

ARASU ENGINEERING COLLEGE, KUMBAKONAM – 612 501

CAMPUS RULES

COLLEGE TIMINGS

1. The college will function as per the below mentioned time table:

First bell	: 09.05 a.m.
Second bell	: 09.15 a.m.
First period	: 09.15 a.m. – 10.05 a.m.
Second period	: 10.05 a.m. – 10.55 a.m.
Tea break	: 10.55 a.m. – 11.10 a.m.
Third period	: 11.10 a.m. – 12.00 noon
Fourth period	: 12.00 noon – 12.50 p.m.
Lunch break	: 12.50 p.m. – 01.30 p.m.
Fifth period	: 01.30 p.m. – 02.20 p.m.
Sixth period	: 02.20 p.m. – 03.10 p.m.
Break	: 03.10 p.m. – 03.20 p.m.
Seventh period	: 03.20 p.m. – 04.10 p.m.
Eighth period	: 04.10 p.m. – 05.00 p.m.

2. The college buses will leave the college campus by 05.15 p.m.
3. The main gate will be closed by 09.05 a.m. The students who arrive at the main gate after 09.05 a.m. are not allowed to enter the class during first period. After entering their names in the late coming register kept with the main gate security, the students should go to the library and stay there up to 10.00 a.m., and then they should go to their respective classes without making any unnecessary noise while going in the verandas. For the absence in the first hour the students should submit leave application form for half day.
4. The students are strictly informed that they should enter the class room or examination hall immediately after the warning bell is rung.

The students are informed to strictly follow the timings.

INTERNAL ASSESSMENT & MODEL EXAMINATION

1. The internal assessment marks are purely based on the performance in the assessment tests, model examination and attendance. Hence students are informed to write the assessment tests and model examinations seriously to get good internal marks.

2. There will be no daily test during this semester.
3. Two assessment tests and one model examination will be conducted during this semester. **Whatever be the reason, no retest will be conducted.**
4. There will be no classes on Saturdays; however the faculty members may conduct coaching classes for the students who secured below 60% marks in the assessment tests, any additional courses or coaching classes for arrear subjects during Saturdays with prior permission and proper intimation.
5. The students are strictly instructed to follow the rules and regulations in the examination halls. In the examination hall the students should not sleep and should not borrow anything (pencil, eraser, etc.) from others; **malpractice in any way in the examination hall (Internal exam as well as University exam) will invite severe punishment including suspension or even dismissal from the college.**
6. The students are strictly informed that they should compulsorily apply for reevaluation with photo copy of the answer script for all the subjects of the current semester in which they score fail marks.

LEAVE PARTICULARS

1. Students are not allowed to take leave without prior permission. Before availing leave the student should submit the leave / On Duty application form to the Director of Physical Education through the concerned faculty advisor, HoD and Vice-Principal.
2. Students can get the leave application form from their HoD after convincing the HoD with proper reason.
3. In case of any emergency, the leave should be informed over phone in the reception; subsequently the leave application should be submitted through proper channel within two days from the date of leave.
4. The students having arrears will not be permitted to avail ON DUTY for attending symposia, workshops, etc.
5. Students who are not submitting the leave form in time will be punished.

IDENTITY CARD

1. Students should wear the identity cards visible and they should not keep in their pockets.
2. Possession of more than one identity card will invite severe punishment.
3. Duplicate identity card will be issued only after getting proper written permission from the concerned faculty advisor, HOD and Principal by paying Rs.500/-

GENERAL DISCIPLINE

1. It is regrettable to note that many of the students are not in the habit of greeting each other and paying courteous compliments to teachers when they come across at least for the first time in a day either inside or outside the campus. This should not happen in future. Greeting our fellow students and elders forges intimacy with each other and enhances one's personality. So each and everyone is expected to pay proper compliments when they meet each other.
2. The students are strictly instructed to converse only in English among their friends and staff members.
3. Perfect discipline is expected from the students inside the class room, inside and outside the college premises; they should behave gently in the college bus and in the outside private or government buses.
4. The students should follow the proper dress code and code of conduct, i.e., formal full sleeve shirts with proper tuck in, polished black leather shoes, every Monday and Thursday neatly shaved face and proper hair cut. Wearing T-shirts, jeans, too transparent clothes, etc. is banned. Girl students are instructed to wear below knee length chudidhar and avoid wearing transparent dresses. Hair should not be left loose.
The discipline committee will regularly/surprisingly make check for monitoring the proper dress code and code of conduct of the students. Violation in this will be monetarily punished.
5. The students are strictly instructed to use the water dispenser, stair case, etc. which are allotted to them. The boy students should not use the water dispenser, stair case which are allotted to girl students and vice-versa.

6. The students are strictly warned not to sit on the parapet wall, top of the shoe rack, tea tables and stair case steps.
7. Students are informed not to bring any valuables and also it is needless to say that the ban on possession of mobile phone and use of automobiles will continue.
8. Students are severely warned not to cause any damage to the college properties failing which they will be penalized heavily.
9. The students are strictly warned not to waste the food in the canteen.
10. The drinking water purified by reverse osmosis system should not be wasted.