



MOHAMED SATHAK A J COLLEGE OF ENGINEERING

(Approved by AICTE New Delhi and affiliated to Anna University, Chennai)

Siruseri IT Park, Egattur, Chennai - 603 103.

4.0 GUIDELINES FOR CONFERENCES / WORKSHOPS / FDPS

1. All the faculty members must strive to publish papers in reputed National and International journals.
2. At least one author, in case of multiple authors should present the paper in the conference.
3. Participation is subject to the condition that academic / examination work does not suffer.
4. In case of workshop / FDP / SDP, junior and middle level staff is to be encouraged. Preference will be given to those who have not participated in any course / workshop during the academic year.
5. A copy of the course material is to be deposited in the department Library with information to the Principal.
6. A brief report on conference / course / workshop must be given immediately after return from the program.
7. All the Hod's should plan to conduct one conference / year regularly, Faculty Development programs, Seminars and workshops one per semester in collaboration with funding agencies / Industries.
8. All the faculties and students should complete one online course per semester in NPTEL / SWAYAM / MOOC as well as encourage the students to enroll and complete the certification is mandatory.

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5.0 CO-CURRICULAR ACTIVITIES

All the faculty members and students should be member in any one of the professional association like IEEE, CSI, IETE, ISTE, SAE & ISHARE etc related to their dept compulsorily. The association coordinators should arrange minimum 2 programs per semester in the college campus, as well as encourage the students and faculties to attend the programs arranged by the various industries and institute related in their relevant area.

6.0 EXTRA- CURRICULAR ACTIVITES : Cultural, Sports , NSS, NCC and UBA,.

1. No Student shall participate in any extracurricular (EC) activity without permission from Principal through the HOD's.
2. No student shall participate / represent the college unless they have been identified and permitted by appropriate authorities (HOD's). If they participate without permission, appropriate disciplinary action would be taken against them.
3. Students found competent may participate in any one or two or all of the above programs.
4. Any delay in seeking prior permission or informing about participation will result in losing attendance for that activity.
5. All prospective students for every occasion of participation must complete the permission procedure in order to be eligible for participation and attendance.
6. Permission forms should submit to the HODs through your mentors.
7. The mentors should sign the form and forward to HOD for approval.
8. The day after participation, the students should report to the HOD, receive the form with signature and submit it to the Class advisor for marking attendance.
9. Students should give Photo copies of certificates / hand over trophies to HOD / mentors.
10. The HOD / class advisors should get details of prizes entered in data book of students

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7.0 COLLEGE TIMINGS:

Working Hours	:	08.15 AM to 03.30 PM
Tea Break	:	10.30 AM to 10.45 AM
Lunch Break	:	12.50 PM to 01.30PM
Admin office	:	08.00 AM to 05.00 PM (on all working day)

On Non working Saturday Admin office will function from 09.00 AM to 4.00 PM

1. On rotation basis Administrative Department should take care of the closing and opening of the college in order to facilitate cleaning of Admin office / Principal / Chairman office, opening of the departments and class rooms etc., and ensure the classes start in time.
2. During the closing duty the AO should ensure the following
 - i) All windows and doors of all blocks are closed and locked
 - i) All electrical items and main switches are switched off
 - iii) Water pipes / Gas connections are properly closed
 - iv) All dept. labs are locked and keys are kept in Admin office
 - v) Seal the Principal/Admin office & sign it on the seal with date
 - vi) Instruct the security be alert in the night times & non working days especially & advise them to contact you in case of emergencies.
3. During the opening duty the AO should ensure the following
 1. Check all the seals are intact before opening in the presence of Security
 2. Go around along with the security to all the blocks and check everything is proper or not.
 3. If there is any abnormality immediately contact Principal / Director / AEO


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4. In case of emergency work or on leave the AO should make an alternate arrangement for opening and closing duties with proper prior approval from Principal.
5. 2nd and 4th Saturday will be a working day for all faculty and staffs with the timing of 8.00 AM to 3.45 PM only. .

8.0 DO'S AND DON'TS FOR STUDENTS :

1. Students should be regular and punctual to the classes.
2. All the students should wear decent dresses with shoes and wear Identity Card inside the college campus.
3. Students should be seated in the lecture halls at least five minutes before the commencement of classes.
4. Students should maintain discipline and strict silence inside the class, laboratories and workshops. As well as maintain the discipline in the bus, mess and canteen
5. Students should attend the laboratory / workshop classes with the specified uniforms if any.
6. Record of experiments done in a particular class should be submitted before the next laboratory / workshop class.
7. If assignments given to the students should be submitted before the due date for consideration of internal assessment marks.
8. A minimum of 75% attendance in each semester is to be maintained as per the Anna university norms, otherwise he / she may be detained from the Anna university end semester examination. Students should get prior written permission before absenting the classes. Failure in this respect will be informed to the parents. Continuous absence from classes on medical grounds will be permitted only on submission of medical certificate and a letter from the parents, subject to verification.
9. Students should attend all assessment tests sincerely and show good academic progress.

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10. Regularity in writing the tests / exams and satisfactory performance of students in tests / exams are essential to enable the students to secure good internal marks.
11. Any student found indulging in malpractice in the tests / exams would be debarred for the rest of the tests /examinations. Any case of malpractice in the University examinations will be reported to the University.
12. Use of mobile phones / laptop is permitted inside the campus but not during the class hours.

9.0 ANTI RAGGING POLICY :

Ragging in any form is totally prohibited in and outside the campus of Mohamed Sathak AJ College of Engineering. It is the objective of every member of MSAJCE community consisting of the Management, Faculty and Staff members and as well as all students and their parents/guardians to make the College a 'Ragging free' Institution and ensure a conducive environment for freshers to adapt to the changes that the college life may demand on them and grow up along with their seniors. The College is committed to follow all Regulations and Guidelines promulgated by the UGC, AICTE and Honorable Supreme Court and other higher authorities from time to time. The college will not permit or condone any incident of ragging in any form and will take all necessary and required measures to achieve the objective of eliminating ragging, within the institution or outside. The College will follow the UGC Regulations on curbing the menace of ragging in Higher Educational Institutions , 2009. (F.1-16/2007(CPP-II) dated 17th June, 2009) and take stringent action against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging, in accordance with these and other Regulations in force. All the students and parents should submit the affidavit at the time of admission as well as submit the online affidavit in AICTE portal without fail.

Ragging in any form is totally banned and anyone found indulging in ragging is severely punished including dismissal from the college. Ragging constitutes one or more of any of the following acts

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, ill-treating or handling with rudeness a fresher or any other student.


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2. Indulging any indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Don't 'RAG' also Don't be a Mute Witness to 'RAGGING'

A Student indulging in ragging can be:

- Expelled from the Institution and Banned from the Mess / Hostel
- His / Her Scholarship can be withdrawn

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- Debarred from Examinations & Denied Admission to any institution
- Prosecuted for Criminal action – Max. 10 yr Jail + Rs 50000 fine
- Institutions have been asked to file FIR with local police against those who RAG / ABET Ragging.

Are You Being Ragged? Immediately call UGC Anti – Ragging Helpline 1800-1805522(24/7 Toll Free) Or send an e-mail to helpline@antiragging.in

10.0 HOSTEL RULES

- Students should maintain strict discipline and avoid making noise inside the hostel premises including the dining hall.
- Do not disturb any other students during the study hours.
- Students should maintain the rooms and hostel premises as neat and clean.
- Any health issues and Emergencies immediately contact wardens.
- Any strangers / outsiders / other college friends / friends and relatives are not permitted enter in to the hostel.
- Don't entertain any day-scholar students entering into the hostel for any purpose.
- Don't bring any outside food inside the hostel premises.
- Do not waste the water and electricity whenever it is not in use..
- Hostellers should get prior permission from the warden and should come back within the stipulated time.
- Hostellers should not go outside the college campus except on holidays by obtaining prior permission from the Hods and hostel warden.
- Students should make proper use of furniture, electrical fittings, bathroom fittings and sanitary fittings.

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- Reckless use of power and water should be avoided. Students should not waste the food in dining hall. Defacing of walls, floors should be avoided.
- Ragging is totally prohibited and violations in this regard will invite punishment including dismissal from the College.
- Students found to disobey the above rules will be expelled from the hostel / college under disciplinary grounds and has to forego his/her fees and deposit.
- The students should follow the Study timings : 8.30 pm to 10.00pm
- The students should follow the Mess timings

Breakfast : 07.30 am – 08.00 am on working days

08.00 am – 09.00 am on holidays

Lunch : 12.50 pm – 01.30 pm on working days

01.30 pm – 2.00 pm on holidays

Snacks : 04.00 pm – 04.30 pm

Dinner : 07.30 pm – 08.15 pm

11.0 LIBRARY RULES

1. Each student is allowed to draw Four books from library. Students should show their identity cards to the librarian for the purpose of identification at the time of using any library facility and borrowing books.
2. Students should clarify themselves about the defacement of the book before they are taken out from the library on loan. Any subsequent complaint about the deficiency or defacement of the book will not be entertained. Any book found to be defective at the time of return will not be accepted and the concerned student should replace the book by a new one.
3. Books other than reference books and journals will be issued to the students for a period of 30 days at the first instance with the provision for renewal for a further

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period of 30days. Extension beyond the first renewal will be permitted only if there is no request for reservation of the book by any other user.

4. Reference books, Project Reports, Journals and Question papers will not be lent out. But, students can make photocopies to a bare minimum number of pages from the books.
5. Books should be returned on specified due dates. Deferred returns will be accepted only on payment of fine calculated as per the rules inforce.
6. Renewal of book can be done only on production of the book on the due date or earlier.
7. Additional library Cards will be provided for class toppers.

Library working hours :

08.15 AM to 07.00 PM Monday to Saturday.

10.00 AM to 03.00 PM on Sunday

12.0 TRANSPORT RULES:

1. The College has a fleet of 10 buses operating transportation to students and staff from various parts of the city to the college.
2. Students should maintain discipline while travelling in the college bus.
3. Students should wear the ID cards at the time of boarding the bus.
4. Students should not interchange buses / routes without permission.
5. Students are not permitted to board / drop in other than the boarding point requested / permitted.
6. The bus routes with timing at various places are depicted below for the references.

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13.0 MECHANISM FOR REDRESSAL OF GRIEVANCES OF STUDENTS & STAFF

Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the Redressal of the problems reported by the staffs and Students of the College with the following objectives:

- Maintain the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Staff relationship etc.
- Encouraging the Students to express their grievances / problems freely and open minded, without any fear of being victimized.
- Suggestion / complaint Box is installed in the reception table in which the Students / staffs, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising all staffs and students to be affectionate with each other and not behave in a vindictive manner towards any of them for any reason. The grievances cell will deal with Grievances received in writing from the students about any of the following matters from the aggrieved students / staffs.
- **Academic Matters:** Related to class room teaching, class room management, completion of syllabus, teaching methods, attendance etc
- **Administrative Matters:** Related to timely issue of duplicate Mark-sheets, Bonafide, Transfer Certificates, Conduct Certificates or other examination related matters.
- **Financial matters:** Related to dues and payments for various items from library, hostels etc.
- **Harassment by colleague students or the teachers:** Sexual harassment - any kind of physical or mental harassment

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- **Other Matters:** Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc. The cases will be attended promptly on receipt of written grievances from the students.
 - The cell formally will review all cases and will act accordingly as per the Management policy.
 - The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure for lodging complaint:

- The students / staff may feel free to put up a grievance in writing with valid proof.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell. The Grievance Redressal Cell convenes meetings periodically and takes steps to redress the grievance. There will be Grievance Redressal Committees at the Department / Institute / Central level to deal with the grievances of the students and staff. The process flow as follows. Students and staff complaints → Department grievance committee Institute level grievance Central grievance committee

1. Department level Grievance Redressal Committee will be as under:

- i. Head of the Department – Chairman
- ii. Faculty Advisor and Senior faculty of the department This committee will deal with the Grievance related to Academic and Administrative matters of the Department.

2. Institute level Grievance Redressal Committee will be as under:

- i. Convener Grievances Redressal Committee - Chairman

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ii. Up to 5 (five) members to be appointed by the Head of Institute as members from grievances redressal committee. This committee will deal with all the Grievances directly which is related to the common problems at Institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by the student against the decision of the Department level committee.

3. **Central Grievance Redressal Committee** will be as under:

i. Principal - Chairman

ii. Convener Grievances Redressal Committee

iii. NGO and Parent members nominated by the Principal

iv. Senior professor This committee will deal with all the Grievances directly which is related to the common problems at institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by student against the decision of the Institute level committee.

Procedure for Redressal of Grievances

1. An aggrieved student/ staff who has the Grievance or Grievances at the Department level shall make an application first to the HoD. The Head of Department after verifying the facts will try to redress the grievance within a reasonable time. If the student is not satisfied with the verdict or solution of the HoD, then the same should be placed before the Institute level committee.
2. If the student / staff is not satisfied with the decision of Department committee, he/ she can submit an appeal to the Institute level grievance committee within a week from the date of the receipt of the reply from the Department level committee.
3. The convener of Institute grievance committee, after verifying the facts and having discussion within the department level committee will place the matter before the Institute level committee which shall either endorse the decision of the Department level committee or shall pass appropriate order in the best possible manner within a reasonable time.

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4. If the student / staff is not satisfied with the Redressal offered by the Institute level committee and feels that his / her Grievance is not redressed, he / she can submit an appeal to the central grievance committee within a week from the date of receipt of decision with the relevant details.
 - While dealing with the complaint the committee at all levels will observe law of natural justice and hear the complainant and concerned people.
 - While passing an order on any Grievance at any level the relevant provisions of act / Regulations should be kept in mind and no such order should be passed in contradiction of the same.
 - The student / staff will submit the application of Grievance to central grievance Redressal committee, as the case may be, through the Head of Department and Head of Institute concerned.

Responsibility for Redressal

1. The final responsibility for grievance Redressal rests with the Principal of the college.
2. The college expects that grievance Redressal be time bound and result oriented. Every grievance is expected to be resolved within a reasonable period.
- 3 The grievance Redressal cell of the college shall monitor status and progress of grievance Redressal and shall furnish report on grievance Redressal position to the Principal.

Powers:

- In case of any grievance the members of the cell are empowered to sort out the problems at their level through discussion with students.
- In case the members fail to find out any solution then the matter is referred to the Principal for final commitment on the matter.
- Considering the nature and depth of the grievances due inquiry is made by the members of the cell and through personal discussion the matter is solved. If anybody is found to be guilty for any kind of nuisance he or she is given punishment with due consideration with the Principal. The nature of punishment, information to the police

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(if situation arises for so) and expelling from the college are as per the rule of AICTE / AU / institute.

Exclusions: The grievance Redressal cell shall not entertain the following issues:

- Decisions of the Governing body, Academic council, Board of studies and other administrative or academic committees constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals etc;
- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the institute.
- Decisions by competent authority on assessment and examination result.

Composition :

The cell is having the provision of being reconstituted every year if situation arises for so by the Principal himself along with suggestions sought from the in charge administrative body. Care has to be taken to select staff members from each stream.

14.0 SCHOLARSHIP POLICY :

Mohamed Sathak Educational Trust provide Merit Scholarship to the students of our Institution Mohamed Sathak AJ College of Engineering, Chennai, throughout their course of study to support their Education as per the following criteria:

- a) Students who have completed their HSC with an aggregate mark of 150 and above out of 200 marks in Mathematics, Chemistry and Physics will be considered eligible to acquire the merit scholarship and it is provided only to the students those who get approval from the institution before attending the counseling.
- b) Students who are from underprivileged background, despite their aggregate marks. (evident with the income certificate.
- c) Special consideration of up to 10% in tuition fees for the girls students.

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The following processes need to adhere to claim the Merit Scholarship:

- The students who are eligible have to fill an application form and the same has to be submitted to the Administration Office.
- The Scholarship committee will verify the authenticity of the certificates through a transparent approach and subsequently recommend the students to the trust for providing the eligible scholarship.
- A certificate denoting their Scholarship throughout their course of study will be provided as a documentary to the Scholarship availed students through a validated gathering.
- All the students should maintain their academic credentials to continue the scholarship.

15. DELEGATION OF FINANCIAL POWERS

Financial powers of the Chairman:

All financial powers shall be vested with the Chairman as he is the sole signatory of the Trust for spending along with a senior member of the Trust.

Financial powers of the Executive Director:

The Executive Director shall be vested with full financial autonomy to assure adequate control on Financial systems.

- To appoint and fix the Pay for teaching / non teaching staff of the college and also sanction increments as per norms.
- To make investment decisions and also arrange for resource mobilizations to meet the financial requirements of the college.

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- c. To purchase fixed assets within the limits authorized by the Chairman and the budget of the college.
- d. To authorize payment of purchase bills and to confirm oral sanctions given, if any, to the Principal / HODs etc. over and above their delegated powers.
- e. To delegate the financial powers down the line in cases of exigencies.
- f. To introduce adequate control systems to enforce financial discipline
- g. To enter into contract for any service or work.
- h. The Executive Director shall exercise powers vested with them judiciously for the effective Management of the financial system of the college.
- i. All the decisions taken by the Executive Director with regard to the management of funds shall be subject the rectification by the Governing Body.

Financial Power of the Principal :

The Principal shall be delegated with financial powers up to a maximum of Rs. 1 Lakh for any academic, co – curricular / extracurricular activities or for any one of the following from the approved annual budget.

- a. To authorize purchase of consumables for laboratories over and above the powers of the Heads of the departments.
- b) To organize the guest lecture, seminar, conference, symposium, cultural events in the campus.
- c) To sponsor faculty / staff for any academic or co- curricular / extracurricular activities.
- d) To authorize any expenses which he may deem essential.

Financial powers of the Heads of the departments:

The Heads of departments shall be sanctioned an impress cash of Rs. 5000/- each to meet the following expenses .

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- a) To meet the expenses towards urgent purchase of consumables for the laboratory.
- b) To meet small non – recurring expenses.
- c) To pay for the TA/DA or other expenses of the departmental staff.

16.0 CODE OF CONDUCT

This code of conduct specifies the responsibilities expected from each employee incurring out their day – to - day duties as well as general ethical and moral behaviors. Employees must adhere to this code of conduct with utmost integrity. This code serves as a reference and guideline for all employees whether full-time, part-time or contract basis. Employees must work with public authorities established by the law and uphold our country's constitution. Employees must strive to attain institutions goals.

A. FOR STUDENTS

1. All students are bound to follow rules and regulations of the college and maintain strict discipline.
2. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion, colour, region, language etc., will be viewed very seriously
3. Damaging or destroying the college property or that of other students and/or faculty members intentionally will be viewed seriously
4. No disruptive activity in a class room or in an event sponsored by the Institute will be entertained
5. Students should be regular and punctual to the theory and practical classes.
6. All the students should wear decent dresses with shoes and wear Identity card inside the college campus.
7. Students should be seated in the lecture halls at least five minutes before the commencement of classes.
8. Students should maintain discipline and strict silence inside the class, laboratories and workshops as well as maintain the discipline in the bus, mess and canteen
9. Students should attend the laboratory / workshop classes with the specified uniforms if any.
10. Record of experiments done in a particular class should be submitted before the next laboratory / workshop class.
11. All the students should submit assignments if any given by the faculty before the due date for consideration of internal assessment marks.
12. A minimum of 75% attendance in each semester is to be maintained as per the Anna university norms, otherwise he / she may be detained by the Anna university from end semester examination.
13. Students should get prior written permission before absenting the classes. Continuous absence from classes on medical grounds will be permitted only on submission of medical certificate and parents should meet the HOD.

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Siruseri IT Park, Egattur, Chennai - 603 103.

14. Students should attend all assessment tests sincerely and show good academic progress to get good internal marks.
15. Any student found indulging in malpractice in the tests / exams would be debarred for the rest of the tests / examinations. Any case of malpractice in the University examinations will be reported to the University.
16. Use of mobile phones / laptop is permitted inside the campus but not during the class hours / examination.
17. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals of the college on the social media or indulging in any such related activities which will cause damage on the reputation of the college

B. TEACHING FACULTY.

1. The college gives utmost priority for discipline and all the faculty members are bound to follow rules and regulations of the college and maintain strict discipline
2. All Faculty must be punctual to duty. Be in the class room in time and maintain strict discipline and silent during the lecture.
3. All gents faculties are advised to monitor the boy student's dress code: cleanly shaven face with neat dress, wear shoes and ID cards. They should not have long hair.
4. The lady faculty members handling the class should check the girl students dress code they should be with neat and appropriate dress code with ID card.
5. Exchange of classes not allowed, in emergency cases can be made only with prior approval of the HODs of the concerned faculty members.
6. During the library hour the faculty –in- charge should accompany with the students and maintain strict discipline and monitor the attendance.
7. Library should not be used for discussion between students and faculty. This can be done either in the class room or in the staff room.
8. Faculty members are specially requested not to have any discussions with students standing outside the class rooms or on the way to lab. Discussions should be made only in the class room or in the staff room.
9. Don't allow the students to use the Mobile phone inside the class room / Laboratories.
10. Each student is required to bring a scientific calculator with him / her. Check whether the student brings it or not randomly in the class.
11. Timely completion of Syllabus as per lesson plan, deviation if any should get approval from the HoD.
12. For each subject, a note book must be maintained by the students. During class hours, verify note books of at least 5 students daily.
13. If any student misbehaves in the class room, kindly bring to the notice of HOD / Principal immediately.
14. Evaluate the Assessment Papers / Assignments / Tutorial Papers on the same day and distribute to the students in the next immediate class positively.
15. Be cordial and don't be partial in the class. Interact with all the students and find their expectations and sort out the issues.
16. Coordinate with all the activities of Department and Institutional development.

[Handwritten signature]

PRINCIPAL
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17. Motivate all the interested students to participate in various industrial projects and competitions.
18. Attend the FDPs to upgrade your skills, Publish 2 research paper / year in the SCI / Anna University Annexure 1 / UGC Care Journal.
19. Plan and coordinate / associate to conduct a workshop / seminar / FDP / conference and social activities.
20. Maintain the status of the department and institute by actively involving in all the activity and maintain the self discipline and students discipline

C. NON – TEACHING STAFF

1. All non – teaching staff are bound to follow rules and regulations of the college and maintain strict discipline
2. All non – teaching staff should be punctual to duty and should adhere to the college timings
3. The non – teaching staff shall stay in the campus during the college working hours.
4. Tea break and lunch break timings shall be strictly adhered to by the non – teaching staff
5. Log book should be maintained for each laboratory
6. During the practical classes, assisting the staff handling the lab classes in conducting experiments.
7. Guiding the students in the performance of practical task / exercise.
8. Ensuring the safety of the students, equipment and machinery while conducting lab class.
9. Assisting the students and faculty members in the fabrication of projects.
10. Making necessary arrangements for conducting university / model practical examinations.
11. Storage and accounting of raw materials, consumables, tools and instruments.
12. Arrangements for issuing of raw materials, tools and instruments for the experiment.
13. Take the guidance and suggestion from the Lab-In-Charge for the periodic and preventive maintenance, numbering of equipment, painting, calibration etc.
14. Maintaining the lab by running the machinery periodically when the lab is free.
15. Any Damage of accessories and equipments by students must be brought to the notice of lab-in-charge.
16. Not allowing the students in lab during their theory class.
17. Providing all assistance to the Lab-in-charge in maintaining and running the laboratory smoothly and ensuring safety and security of the lab.
18. He / She is responsible for opening and closing of their concern Labs. Lab should be open before the students arriving the lab failing which disciplinary action will be initiated.
19. He / She is solely responsible for the all the equipments / machines and other materials available in the labs. If anything is missing / lost it should be brought to the notice of concern HoD's / Principal immediately, otherwise it will be recovered from your salary. Hence, in order to ensure the safety all the lab assistants are instructed to seal your lab with your sign and date.
20. Don't entertain any sweepers / attenders to clean the lab or machines in your absence

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D. ADMINISTRATIVE / SUPPORT STAFF

1. All administrative staff are bound to follow rules and regulations of the college and maintain strict discipline
2. All administrative staff must be punctual to duty and should stay in the campus during the college working hours.
3. Tea break and lunch break timings shall be strictly adhered to by the administrative staff
4. Computing and communication facilities should be used only for the purpose for which they are authorized to in accomplishing the assigned work
5. Support staff should demonstrate courtesy, respect, patience and willingness to help in all their interaction with students, teachers, parents, guardians, administrative personalities, general public in any context
6. Administrative / support staff should maintain professional ethics in the campus and should maintain proper behavior in the authorities and students.
7. Administrative staff are not allowed to use mobile phones and listen to music, watch videos or surf into any social media inside the college campus during the working hours.
8. Maintain the cleanliness in their respective floor (class rooms, Labs, toilets etc..)
9. Check if any electrical, plumbing and carpentry work is pending in the floor, action should initiate to sort out the issue immediately.
10. Monitoring deep cleaning work in their respective floors.


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