



**SRI SAI
REC** **SRI SAI RANGANATHAN
ENGINEERING COLLEGE**

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai

REC Kalvi Nagar, Viraliyur Po, Thondamuthur, Coimbatore – 641 109 Tel: +91 422 2619100
E – Mail : rec.cbe@gmail.com Web : www.recce.ac.in

APPOINTMENT & SERVICE RULES PROCEDURE



RULES AND REGULATIONS

I. GENERAL

Besides imparting Engineering knowledge, great emphasis is laid on building one's character and discipline. Discipline of a high order is expected from all students and indiscipline of any kind will be severely dealt with. Breaking of any rules and regulations of the institution are considered as lack of character and a case of indiscipline.

II. ATTENDANCE AND LEAVE

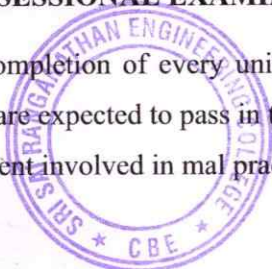
1. Students should be regular in their attendance. No student should be absent from the class without obtaining sanction for leave in advance from the concerned class lecturer / advisor and H.O.D. If leave is applied for more than 3 days at a time the student should get sanction of leave from the Principal through the class advisor. The students are advised to maintain attendance more than 90%.
2. Absence without leave letter or without proper reason will be viewed seriously
3. Leave on medical grounds will be granted only on production of Medical Certificate from a registered medical practitioner.
4. Accepting the medical leave is purely the discretion of the principal.
5. Attendance is compulsory on both the re-opening and closing day of every semester.
6. If a student is absent for any one period (F.N/A.N) in a session, the whole session will be treated as absent.
7. To become eligible to write the exam the student must have atleast minimum attendance prescribed by the Anna University.

III. CLASS ROOM BEHAVIOUR

8. Late coming is not permitted.
9. Students should maintain discipline and decorum inside the college premises.
10. No student is permitted to come out of the class during class hours.
11. Students should wear their I.D cards inside the college premises.
12. Students should bring their own textbooks, notebooks, calculators, etc as prescribed while attending classes.
13. No stationary material should be left inside the class room at the close of the day.

IV. TEST AND SESSIONAL EXAMINATION

14. At the completion of every unit, unit /internal exam will be conducted. Attendance is compulsory and the students are expected to pass in the examination.
15. Any student involved in mal practice is liable to get suitable punishment.




Dr. V. RAJENDRAN, M.E., Ph.D.,
PRINCIPAL
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LIBRARY RULES

II.GENERAL RULES

1. Each student is eligible to borrow two books at a time, for a period of two weeks. Books will be issued only by producing their library card.
2. The due date will be clearly stamped or written. Books should be returned on or before the due date. No reminder will be sent to the member.
3. The books can be renewed for further period of one week, and it cannot be renewed for more than one time.
4. If a book is not returned on the due date an overdue charge of Rs 1.00 per day will be collected from the student. If the due date falls on college holidays the books can be returned on the following working day without fine.
5. If a book is due for its return with overdue charges will be put up in the general notice board. If the books are not returned within seven days after the date of notice, the student should pay double the cost of the book plus overdue charges.

CONDITIONS OF BORROWING

1. The member should check that the books they borrow are in a good condition. If any book is found to be damaged on return the concerned member will be held responsible.
2. Books can be collected and returned on all working days between 8.30 am and 5.30 pm
3. Reference books, journals and papers will not be lent.
4. The library tickets/cards are not transferable. Books should not be sublet.
5. If a member loses his/her ticket or book, he/she must make a written report of the same, immediately to the librarian
6. If books are lost or damaged by a member, he/she will be required to replace it within 15 days.
7. Silence should be strictly observed in the library.
8. Members while entering the library should leave their personal belongings in the shelf provided for the purpose. They are allowed to carry only paper with them.
9. Any member violating the above rules shall forfeit the privilege of admission to use the library.




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TRANSPORT

1. College buses can be used by students on payment in advance.
2. On payment for transport facilitates, the students will be issued with a bus pass. The students should show their bus pass on demand. The defaulters will be fined as fixed by the authorities.
3. While travelling in the bus, the students should behave decently, in orderly manner without making “hue and cry”.

IX. PUNISHMENT

Any student who violates any of the above rules or any other regulations passed from time to time either in word or deed, will be deemed to have committed serious breach of discipline and to be punished severely.

X. WARNING ON RAGGING

Ragging in any form is totally banned inside and outside the campus to create calm atmosphere and protect the sanctity of the educational institution. Ragging is unpardonable injustice against the student’s community and students who take part in the barbarian act will certainly be expelled from the institution.

NOTIFICATION BY THE MINISTRY OF EDUCATION

The following could be possible punishment for those who are found to be guilty of participation in or abetment of ragging. The quantum of punishment shall, naturally depend upon the nature and gravity of the offence as established by the disciplinary committee or the Court of Law.

1. Cancellation of admission
2. Suspension from attending Classes
3. Withholding/withdrawing scholarship/ fellowship and other benefits.
4. Debarring from appearing in any examination or other evaluation test.
5. Withholding results.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival etc.
7. Suspension/Expulsion from the hostel.
8. Restitution from the institution for periods varying 1 to 4 semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Fine up to Rs 25000/-
11. Rigorous imprisonment up to three years. While the first 9 types of punishment will be allotted by the appropriate authority of the institution itself, the last punishment will be given only by the Court of Law.

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HOSTEL RULES AND REGULATION

- Students are instructed to assemble for meditation session along with exercise and jogging at SSREC reception area at 6:00 am without fail except Sundays.

HOSTEL ATTENDANCE TIMINGS

1. Morning = 6 : 00 a.m to 7 : 00 a.m. at SSREC reception area
2. Evening = 6 : 15 p.m. to 7 : 45 p.m. at SSREC study hall
3. Night = 8 : 30 p.m. to 9 : 00 p.m. at Respective hostel rooms
(Attendance will be taken by respective hostel wardens)

MESS TIMINGS

1. Morning tea = 6 : 00 a.m. to 7 : 00 a.m. at food court
(Under the supervisions of Mr. A. Janarthanan)
2. Breakfast = 8 :00 am to 8: 30 am at SSREC mess
(Under the supervisions of Mr. R. Parthiban & Ms. K. Subathra)
3. Lunch = 12 :40 pm to 1: 30 pm at SSREC mess
(Under the supervisions of Mr. R. Parthiban & Ms. K. Subathra)
4. Evening tea and snacks = 4 : 30 pm to 5 : 15 pm at food court
(Under the supervisions of Mr. S. Selva anand)
5. Dinner = 8 :00 pm to 8: 30 pm at SSREC mess
(Under the supervisions of Hostel staff members)

NOTE:

1. Food distribution supervisor Mr. R. Prabu & Ms. K. Subathra
2. Dining hall supervisor Mr. A. Janarthanan & Mr. S. Selva anand
3. Food waste monitoring Mr. R. Parthiban & Ms. D. Vidhya



V. Rajendran
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- Hostel Gate closing time 8 : 30 a.m. and opening time 4 : 30 p.m. on working days
- Parents are not allowed inside hostel and they can meet their son / daughter near the canteen area
- Outside foods are strictly prohibited
- Day scholar are not permitted inside the hostel as well as inside the mess
- Students are not allowed to use mobile phone from 9 : 00 p.m. to 7 : 00 a.m. and the same should be handed over to the respective hostel warden at 9 : 00 p.m. sharp
- Unnecessary electricity usage should be avoided and switch off light and fan when not in use
- Scribbling on walls, windows and doors are strictly prohibited
- Outing - for students are allowed once in a month after getting permission from their respective warden to go to their home and the same should be followed for local outing (1 local outing & 1 native outing)
- Students are not allowed to enter other rooms unnecessarily and they should not change their rooms and lock without prior permission from respective warden and higher official

HOSTEL CLEANLINESS

- Keep your hostel rooms and verandah clean and neat
- Flush toilet properly after use and disposal of waste by using dustbin
- Close water tap properly after use

Ragging is an offence. Students indulging in ragging will be punishable as per Act and face their consequences. In no way the management will not be responsible for students indulging in ragging.



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V. DRESS CODE

16. Students should wear the dress code (formal) prescribed by the management.
17. Stitching of dress should be formal and informal stitching such as low hip, pencil fit, short shirt etc are not permitted.
18. For the lab classes, the prescribed lab coats should be worn.
19. Students should wear formal shoes.

VI. COLLEGE PROPERTY

20. To have a congenial atmosphere for teaching learning process the students are asked to maintain the cleanliness of class rooms and campus.
21. They should not create any damage to the college property knowingly or unknowingly.
22. If any damage is caused by the student to the college property, it should be suitably compensated.

VII. GENERAL BEHAVIOUR

23. Students are not allowed to use mobile phones inside the college campus.
24. Ragging is inhumane and is not permitted.
25. Anybody found involving in ragging or such activities will be dismissed from the institution.
26. Students must give a declaration as prescribed by AICTE guidelines.

VIII. AMENDMENT TO RULES

27. The principal may alter or amend the above rules or add further rules from time to time for smooth functioning of the Institution.
28. The Principal's interpretation of rules is final.




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