 3D CMM etc catering to academic, consultancy and research requirements. The department's endeavor is to develop its students to be industry ready when they graduate. Students of mechanical engineering department gain industrial exposure and are prepared to face future challenges by carrying out their Final Year Project work in various PSU/Private sectors as per their field of interest relevant to their program. The department has a memorandum of understanding with various Institutions, Industries and Research organizations for collaborative research and development work. There is a huge potential in the department for Consultancy as well as Technology and Product incubation.

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

The Department of Electronics and Communication Engineering, established in 2001, has grown significantly increasing its sanctioned intake from 60 to 120 in 2010. With NBA accreditation, the department is committed to delivering quality education, producing graduates who excel technically, socially, and professionally. Its state-of-the-art infrastructure, featuring ICT-enabled classrooms and advanced laboratories with cutting-edge tools like Cortex M4, Spartan 6, IoT kits, MATLAB, Cadence and PSPICE that supports academic excellence.

The Department's industry linkages with renowned organizations including ISRO, DRDO, NLTVC, and Ericson enhance students' technical skills through interactive events.

The Department's achievements include academic excellence, impressive placement records, and students' accomplishments in sports, arts, and culture, with alumni globally represented in top companies like Intel, Yahoo, and Apple.

DEPARTMENT OF INFORMATION TECHNOLOGY

The department of Information Technology was started in the year 2001 with an intake of 60 students focusing on the area. The department has won laurels to the college. The department constantly strives with the singular aim of producing students with outstanding academic excellence and sterling character to benefit the society, our nation and the world at large. The department's commitment to high academic standards and successful student placements. It has consistently produced 65 university rank holders till 2023 batch and accredited by National Board of accreditation. Campus Agreement has been signed with leading software and hardware giants like Microsoft, IBM, Adobe and HP. The department has received a certificate partnership as a "Center of Excellence" with Virtusa Technology.

DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND DATA SCIENCE

The Department of Artificial Intelligence & Data Science was established in 2021 with an initial intake of 60 students, which was subsequently increased to 120 in 2024. Our department boasts a team of highly qualified, experienced, and competent faculty members and features spacious infrastructure with modern amenities, including six well-equipped computer laboratories with backup and internet facilities. We emphasize continuous knowledge enrichment through seminars, guest lectures, workshops, and skill enhancement programs for both students and faculty, and engage in meticulous academic planning to ensure a well-structured approach to each semester. Additionally, our student-driven club, serves as an incubation center, nurturing innovative ideas and fostering creativity.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MSEC established the Internal Quality Assurance Cell (IQAC) in 2016 to develop and implement quality standards and benchmarks in key performance areas. In alignment with the National Education Policy (NEP) 2020 and subsequent reforms, the IQAC has been further strengthened to ensure compliance with the new policy directives.

Through IQAC, the institute strive to:

- Maintain and enhance the quality of education and services
- Align with our institution's vision and mission
- Foster a culture of continuous improvement and excellence
- Ensure accountability and transparency in institutional functioning
- Promote innovative practices in teaching, learning, and research
- Develop and implement effective quality benchmarks and parameters
- Facilitate student-centered learning and feedback mechanisms
- Enhance faculty development and capacity building
- Strengthen industry-academia partnerships and collaborations

- Ensure efficient governance and administrative processes
- Promote a culture of sustainability and social responsibility
- Facilitate accreditation and ranking processes
- Identify and mitigate quality assurance risks

CONTROLLER OF EXAMINATION

The institution, granted autonomous status by UGC and Anna University from the academic year 2024-2025, has established the Controller of Examinations (COE) office to oversee assessment processes with confidentiality, ensuring quality and standards. The COE conducts fair examinations, declares results, and manages examination activities for Internal Assessment Tests (IATs) and Semester End Examinations (SEE). Their yearly schedule includes planning, coordinating, conducting, evaluating, and reviewing exams, as well as issuing certificates and transcripts. The COE ensures smooth conduct, maintains exam integrity, and coordinates with stakeholders, adapting to the institution's specific needs and exam cycle.

MEENAKSHI SUNDARARAJAN RESEARCH CENTRE(MSRC)

The MSEC Research Centre has a steadfast commitment to fostering a strong research culture. It empowers students and faculties in their intellectual exploration and discovery. The center aims to advance knowledge, drive neoteric innovation, and contribute to the broader academic and industrial fraternity ultimately aimed at uplifting humankind.

THE MEENAKSHI SUNDARARAJAN CAREER DEVELOPMENT COMMITTEE (MSCDC)

The Meenakshi Sundararajan Career Development Committee (MSCDC) is a strategic group dedicated to fostering students' professional growth and development. Our mission is to support students in achieving their career goals, fostering a culture of professional growth and development.

The MSCDC plays a vital role in aligning individual career goals through various initiatives, including:

1. Career Pathways
2. Specialised Expert Talk & Guidance on Different Career Pathways
3. Higher Education – Awareness Sessions on various Geographical Locations
4. University Fairs
5. Training / Coaching Programs for different Competitive Exams
6. Repository / Text Books for various Competitive Exams

By providing a career pathway, we help students understand the opportunities available to them and what is required to achieve their career goals. We encourage students as they navigate their professional journey, providing them with the tools, knowledge, and opportunities needed for successful career development.

OFFICE OF STUDENTS AFFAIRS

Our mission is to create a supportive and inclusive educational environment that empowers students to succeed in their academic, personal, and professional lives. We achieve this by:

- Providing individualized support and responding to student needs
- Fostering a culture of academic integrity and excellence
- Promoting personal hygiene, cleanliness, discipline and sprucing
- Encouraging a moral code of conduct and respect for others
- Cultivating a sense of campus decency and decorum
- Modeling exemplary behavior and attitudes

By fulfilling these responsibilities, the institution aims to inspire students to become responsible, successful, and compassionate individuals who make a positive impact in their communities.

COLLEGE COUNSELING SERVICES

College counseling services are essential in supporting students' overall well-being and academic success. These services often encompass various areas, including healthy mind well-being, career guidance, and academic counseling. Here's a breakdown of the typical counseling services available for college students in the institution:

Individual Counseling: One-on-one sessions with RCI registered counselors or psychologists to address personal issues such as stress, anxiety, depression, relationship problems, and any other psychological concerns.

Group Counseling: Support groups where students with similar issues can share experiences and strategies for coping in a safe and supportive environment.

Crisis Intervention: Immediate support for students in distress, trauma response, and any emergency psychological concerns.

TRAINING AND PLACEMENT CELL

Meenakshi Sundararajan Engineering College training and placement cell is committed to providing exceptional placement opportunities for its students. The Placement Cell takes meticulous efforts to ensure that students are recruited by top-notch companies in the industry.

The training pathway is established starting from the first semester with 180 Hours of Placement training which includes Communications Skills, Aptitude Training, Specialised Programming, Guidance on Certifications, Projects, Competitions, Grooming, Etiquette, Group Discussion and Mock Interviews.

The Placement Cell functions under the leadership of Placement Officer, Faculty representatives and Coordinators from each department. The Cell's ultimate aim is to achieve 100% placement. Its Other Functions include

1. Implementation of the training pathway at appropriate semesters
2. Industry Talks
3. Alumni Talks

4. Arranging Internships & Projects
5. Centers of Excellence with Industry
6. Industry Specialised training & guidance

This comprehensive training empowers students to face the campus interviews with confidence through enhancing their employability skills for a successful future.

DEPARTMENT OF PHYSICAL EDUCATION

Our college campus boasts an array of sports facilities, including

- Basketball Court
- Badminton Court
- Pickle Ball Court
- Volleyball
- Cricket / Foot Ball / Athletics Ground
- Tennis Court
- Kho Kho

The institution is much dedicated in nurturing the talent through specific college sports teams :

- Expert coaching and mentorship
- Formation of new sports teams
- Dedicated Sports Hour (1 hour/week)
- Regular Sports Day events - that are meticulously planned for maximum student participation.

DEPARTMENT OF SAFETY AND SECURITY

MSEC's Safety Department include the Chief Security Officer (Retd. Lt. Col), Trained & Certified Safety Officers (18) and Chief Safety Officer.

The department ensures a secure and hazard-free environment within the campus through:

- Monitoring all areas of the campus to ensure a secure environment
- Conducting daily reviews and maintaining a register to track and address any safety issues
- Performing maintenance tasks such as securing compound walls, replacing damaged fencing, and ensuring proper drainage
- Educating the community through regular safety awareness programs and training sessions
- Organizing fire drills and evacuation procedures to prepare for emergencies
- Identifying and mitigating potential hazards to prevent accidents
- Developing and implementing comprehensive safety policies to guide the community
- Continuously monitoring CCTV cameras to quickly respond to any security incidents

The department's proactive approach helps to prevent accidents, minimizes risks, and fosters a culture of safety among students, staff, and faculty members.

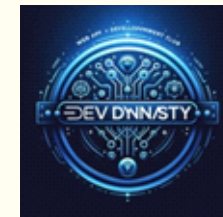
MEENAKSHI SUNDARARAJAN INNOVATION AND INCUBATION CENTRE (MSIIC)

Meenakshi Sundararajan Innovation and Incubation Centre (MSIIC) is a dynamic and forward-thinking organization dedicated to fostering innovation, entrepreneurship, and skill development etc. Our center serves as a catalyst for a transformative change - providing aspiring entrepreneurs with the resources, mentorship, and support that is needed to turn their ideas into successful ventures. MSIIC is dedicated to promoting entrepreneurship and an innovative mindset among students and entrepreneurs at institutions. Through mentorship MSIIC helps to develop talents and support their initiatives, provide knowledge on market access and funding, and empower individuals to identify opportunities, take risks, and create positive change. The institution solely believes in entrepreneurship as a catalyst for innovation and societal impact, providing resources and a supportive environment for individuals to thrive and make a difference in their communities and beyond. Its activities include

1. Managing the 100 Seat Innovation & Incubation Center
2. Guidance to both Internal & External Start-ups from Ideation to Funding
3. Competitions – Identification & Mentoring
4. Conducting Competitions :- 30 Hour Hackathons, All India Hackathon etc.
5. Managing Student Clubs
6. Art & Music Festival
7. Skill Development / Value Added Courses
8. Societal Beneficial Projects

MSEC STUDENTS CLUBS

MSEC Students Clubs were initiated with the objective to provide a platform for students to discover, showcase and improve their interests, strengths and passion. There are 7 clubs in our college namely, AI Epoch Club, Eco Design Club, Advant Coding Club, Renewables Club, Nodenova IOT Club, Dev Dynasty Web App Development Club and Product Development Club. Clubs foster vibrant student community in the campus by conducting variety of events and activities which include workshops, seminars, technical and non-technical events, campus benefit projects, long term projects such as SAE Baja etc that cater to diverse interests. Clubs help the students to collaborate with different disciplines and exchange knowledge with peer groups.



Meenakshi Sundararajan Engineering College

Kodambakkam, Chennai

CALENDAR

JULY

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
						HOLIDAY
7	8	9	10	11	12	13
HOLIDAY	T&P Cell - Aptitude Training for Final Year CSE, AI&DS, IT & MECH	T&P Cell - Aptitude Training for Final Year CSE, AI&DS, IT & MECH	T&P Cell - Aptitude Training for Final Year CSE, AI&DS, IT & MECH	T&P Cell - Aptitude Training for Final Year CSE, AI&DS, IT & MECH	T&P Cell - Aptitude Training for Final Year CSE, AI&DS, IT & MECH POST ASSESSMENT TEST	
	IQAC- NBA AUDIT Starts		ACADEMIC COUNCIL MEETING			INTERNSHIP STARTS FOR CSE &
14	15	16	17	18	19	20
HOLIDAY	T&P Cell - Aptitude Training for Final Year ECE,EEE & CIVIL	T&P Cell - Aptitude Training for Final Year ECE,EEE & CIVIL	HOLIDAY (MUHARRAM)	T&P Cell - Aptitude Training for Final Year ECE,EEE & CIVIL	T&P Cell - Aptitude Training for Final Year ECE,EEE & CIVIL- POST	
	IQAC- NBA AUDIT Report Submission	IQAC- NAAC AUDIT Starts				INTERNSHIP STARTS FOR CIVIL,ECE,EEE
21	22	23	24	25	26	27
HOLIDAY	NBA,NAAC,OBE, NIRF EXT. FDP Starts	IQAC- NAAC AUDIT Report Submission			AQAR AUDIT (PROCESS)	
	DISASTER MANAGEMENT DAY- NSS				NBA,NAAC,OBE, NIRF EXT. FDP Ends	
28	29	30	31			
HOLIDAY		WEBSITE AUDIT	Committee Meeting			

CALENDAR

AUGUST

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
						HOLIDAY
4	HOLIDAY	5	6	7	8	9
	NBA AUDIT starts			VA COURSE	VA COURSE	VA COURSE
						INTERNSHIP ENDS FOR MECH
11	12	13	14	15	16	17
INTERNSHIP ENDS FOR CSE, IT, EEE, ECE, & CIVIL	REOPENING DAY FOR .B.E. / B.Tech.- Full time (II/ III/ IV Year)	CLUB ACTIVITY IIC.Q4.3	Engineers Day -MECH	HOLIDAY (INDEPENDENCE DAY)	Committee Meeting	HOLIDAY
	INTERNATIONAL YOUTH DAY - NSS		MSIIC AWARENESS/		CLUB ACTIVITY. IIC.Q4.1	
18	19	20	21	22	23	24
HOLIDAY			MSIIC AWARENESS/SKILLS IIC Q4.4	ALUMNI /INDUSTRY INTERACTION		NAAC-AUDIT Report Submission
			SEM I EDI COURSE TRAINING FOR FACULTY	CLUB ACTIVITY IIC.Q4.5		30 HRS HACKATHON
				MSCGC ORIENTATION II		ICT POWER SESSION
25	26	27	28	29	30	31
			AQAR-AUDIT starts	WEBSITE AUDIT	AQAR-AUDIT ends	ALUMNI /INDUSTRY INTERACTION
HOLIDAY	HOLIDAY (KRISHNA JAYANTHI)	MSCGC ORIENTATION III		MSCGC ORIENTATION IV	MSIIC INAGURATION	MSIIC CONCLAVE
		BEST STARTUP COMPETITION	CLUB ACTIVITY . IIC.Q4.6	CLUB ACTIVITY . IIC.Q4.7		PROF KRS STUDENT INNOVATION CHALLENGE &MSEC FACULT RESEARCH

CALENDAR

SEPTEMBER

2024

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
1	HOLIDAY	2	Class Committee Meeting 2 - II,III,IV Year	3		4	Student Induction Program-I year	5	Student Induction Program-I year	6	Student Induction Program-I year	7	HOLIDAY (VINAYAKAR CHATHURTHI)
							MSIIC AWARENESS/SKILLS. IIC Q1.1		MSCDC ORIENTATION - II		CLUB ACTIVITY		
									CLUB ACTIVITY . IIC		ALUMNI /INDUSTRY INTERACTION		
			NBA AUDIT starts						Teachers Day - CSE		SPORTS SDP & EVENT		
8	HOLIDAY	9		10		11		12		13		14	
			Student Induction Program-I year		Student Induction Program-I year		Student Induction Program-I year		Student Induction Program-I year		I Sem -Commencement of Classes		
			E-CUBE WEEK Starts		MSCDC ORIENTATION - III		MSIIC AWARENESS/SKILLS. IIC Q1.2		MSCDC ORIENTATION - IV		E-CUBE WEEK Ends		E-CUBE -VALEDICTORY
	INTERNATIONAL LITERACY DAY				RECORD SUBMISSION I (IV,III & II YEAR)						Committee Meeting		
					CLUB ACTIVITY		CLUB ACTIVITY				NBA AUDIT Report Submission		
15	HOLIDAY	16	Milad - un - Nabi - Holiday	17	Class Committee Meeting 3 - II,III,IV Year	18		19		20	Class Committee meeting 1 - I year	21	HOLIDAY
					IAT- 1 EXAM (II/ III/ IV Year) Starts						ALUMNI /INDUSTRY INTERACTION		
					Engineers' Day - MECH								
					NAAC-AUDIT starts						WEBSITE AUDIT		
22	HOLIDAY	23	Course Committee meeting-First Year	24		25		26	NAAC AUDIT Report Submission	27	AQAR FINAL AUDIT	28	
							IAT- 1 EXAM (II/ III/ IV Year) Ends		CLUB ACTIVITY		International University Fair		
29	HOLIDAY	30	Class Committee Meeting 4 - II,III,IV Year										
			SIH Submission										
	WORLD HEART DAY - NSS		Committee Meeting										

CALENDAR

OCTOBER

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 NATIONAL BLOOD DONATION DAY & ELDER DAY -NSS	2 HOLIDAY (GANDHI JAYANTHI)	3 NBA AUDIT starts MSIIC AWARENESS/SKILLS .IIC Q1.3 Art & Music Festival	4 CLUB ACTIVITY IIC PLACEMENT ORIENTATION PROGRAM - II YEAR Art & Music Festival	5 ALUMNI/INDUSTRY INFRASTRUCTURE Working day - Compensation for 10/10/2024 Parents Engagement- LLC - Civil - II, III, IV Year EEE - II, III, IV Year
6 HOLIDAY	7 Class Committee meeting 2 - I year FIT INDIA ACTIVITIES -NSS	8 FDP TECHNICAL(10-1) MSCDC ORIENTATION - I	9 AQAR UPLOAD MSCDC ORIENTATION - II	10 HOLIDAY	11 HOLIDAY (AYUTHA POOJAI)	12 HOLIDAY (VIJAYADHASAMI)
13	14	15	16 CLUB ACTIVITY	17	18	19 class Committee meeting-First year
	Class Committee Meeting 5 - II,III,IV Year	E-CUBE- I SEM	RECORD SUBMISSION I (CSE, IT - I YEAR)	RECORD SUBMISSION I (ECE, AI&DS - I YEAR)	RECORD SUBMISSION I (Civil, Mech, EEE - I YEAR)	Working -Compensation for 30/10/24
HOLIDAY	NBA AUDIT ends	MSCDC ORIENTATION - III Committee Meeting	MSIIC AWARENESS/SKILLS .IIC Q1.4 NAAC-AUDIT starts	MSCDC ORIENTATION - IV	CLUB ACTIVITY	Parents Engagement- LLC - Mech - II, III, IV Year ECE A - II, III, IV Year
20 HOLIDAY	21	22	23	24	25	26 Parents Engagement- LLC - Ai&DS - II, III, IV Year ECE B - II, III, IV Year
		CLUB ACTIVITY	CLUB ACTIVITY	CLUB ACTIVITY		ALUMNI/INDUSTRY INFRASTRUCTURE CONFERENCE ICT
				NAAC-AUDIT ends	ICT POWER SESSION	
					WEBSITE AUDIT	FDP SESSION COUNSELLOR
27 HOLIDAY	28 Class Committee Meeting 6 - II,III,IV Year MSIIC AWARENESS.IIC Q1.5 Committee Meeting	29 Class Committee meeting 3 - I year RECORD SUBMISSION II (IV,III & II YEAR) CLUB ACTIVITY	30 HOLIDAY (DEEPAVALI)	31 HOLIDAY (DEEPAVALI) NATIONAL UNITY DAY-NSS		

CALENDAR

NOVEMBER

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 HOLIDAY (DEEPAVALI)	2 HOLIDAY
3	4 IAT 1 EXAMS (I SEM)	5 IAT 1 EXAMS (I SEM)	6 IAT 1 EXAMS (I SEM)	7 IAT 1 EXAMS (I SEM)	8 IAT 1 EXAMS (I SEM)	9 IAT 1 EXAMS (I SEM)
HOLIDAY	IAT-2 EXAMS (II/ III/ IV Year) Starts	MSIIC INSTITUTE LEVEL COMPETITION	MSIIC AWARENESS/SKILLS .IIC Q1.5		NBA AUDIT Statrs	GRADUATION DAY
	CLUB ACTIVITY 12 .IIC Q1.6	MSCDC ORIENTATION - I		SPORTS SDP	SPORTS EVENT	ALUMNI/INDUSTRY INFRASTRUCTURE
					FDP TECHNICAL	
10	11 Class Committee Meeting 7 - II,III,IV Year	12	13	14	15 Committee Meeting	16 Class Committee meeting 4 - I year
	IAT 1 EXAMS (I SEM)	IAT 1 EXAMS (I SEM)				
HOLIDAY	ICT FDP	ICT FDP	ICT FDP	ICT FDP	ICT FDP	
	National Education Day- EEE	IAT-2 EXAMS (II/ III/ IV Year) Ends		NBA AUDIT Report Submission	NAAC AUDIT starts	Workingday - Compensation for 1/11/2024
	Course Committee meeting-First Year		MSIIC AWARENESS/SKILLS .IIC Q1.7			Parents Engagement- LLC - IT - II, III, IV Year CSE - II, III, IV Year
17	18	19	20 SELF DEFENCE TRAINING - NSS	21	22	23
			Model Practical Examination(II/ III/ IV Year)	Model Practical Examination(II/ III/ IV Year)	LAST WORKING DAY B.E. / B.Tech.- Full time (II/ III/ IV Year)	Model Practical Examination(II/ III/ IV Year)
HOLIDAY		RECORD SUBMISSION III (IV,III & II YEAR)			FDP SESSION COUNSELLOR	ALUMNI /INDUSTRY INTERACTION
		Entrepreneuership Day -ECE				FDP SESSION COUNSELLOR
24	25	26	27	28	29	30 MSIIC FACULTY RESEARCH SUMMIT
HOLIDAY			COMMENCEMENT OF Practical UNIVERSITY EXAM(II/ III/ IV Year)*	NAAC AUDIT Report Submission	WEBSITE AUDIT	Parents Engagement- LLC- AI&DS, ECE, Civil,Mech - I year
						Committee Meeting

CALENDAR

DECEMBER

2024

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
1	HOLIDAY	2	FDP TECHNICAL	3	FDP TECHNICAL	4	FDP TECHNICAL	5	FDP TECHNICAL	6	FDP TECHNICAL	7	HOLIDAY
			NBA AUDIT Statrs		Class Committee meeting 5 - I year								
			RECORD SUBMISSION II (CSE, IT - I YEAR)		RECORD SUBMISSION II (ECE, AI&DS - I YEAR)		RECORD SUBMISSION II (Civil, Mech, EEE - I YEAR)						
			COMMENCEMENT OF Theory UNIVERSITY EXAM (II/ III/ IV Year) *										
8	HOLIDAY	9		10		11		12		13	NBA AUDIT Report Submission	14	
							MSIIC AWARENESS/SKILLS.I IC Q2.1				National Energy Conservation Day(India)- EEE		Parents Engagement- LLC - IT, CSE, EEE- I Year
													Committee Meeting
15	HOLIDAY	16		17		18		19		20		21	
			NAAC AUDIT starts				MSIIC AWARENESS/SKILLS.I IC Q2.2		Class Committee meeting 6 - I year				HOLIDAY
22	HOLIDAY	23	IAT 2 EXAMS (I SEM)	24	IAT 2 EXAMS (I SEM)	25		26		27	IAT 2 EXAMS (I SEM)	28	IAT 2 EXAMS (I SEM)
							HOLIDAY (CHRISTMAS)		NAAC AUDIT Report Submission		WEBSITE AUDIT		FDP SESSION COUNSELLOR
29	HOLIDAY	30		31									
			IAT 2 EXAMS (I SEM)		IAT 2 EXAMS (I SEM)								
			Committee Meeting										

Note-* Anna University Exam schedules are subject to change as per university Instructions
Even Semester Calendar will be updated for higher Semesters and events before 30.12.2024

CALENDAR

JANUARY

2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 HOLIDAY NEW YEAR	2 NBA AUDIT Starts	3 Class Committee meeting 7 - I year IAT 2 EXAMS (I SEM)	4 HOLIDAY
5 HOLIDAY	6	7	8	9	10 Committee Meeting	11 FDP TECHNICAL(10-1)
				Model Practical Exam (I SEM)	Model Practical Exam (I SEM)	Model Practical Exam (I SEM)
		VA COURSE STARTS	VA COURSE	VA COURSE	Posh Awareness	
					National Startup Day - CSE	
12 HOLIDAY	13 NBA AUDIT Report Submission	14 HOLIDAY (PONGAL)	15 HOLIDAY (THIRUVALLUVAR DAY)	16 HOLIDAY (ULAVAR THIRUNAL)	17 NAAC AUDIT Starts	18 HOLIDAY
19 HOLIDAY	20 Semester End Exam -Practical (I SEM)	21 Semester End Exam -Practical (I SEM)	22 Semester End Exam -Practical (I SEM)	23 Semester End Exam-Practical (I SEM)	24	25 COMMENCEMENT OF Semester End EXAM -Theory (I Year)
	TECH TRAINING ORIENTATION & PRE ASSESSMENT TEST	TECH TRAINING DAY -1	TECH TRAINING DAY -2	TECH TRAINING DAY -3	TECH TRAINING DAY -4	TECH TRAINING DAY -5
	REOPENING DAY FOR .B.E. / B.Tech.- Full time (II/ III/ IV Year)		MSIIC AWARENESS/SKILLS.IIC Q2.4	Club Activity . IIC	CAREER ORIENTATION -IIYR	ALUMNI/ INDUSTRY INTERACTION
26 HOLIDAY (REPUBLIC DAY)	27 Club Activity	28 CAREER ORIENTATION -III YR	29 Club Activity	30 Club Activity	31 WEBSITE AUDIT	
	Semester End Examination - Theory (I year)			Semester End Examination - Theory		
	NAAC AUDIT Report Submission		MSIIC AWARENESS/SKILLS.IIC Q2.3	CAREER ORIENTATION -IV YR	Committee Meeting	
	TECH TRAINING DAY -6	TECH TRAINING DAY -7	TECH TRAINING POST ASSESSMENT TEST			

CALENDAR

FEBRUARY

2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 HOLIDAY
						Semester End Examination - Theory
2	3	4	5	6	7	8 ALUMNI/INDUSTRY INFRASTRUCTURE
HOLIDAY	Semester End Examination - Theory	Club Activity		Semester End Examination - Theory	SPORTS SDP & EVENT	FDP TECHNICAL(10-1)
	NBA AUDIT Starts		MSIIC AWARENESS/ SKILLS.IIC Q2.5	CAREER ORIENTATION - II YR	APTITUDE TRAINING ORIENTATION & PRE ASSESSMENT TEST	APTITUDE TRAINING DAY-1
9	10	11	12	13	14	15
HOLIDAY	Semester End Examination - Theory		Semester End Examination - Theory			
	Club Activity	HOLIDAY (THAI POOSAM)	CAREER ORIENTATION - III YR	NBA AUDIT Report Submission	Committee Meeting	HOLIDAY
				Club Activity	CAREER ORIENTATION - IV YR	
16	17	18	19	20	21	22 SPORTS DAY
HOLIDAY		Club Activity.IIC Q2.6	MSIIC AWARENESS/SKILL S.IIC Q2.7	NAAC AUDIT Starts	ICT POWER SESSION	ALUMNI/ INDUSTRY INTERACTION
	II Sem -Commencement of Classes	Club Activity				APTITUDE TRAINING DAY-2
	Value added Course - I year	Value added Course - I year	Value added Course - I year			
23	24	25	26	27	28	
HOLIDAY		Club Activity	WEBSITE AUDIT	CAREER ORIENTATION - I YR	Committee Meeting	
				NAAC AUDIT Report Submission	National Science Day -CIVIL	

CALENDAR

MARCH

2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 HOLIDAY
2 HOLIDAY	3 NBA AUDIT Starts	4 IAT- 1 EXAM (II/ III/ IV Year) Starts CAREER ORIENTATION -I YR	5 Club Activity	6 CAREER ORIENTATION -II YR MSIIC AWARENESS/SKILLS .IIC Q3.1	7 SPORTS SDP & EVENT Club Activity	8 FDP TECHNICAL(10-1) APTITUDE TRAINING DAY-3 INTERNATIONAL WOMEN'S DAY - IT
9 HOLIDAY	10	11 IAT- 1 EXAM (II/ III/ IV Year) Ends CAREER ORIENTATION -III YR	12 MSIIC AWARENESS/SKI LLS.IIC Q3.2	13 Club Activity RECORD SUBMISSION I (IV,III & II YEAR) CAREER ORIENTATION -IV YR Committee Meeting	14 ALUMNI/INDUSTRY INFRASTRUCTURE NBA AUDIT Report Submission	15 HOLIDAY
16 HOLIDAY	17 NAAC AUDIT Starts	18 Club Activity.IIC Q3.3	19 SYMPOSIUM	20 SYMPOSIUM	21 SYMPOSIUM	22 SYMPOSIUM
23 HOLIDAY	24 NAAC AUDIT Report Submission	25 Club Activity	26 NSS SPECIAL CAMP	27 Club Activity NSS SPECIAL CAMP	28 WEBSITE AUDIT NSS SPECIAL CAMP	29 FDP SESSION COUNSELLOR ALUMNI/ INDUSTRY INTERACTION NSS SPECIAL CAMP
30 HOLIDAY (YUGATHI)	31 Committee Meeting					

CALENDAR

APRIL

2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
			IAT 1-II SEM	IAT 1-II SEM	IAT 1-II SEM	HOLIDAY
		IAT-2 EXAMS (II/ III/ IV Year) Starts	NBA AUDIT Starts		World Health Day - MECH	
6	7	8	9	10	11	12
	IAT 1-II SEM	IAT 1-II SEM	IAT 1-II SEM		IAT 1-II SEM	IAT 1-II SEM
		Club Activity	MSIIC AWARENESS/SKILLS.II C Q3.4	HOLIDAY (MAHAVIR JAYANTHI)	SPORTS DAY	APTITUDE TRAINING DAY-4
	WORLD HEALTH DAY	CAREER ORIENTATION -I YR	IAT-2 EXAMS (II/ III/ IV Year) Ends		CAREER ORIENTATION -II YR*	PLACEMENT TRAINING APTITUDE- III YEAR
13	14	15	16	17	18	19
	HOLIDAY (TAMIL NEW YEAR)	Committee Meeting	Club Activity	Club Activity.IIC Q3.5	HOLIDAY (GOOD FRIDAY)	HOLIDAY
		CAREER ORIENTATION -III YR	NBA AUDIT Report Submission	CAREER ORIENTATION -IV YR		
				NAAC AUDIT Starts		
20	21	22	23	24	25	26
			NAAC AUDIT Report Submission		ICT POWER SESSION	FDP SESSION COUNSELLOR
	World Creativity and Innovation Day-IT	Club Activity.IIC Q3.6	MSIIC AWARENESS/SKILLS.II C Q3.7	COLLEGE DAY	RECORD SUBMISSION II (IV,III & II YEAR)	ALUMNI/ INDUSTRY INTERACTION
27	28	29	30			World Intellectual Property Day- CIVIL
	WEBSITE AUDIT		Committee Meeting			

CALENDAR

MAY

2025

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
								1	HOLIDAY (MAY DAY)	2		3	HOLIDAY
										NBA AUDIT Starts			
4		5		6		7		8		9		10	
	HOLIDAY				Club Activity				Model Practical Examination(II/ III/ IV Year) starts		National Technology Day - AI &DS		ALUMNI/ INDUSTRY INTERACTION
11		12		13		14	NBA AUDIT Report Submission	15		16	NAAC AUDIT Starts	17	HOLIDAY
	HOLIDAY				Club Activity		Model Practical Examination(II/ III/ IV Year) ends		LAST WORKING DAY B.E. / B.Tech.- Full time (II/ III/ IV Year)		Club Activity		
18		19		20		21		22		23		24	
	HOLIDAY				Club Activity						Club Activity		FDP SESSION COUNSELLOR
													ALUMNI/ INDUSTRY INTERACTION
			COMMENCEMENT OF Practical UNIVERSITY EXAM(II/ III/ IV Year) *		CAREER ORIENTATION -I YR								
			FDP - Technical		FDP - Technical		FDP - Technical		FDP - Technical		FDP - Technical		FDP - Technical
25		26		27		28		29		30		31	Committee Meeting
						IAT 2-II SEM		IAT 2-II SEM		IAT 2-II SEM		IAT 2-II SEM	
			NAAC AUDIT Report Submission		Club Activity			COMMENCEMENT OF Theory UNIVERSITY EXAM (II/ III/ IV Year) *		WEBSITE AUDIT			

CALENDAR

JUNE

2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	IAT 2-II SEM	IAT 2-II SEM	IAT 2-II SEM			
	NBA AUDIT Starts			Environment Day - H & S		
8	9	10	11	12	13	14
HOLIDAY				NBA AUDIT Report Submission		Committee Meeting
				MODEL LAB-II SEM	MODEL LAB-II SEM	LAST WORKING DAY B.E. / B.Tech.- Full time (I Year)
15	16	17	18	19	20	21
HOLIDAY		NAAC AUDIT Starts			International Yoga Day - AI & DS	HOLIDAY
		COMMENCEMENT OF Semester End Examination -Practical(I Year)	Semester End Examination -Practical(I Year)	Semester End Examination -Practical(I Year)	Semester End Examination -Practical(I Year)	
22	23	24	25	26	27	28
						WEBSITE AUDIT
HOLIDAY	COMMENCEMENT OF Semester End Examination -Theory (I Year)			Semester End Examination -Theory (I Year)	NAAC AUDIT Report Submission	Semester End Examination -Theory (I Year)
29	30	Committee Meeting				
	Semester End Examination -Theory (I Year)					
HOLIDAY						

Note-* Anna University Exam schedules are subject to change as per university Instructions
odd Semester Calendar will be updated for events and schedules before 30.06.2025

CALENDAR

JULY

2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
				Semester End Examination -Theory (I Year)		Semester End Examination -Theory (I Year)
						HOLIDAY
6	7	8	9	10	11	12
HOLIDAY	Semester End Examination -Theory (I Year)					
13	14	15	16	17	18	19
HOLIDAY			Semester III-Classes SEM III -VAC	SEM III -VAC	SEM III -VAC	HOLIDAY
20	21	22	23	24	25	26
HOLIDAY	SEM III -VAC					
27	28	29	30	31		
HOLIDAY (REPUBLIC DAY)						

IMPORTANT COMMITTEES:

1. Anti Ragging Committee
2. Grievance Redressal Committee / Complaint cum Redressal Committee
3. Internal Complaints Committee / Anti-Sexual Harassment Committee
4. SC / ST Committee
5. College Counselling Committee
6. Safety & Security Committee
7. Infrastructure Maintenance Committee
8. Food/ Canteen / Water Committee
9. FDP / Curriculum Committee
10. Dean- Student Affairs
11. The Internal Quality Assurance Cell (IQAC)

ANTI-RAGGING COMMITTEE

S. No.	Name	Role
1	Dr.A.Kanimozhi	Coordinator
2	Mrs.Thilageswari	Co-Cordinator -1
3	Dr.Prabakaran	Co-Cordinator -2
4	Dr.Balasubramanian	Member
5	Mr. Annamalai	Member
6	Mrs. Subathara	Member

Roles and Responsibilities:

1. Constitute a squad of faculty to make periodical/ surprise visits to prominent locations within the campus and check for ragging incidents.
2. Initiating actions as soon as any complaint of ragging is received from any student in accordance with the regulations curbing the menace of ragging in the Institution.
3. Create awareness among the students about ragging.
4. Sending circulars in line with the guidelines given by Tamil Nadu Government, Supreme Court and Committee – Reports to be sent to authorities whenever required

ANTI-RAGGING SQUAD

S. No.	Name	Role
1	Mrs.Thilageswari	Coordinator
2	Dr.M.K.Sandhya	Member
3	Ms. N. Mathangi	Member
4	Dr. M.K.Sandhya	Member
5	Mr. P.Parasuram	Member
6	Dr. S Santhanakrishnan	Member
7	Mr. S. Satheesh Kumar	Member
8	Mr.S.Saravanan	Member

Roles and Responsibilities:

1. Monitor & Ensure Anti Ragging Across the campus.
2. Monitor any violation of Code of Conduct Across the campus.
3. To make surprise raids on Hostel, canteen and other places vulnerable to incidents.
4. Ensure the Ragging free campus.
5. Inspect the places if any ragging issues and conduct on the spot enquiry into any incidents of ragging.
6. Submit an enquiry report along with recommendations to the Anti- Ragging Committee for action.
7. The faculty has been assigned floor-wise nurturing duty to support student activities, ensuring a safe and supportive environment for all students.

COLLEGE COUNSELLING COMMITTEE

S. No.	Name	Role
1	Dr. S. V. Saravanan, Principal	Chairman
2	Prof. Raman, HOD/ S&H	Chief Coordinator
3	.Dr. Suganthi, Head Counselor & Student affairs	Coordinator
4	Mrs. Siji Sivanandan, HOD/ ECE	Coordinator
5	Dr. S. Aarthi, HOD/CSE	Coordinator
6	Dr. Arivazhagan, P/ CIVIL	Coordinator
7	Mrs. B. Srividhya, AP/ Chemistry	Coordinator
8	Mr. S Satheesh Kumar, AP/ECE	Coordinator
9	Mrs. Sisira, Asso.Counsellor	Member
10	Mrs. B. Srividhya, AP/ Chemistry	Member

COLLEGE COUNSELLORS

Sl. No.	Name	Role
1	Dr.S.Suganthi	Head Counsellor
2	Mrs.S.Sisira	Associate Counsellor

DEAN OF STUDENT AFFAIRS

S. No.	Name	Year
1	Prof. Raman, HOD/ S&H	I Year
2	Prof. Francis Jeyapathi, P/ MECH	II Year
3	Dr. Suganthi, Head Counselor	III Year
4	Dr. Joseph George Fernandez, Head Placement	IV Year

CODE OF CONDUCT FOR STUDENTS

Students are expected to maintain high standards of discipline and professional behaviour in the campus and off the campus.

- 1) It is mandatory for each student to wear a STUDENT IDENTITY CARD inside the college premises at all times.
- 2) Students must be PUNCTUAL and regular in attending classes, class tests, IATs, model and semester examinations.
- 3) Students must maintain a minimum attendance of 75% throughout the semester to be eligible to take the end-of-semester/final examination.
- 4) Proper Dress Code to be maintained as below :-
 - Wear clean, well-ironed formal shirts and pants (tucked in) with formal shoes.
 - Avoid casual attire such as jeans, T-shirts, and sneakers during academic hours.
 - Adhere to any specific dress requirements for labs or workshops.
 - Boys should have a neat haircut and a clean shave.
 - Girls should come in salwar and pant with dupatta over it and with formal shoes
 - Girls must avoid leggings, jeans, and 3/4th pants.
- 5) Mobile phones are strictly prohibited inside the campus for students.
- 6) Avoid Ragging, harassing, assaulting, intimidating, discriminating, bullying, body shaming or any form of verbal or physical abuse amongst anyone inside/outside the campus- ZERO TOLERANCE FOR THIS.
- 7) Chewing paan/paan masala/gutka or any other tobacco products, smoking, alcohol or consumption of any other intoxicating drugs are strictly prohibited and punishable.
- 8) Use technology and online platforms responsibly and ethically. Stringent action will be taken if the image of the institution is tarnished on any social network sites.
- 9) Students should refrain from all forms of academic dishonesty, cheating, fabrication and resorting to any kind of malpractice.

- 10) Students involved in indiscipline and violence will be given transfer certificates without any prior intimation. Comply with local and state laws, as well as college policies, both on and off campus.
- 11) Students are not permitted to record (audio or video)lectures in the classrooms or actions of other students, faculty, or staff.
- 12) Students are not allowed to loiter or stand on the verandas or corridors of the college during class hours.
- 13) Students must show respect towards professors, staff, and fellow students and not use any vulgar or unparliamentarily words towards their fellow students or anyone in the campus.
- 14) Celebrations (Birthdays, Valentine's Day and Holi etc.,) are strictly prohibited inside classrooms/canteens / campus / hostels.
- 15) Students are informed to take the safe custody of personal belongings (mobile, money, gold, laptop or any other valuables). Institution will not be responsible for any theft or loss of student's property in the campus.
- 16) Meenakshi Sundararajan Engineering College will not take any responsibility for any criminal or non-criminal acts done outside the campus, when the students are in the nominal roles of the Institution.

IMPORTANT NOTIFICATION: Our **official WhatsApp group** includes Class Teachers, Subject Teachers, and HOD for updates and announcements. Beware of fake Social media groups! Do not join any fake WhatsApp/Social media group that uses the college's name and logo without official authorization. Stay alert and report any suspicious activity to the authorities immediately.

NOTE:

- All financial announcements, including fee payments, will be made solely by the **Head of Department (HOD)**.
- Please make payments only after receiving an official announcement from the HOD.
- Management and Staff will not be responsible for any external collections or transactions made without official authorization.

RULES AND REGULATIONS FOR LIBRARY

General

- All the Staff and students of the Institution can become members of the library.
- Students must present their College Identity Card before entering the library.
- Strict silence and decorum must be observed in the library.
- No combined study or group discussion is permitted in the library.
- Students are not allowed to bring notebooks, files, and any other printed material inside the library.
- Students are not allowed to bring cash or any valuables inside the library.

Timings

- The library is open on all working days between 9.30 a.m. and 5.00 p.m.
- Intimation will be given on the notice board regarding any change in the timing of the library in case of emergency.

Library Cards

- Every student member will be given 3 library cards and only one book will be issued against each card.
- Cards issued to the students are not transferable.
- A penalty of Rs.100/- will be charged for every library card lost and for the issue of a duplicate card

Issue of Books

- A student is responsible for all books borrowed on his/her library card.
- Students are not allowed to sub-lend the books of the library.
- Books will be issued to them through the counter during hours as notified.
- Before leaving the counter, the students should thoroughly check whether the books are in good condition. If the pages are torn/missing/scribbled, it should be immediately brought to the notice of the librarian, otherwise they will be held responsible for such damages.

Fine

- A fine of Rs.5/- will be charged for each day a book is overdue for the 1st week and thereafter Rs.10/- for each day.
- Members should pay four times the cost of the book lost by them.
- When any volume of a set of books is lost by the borrower, the whole set may be required to be replaced.
- The Principal may at his discretion exclude the students from the privileges of the library when he / she fails to return the book on time or pay the fine often or misbehaves in the premises.
- The Students should make best use of the library to supplement their knowledge.

Usage of Books

- Any markings, underlining and annotating of books are strictly forbidden.
- The student may reserve books, which are not immediately available and these books will be issued in the order of reservation. All books need to be produced before the librarian for renewal. Not more than two renewals will be allowed on any book.
- No student shall keep a book for more than two weeks.
- The librarian may recall a book at any time even if the due date is not over.
- In case of books for which there is an exceptional demand, the period of borrowing may be reduced to one week only.

Reference Books

- Reference books can be used only within the premises of the library.
- Reference books will not be issued in any case.

RULES AND REGULATIONS OF IET MEN'S HOSTEL

- Hostel accommodation is allotted purely at the discretion of the Chief Words (Secretary) and on condition that the student agrees to abide by all the rules and regulations of the hostel
- A maximum of four Students was allotted to stay in the hostel per room, it may be reduced according to the size of the room.
- Students must present in their respective rooms during the attendance timing of Morning 07.00 am and evening 06.30 pm & 09.30 pm on all days.
- All the Hostel students must engage in their studies during the study hours between 06.30 pm to 08.00 pm
- No Students are permitted to stay inside the hostel rooms after the college working hours started it is monitored by the hostel staff in-charges.
- Students are allowed to go to their native places only after getting consent from their parents and permission from the department class teacher, HoD of the concerned student's department and hostel in-charges through leave form & gate pass.
- The leave form should be submitted to the concerned hostel staff in charge and the Gate pass should be submitted to the security officer.
- If the students are willing to go outside the campus, they may be permitted based on the importance of reason along with a permission form & gate pass and the student should return to the hostel before 09.30 pm.
- Students are strictly restricted to possess costliest personal belongings inside the hostel.
- All the students are instructed to switch off fan and light when they leave the room and maintain their concern room's cleanliness
- Hostel Furniture shall not be removed from one room to another under any circumstances. Students are responsible for the care of furniture and fittings in their respective rooms. If any damage or lost, the cost of furniture and fittings will be recovered from the students
- Guests/ Visitors are not permitted to enter any rooms allotted to the students. Anyone who violates and helps to violate this rule will be levied with a penalty and will be evicted from the hostel immediately by the secretary.
- Students are strictly instructed that they are prohibited to use tobacco and alcohol inside the campus.
- Birthday/ other celebrations are strictly prohibited in the hostel
- Students are not allowed to organize any group activities in their rooms.
- Students during their stay in the hostel will be governed by the management rules.



Meenakshi Sundararajan Engineering College

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