



STUDENT CENTRIC POLICIES

P.S.R ENGINEERING COLLEGE



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P.S.R.ENGINEERING COLLEGE
SIVAKASI - 626140

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1. STUDENTS ADMISSION POLICY

1). B.E./B.Tech Admission

Admission of the candidates is done on the basis of their performance in the HSC (+2) examination conducted by the state and through counselling (TNEA) conducted by the Directorate of Technical Education (DoTE), Government of Tamil Nadu. The candidates are allotted to the colleges based on the order of merit and the choices of the colleges submitted during the application. Candidates may also apply for admission to the College directly under Management Quota. The candidates are admitted under Management Quota based on the ranking in the entrance examination conducted by the Consortium of Self-financing Arts & Professional Colleges. Application forms for the same may be obtained from the College office.

Students for admission to the First Year of the B.E / B.Tech Degree programme shall be required to have qualified in any one of the following:

- a. The higher secondary examination (academic stream) conducted by the Government of Tamil Nadu with Mathematics, Physics, and Chemistry
- b. The higher secondary examination (Vocational stream offering the vocational groups of Engineering and Technology) conducted by the Government of Tamil Nadu
- c. An examination of any university or authority, accepted by Anna University as equivalent thereto
- d. Any other examinations as notified by the Government of Tamil Nadu

Students for admission to the Second Year (Third Semester) of the B.E / B.Tech Degree programme shall be required to have passed

- a. Diploma in Engineering / Technology conducted by the Directorate of Technical Education (DoTE) and
- b. Any other conditions as notified by the Government of Tamilnadu

2). M.E. / MBA Admission

Candidates for the admission to the first semester of the Master's Degree Programme shall be required to have passed an

- a. Appropriate U.G degree examination of Anna University or

- b. Any other examination of any University or authority accepted by Anna University as equivalent thereto.

Candidates are selected on the basis of their performance in the following:

- a. GATE Examination
- b. Common Entrance Examination (TANCET) conducted by the state

The candidates may be admitted to the college based on their selection in the centralized counselling conducted by the government of Tamil Nadu or through Management Quota. GATE/TANCET Examinations are conducted every year well in advance by the Governments.

The candidates are admitted under Management Quota based on the ranking in the entrance examination conducted by the Consortium of Self-financing Arts & Professional Colleges. Application forms for the same may be obtained from the College office.

3). Ph.D. Full/Part-Time

Candidates for admission to both Full-Time and Part-Time Ph.D programme in the Research Centres of the College as recognized by the Anna University shall be required to have the following eligibility criteria:

- a. Master's Degree of the University or any other qualification recognized as equivalent thereto in the fields of study notified from time to time by the University.
- b. A minimum of 55% marks or CGPA of 5.5 on a 10-point scale in the qualifying examination is needed to apply for Ph.D. programme. In case of SC/ST/ differently – abled candidates, 50% marks or CGPA of 5.0 on a 10-point scale.

The candidates who are desirous of pursuing Ph.D in the college Research Centres have to clear the selection criteria of the Anna University. The University shall issue notification for Ph.D admission twice a year. The final selection of the candidate for the Ph.D. admission shall be based on the overall marks secured by the candidate in the Qualifying examination (PG Degree), Written test and Interview.

The candidates can refer website of Center For Research (CFR) of Anna University [<https://cfr.annauniv.edu>] for further details on Ph.D programmes and selection/admission criteria.

2. STUDENTS INDUCTION POLICY

This policy applies to all new students enrolled with the College at the UG level. The purpose of the Student Induction Program is to make the students feel comfortable in their new environment, open them up, set a healthy daily routine, create bonding in the batch as well as between faculty and students, develop awareness, sensitivity, and understanding of the self, people around them, society at large, and nature.

Student Induction Program engages with the new students as soon as they come into the institution; regular classes start only after that. At the start of the induction, the incumbents learn about the institutional policies, processes, practices, culture, and values, and their mentor groups are formed. Then the different activities start, including those which are daily.

A list of activities is:

- Physical Activity
- Creative Arts and Culture
- Mentoring & Universal Human Values
- Familiarization with College, Dept./Branch
- Literary Activity
- Proficiency Modules
- Lectures & Workshops by Eminent People
- Visits in Local Areas
- Extra-Curricular Activities in College
- Feedback and Report on the Program

The time during the Induction Program is also used to rectify some critical lacunas, for example, English background, for those students who have a deficiency in it. These are included under Proficiency Modules. The induction program is conducted as per the guidelines of the AICTE. For detailed instructions, the students can refer to the following AICTE webpage:

<https://www.aicte-india.org/sites/default/files/Detailed%20Guide%20on%20Student%20Induction%20program.pdf>

3. ATTENDANCE REQUIREMENT POLICY

The students are expected to attend College and classes without any absences. A student is permitted to appear for the end-semester examinations only if he/she shall secure not less than 75% (after rounding off to the nearest integer) of overall attendance as calculated as per the clause in the prescribed regulation of the College.

If a student secures attendance between 65% and less than 75% in the current semester of his / her studies due to medical reasons (hospitalization/accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Head of the Department concerned and Principal. The student shall be given an exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination. In all such cases, the students should submit the required documents on joining after their absence.

Students who do not satisfy the above attendance requirement and who secure less than 65% attendance will not be permitted to write the End-Semester Examination.

A student may, for valid reasons, (medically unfit/unexpected family situations / attending sports (State/National/International), attending NCC (National level important camps such as RDC, Thal Sainik, etc.)) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application for the same shall be sent to the Principal, through HOD with the recommendation of the appropriate authority and documents.

Withdrawal application shall be valid only if the student is otherwise eligible to write the examination and if it is made a week before the commencement of the end semester examination in that course or courses and also recommended by the Head of the Department. Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.

The students can refer to the Regulations of the College for attendance requirements.
<https://psr.edu.in/#>

4. CODE OF CONDUCT

- Students should conduct themselves at all times in a decent manner so as to bring credit to themselves and fame and reputation to the institution.
- Students should apply for leave in advance in the prescribed form.
- Whenever a student falls sick or is hospitalized for any illness, a letter for leave of absence containing information about the nature of the illness and the period of leave sought with a supporting medical certificate should be submitted to the head of the department concerned through faculty advisor within three days. Leave letters and medical certificates submitted at a later date will not be accepted.
- Students are forbidden from organizing or taking part in agitation or demonstration. They should not take part in any political agitation and group formation.
- In all academic and disciplinary matters, the decision of the administration would be final and binding.
- Care should be exercised in handling the property of the institution and any damage caused will attract disciplinary action and invite penalization.
- Smoking/use of tobacco is strictly prohibited within the college premises.
- Students must wear uniform when they attend laboratory classes (i.e. shirt inserted with pants, black shoes, belt, and overcoat for girls).
- Students should not wear Jeans or T-shirts. Girls should wear either Saree or Churidhar with a properly pinned shawl (Dupatta).
- Students are prohibited from chatting unnecessarily with students of the opposite gender on campus.
- When students want to take leave or permission, they should get the signature from the faculty advisor concerned. The leave application must be duly signed by the parent/warden.
- Students while attending classes should have proper textbooks and separate notebooks for every subject.
- Students should take care of handling tools, apparatus, and other equipment given to them and preserve the cleanliness of the laboratories.
- Submission of records in the laboratories/workshop should be regular and on time.
- If the students do not attend the periodical tests / internal assessment tests, they will lose their internal marks, and also severe action will be initiated for their absence
- Use of Mobile phones / Pagers & other electronic gadgets is strictly banned during class hours.

5. LEAVE AVAILING POLICY

The college believes that student success depends on regularity and active participation in class. The college always encourages its students by rewarding them for maintaining 100% attendance in the full academic session from time to time. It is the prime responsibility of the student to be regular in his/her attendance to attain excellence in learning. However, the college regulations provide a relaxation of 25% towards unavoidable reasons/medical emergency which causes absenteeism of the student from the class and eligible to appear for the end semester examinations.

In exceptional circumstances, a student can avail of General Leave / Duty Leave / Medical Leave as per the below-mentioned policies:

General Leave Policy

As per the policy of attendance, the student must maintain a minimum of 75% attendance to appear in the end semester examinations. In normal situations, the students are permitted to avail a maximum of 5 days' leave.

1. The student is supposed to apply for the leave for general reasons (other than DL& ML) through class advisors and approved by the Head of the Department.
2. There would be no benefit of attendance granted to the student for such kinds of leaves.
3. The student should report to the college the next day of the leave.
4. The students are discouraged to avail of general leaves during any examinations/tests time to avoid losing marks.

Duty Leave Policy

Apart from participation in classes, the college believes in the overall growth of students by encouraging them to participate in co-curricular and extracurricular activities. The student can claim the leave in lieu of participation in the events organized inside/outside the college as per the duty leave policy.

The provision of duty leave will be provided to the student only in those cases where he/she remained absent from classes in lieu of his/her participation in co-curricular and extracurricular activities

The student can claim duty leave with the recommendation of the concerned faculty in charge of the events/activity and with the approval of the class advisor and head of the department. The various kinds of events/activities include,

- Sports Events
- Cultural and Co-curricular activity
- Association Activities
- Participation in events/competitions
- NSS
- NCC
- Placement Drives, etc

However, the student has to maintain a minimum of 75% attendance to the classes to be eligible for appearing in end semester examinations. Further, the duty leave is not marked as present in the class.

Medical Leave Policy

The provision of medical leave shall be provided only to the student in exceptional cases of serious illness during the semester. The student is expected to maintain minimum 75% attendance in each subject as per the guidelines. The minor issues of illness should be covered in the rest of the 25%.

1. No compensation will be provided to the student availing medical leave on account of minor ailments like headache, cold, cough, temperature, body pains and bed rest, etc.
2. The medical leave can be claimed only for serious illness for a minimum of 3 working days. No medical leave shall be granted for an illness of less than three days.
3. The student can avail maximum benefit of 10 working days as medical leaves in total in the whole semester. The student should have 75% attendance in the Non-Medical Leave period in order to appear in the examinations.
4. The student is required to apply for medical leave with proper medical certificates within 7 days after returning from the leave of illness.

6. ACADEMIC ADVISING/MENTORING POLICY

Academic advising is a collaborative process between students and faculty advisors. With the advising, the students will be able to learn and develop knowledge, skills, and positive behaviours by participating in advising activities. Advisors help students to create meaningful educational plans that address their academic, career, and life goals. Each student is allotted to a faculty advisor in the first year of study and remains with him/her until the completion of the studies.

In order to contribute to effective advising, students are expected to:

- 1) Meet the advisor as per the schedule allotted in the time-table
- 2) Be thorough with the policies, procedures, and requirements as published
- 4) Be prepared to discuss goals as they relate to academic and career-related needs
- 5) Accept responsibility for the academic decisions made
- 6) Check the e-mails and messages regularly for any updates from the advisor
- 7) Become familiar with the available resources and career services offered by the Department / College
- 8) Responsibly update your details such as change of address, mobile phone numbers of parents and students.
- 9) Disclose the results of the examination to the parents
- 10) Participate in various nationwide events/competitions
- 11) Participate in various extracurricular activities
- 12) Updating of Student's record
- 13) Availing of leaves with prior permission

7. GRIEVANCES AND REDRESSAL POLICY

The Grievance and Redressal Cell promotes and maintains a conducive and unprejudiced environment to its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students. The Cell ensures an effective solution to the grievances, using a fair approach. The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College. The cell meets periodically, examines the nature and pattern of the grievances, and redresses it accordingly.

Complaints about sexual harassment and discrimination based upon the protected class are addressed via the *Internal Complaints Committee*, complaints about student behaviour are addressed through the *Student Conduct Policy and Procedures*, and student academic appeals including grading are addressed through the *Examination Appeals Policy and Procedures*. The grievances concerning ragging shall be dealt with by the respective committees as per the prescribed procedures.

Nature of Grievances

The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:

- Academic issues pertaining to teaching, learning, and evaluation activities.
- Student-teacher, student-student grievances
- Grievances related to library, canteen, and IT services.
- Grievances related to sports, cultural
- Grievances related to the behaviour of stakeholders

1. The grievances shall be redressed depending on the nature of the grievance. The Grievances are invited through suggestion boxes provided in each floor of the building.
2. Department level counselling is offered where the matter can be resolved
3. Grievances pertaining to academic and internal evaluation shall be redressed at the individual/faculty /HOD/ principal level.
4. For other grievances that require review shall be redressed by receiving a written and signed application.

5. As soon as the application is received the Redressal Committee shall review the complaint and invites both parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken.

Redressal of Grievances

The grievances are redressed at the earliest by issuing warning letters, memos, and reformation remedies. Priority is given according to the urgency of the complaint. In all cases, the aggrieved is informed of the measures taken. Checks in the system are introduced to ensure there is no repetition of the same complaint.

8. FINANCIAL ASSISTANCE POLICY

The college encourages the students to participate in various project contests, competitions, hackathons, to present papers at conferences, etc conducted by the State Governments, Ministry of Education, AICTE, UGC, IITs, NITs, Premier Institutions, Universities, Institutes of Repute and Leading Industries, and Research Organizations.

The students may approach the college administration for full or partial financial assistance for attending the same through the written request recommended by the mentor/advisor and head of the department concerned.

A committee constituted by the college may recommend full or partial financial assistance depending on the nature of the competitions, the merit of the students, and the travel involved.

The college also encourages the students to apply and undergo Internships in foreign countries by providing partial financial assistance. The students who are desirous of applying for foreign internships should inform the college administration well in advance with the recommendation of the concerned head of the department. The students and the department should take care that the internship period should not affect the student's regular academic activities and examinations.

9. LIBRARY USAGE POLICY

Central Library is kept open on all working days from 8.00 am to 7.00 pm and 9.00 am to 1.00 pm on holidays. The library will be available beyond working hours based on the necessity and request of the students. The library has a good collection of book volumes. In addition to this, journals, periodicals, technical magazines, and e-journals are also available for reference.

Students, Faculty, staff, authorities of the institute, and guest visitors (with the permission of the principal or the librarian) are eligible to use the facility of the library.

Reference materials, books, current periodicals, and bound & loose back volumes, etc. can be referred to in the library. Books that are kept under a special category will be issued on requisition. Taking clippings of advertisements, removal of plates or diagrams, and any other form of mutilation are strictly forbidden. If anything of this nature is observed, severe disciplinary action will be taken, and they will be permitted to utilize the library facilities further.

BORROWING

a) Materials

All materials, except reference books, are issued to the members. Materials considered as reference books are encyclopedias, dictionaries, handbooks, periodicals (bound and loose), and books which are in great demand.

b) Conditions of Borrowing

Students are permitted to borrow 4 books at a time from the library. Books borrowed should be returned on or before the due date. If a book is not returned on the due date an overdue charge of rupee one per volume per day shall be levied.

If a book is due for over a month, a notice for its return with overdue charges will be put up on the college notice board. If the book is not returned within seven days after the date of the notice, steps will be taken to recover the cost of the books plus overdue charges.

GENERAL RULES

- Personal belongings should be left on the property counter at the entrance of the library. However, no valuable things must be left on the property counter. Library staff shall not be responsible for any loss of valuables things.

- All library users are required to enter the e-Gate kept at the entrance every time they enter the library.
- The library follows open access system. Hence, books taken out of the racks should not be replaced after reference by the users. They should be left on the table itself and the library staff would place them back on the racks.
- A book misplaced is a book lost forever. Replacing books on different locations in the rack should be avoided. Such activities are considered as a serious offense. Anybody intentionally doing this would be severely punished.
- Personal books, library books already issued notebooks, etc. should not be taken inside the library. Only loose sheets are allowed inside.
- Strict silence should be observed inside the library.
- Books will be lent to the students only upon producing the identity card.

Members are responsible for the books borrowed. Any damage to the books or unwanted marking or scribbling found in the books will attract a severe penalty or replacement of the book by the borrower.

LOSS OF BOOKS

- Any book that is lost by the borrower must be brought to the notice of the librarian immediately.
- The borrower is liable to replace the books that are lost or damaged. If unable to replace the book lost, recovery of the cost of the book will be made as per the rules and regulations in force from time to time.

Borrowers should surrender all the books and settle down all overdue charges, if any, at the time of request for a 'No dues' certificate from the library.

10. PHYSICAL EDUCATION POLICY

Physical Education of the college supports students to develop the physical, social, and emotional skills which define healthy, resilient, and socially responsible citizens.

Facilities are available for playing the following games on campus: Cricket, Football, Volleyball, Hockey, Tennis, Handball, etc. A fully furnished indoor stadium along with a multi-gym facility is available in the college. Students are encouraged to participate in inter-collegiate, state-level, and national-level sports meet.

Proper safety procedures have always been an integral part of the Physical Education program. Safety measures and safety rules help both the teachers and students to be responsible for their actions.

USE OF FACILITIES AND EQUIPMENT

When students are in the gymnasium, palestra, or locker room area, a teacher must be present. If a teacher is not present, the students should wait in the corridor.

1. Locker rooms and equipment room doors must be locked whenever possible for safety reasons as well as to minimize stealing and vandalism.
2. During classes, equipment that is not being used must be placed in such a way that there is no danger to the students and the equipment does not obstruct or restrict their movement.
3. No student is permitted to use a piece of equipment or installation until he/she has been taught its proper use and the potential hazards of such use.
4. Students must never use equipment until they have been properly warmed up and have been given permission.
5. Students must be taught the proper assembly and disassembly of equipment.

STUDENT DRESS

In all Physical Education activities:

1. Proper clothing must be worn so that students can move freely.
 - a. A student should wear shorts, a T-shirt, running shoes and sweat socks. Cut-off jeans, nylons, or pantyhose are not permitted. Sweat suits, tracksuits, gymnastics, or dance leotards are optional.
 - b. For swimming classes, a bathing suit must be worn by all students.

- c. In a sauna, students must wear a bathing suit.
- d. Outdoors, students should wear layered clothing appropriate for seasonal weather. Proper footwear is essential for safety and traction. N.B. Where problems may occur regarding appropriate clothing due to religious or ethnic situations, the school should contact Community Services or the specific religious or cultural community for acceptable clothing guidelines.

4 Physical Education Safety

- 2. Street shoes are not permitted in any indoor Physical Education area. Running shoes (sneakers) with good traction soles are recommended.
- 3. Jewellery must be removed for all activities.
- 4. Chewing gum is not permitted.
- 5. Hair must be tied back (if long), and fingernails should be cut to a reasonable length.
- 6. Protective equipment must be worn if indicated.

11. TRAINING AND PLACEMENT POLICY

Training and Placement Cell of the college organizes several training programmes / residential training camps, to suit the varied requirements of core and software industries in order to enable them to take employment as soon as they complete their studies. The trainings may be conducted with the internal experts or by hiring external agencies. The training is compulsory for all the students whether they take part in placement or not.

The cell organizes Campus interviews by reputed companies, with the aim of placing all the eligible students before the end of their studies. The Placement facility is available to all the students registered with the cell. The policy of the placement is 'One Job to One Student at the First Instance' to ensure that every student will get equal job opportunities and to avoid only few students consume all the job opportunities.

Students can apply for placement in any company visiting the campus, provided he/she is eligible as per the eligibility criteria set by the company. If the company offers Pre Placement Offers (PPO), then the student must accept the offer. In an extreme case, if the student wishes to take part further in on-campus placement and not accepting the PPO offered by the company, then his/her request can be considered on the merit of the case. If a student gets two placement offers (including PPO) he/she will be required to choose between the two offers within 3 days of receiving the result of the company and inform the cell in writing, otherwise, necessary disciplinary action will be taken against him/her including cancellation of both offers.

The students are also encouraged to apply and attend any off-campus / Pan India recruitments (Government, Public Sectors and any leading Private Organizations) of their interest. The students should inform to the cell immediately with a proof of their selection through such off-campus recruitments. The cell follows the below mentioned rules in allowing the students for on-campus placement:

- The students should attend the drive neatly dressed as per the instructions of the TPO cell.
- Students who are placed in a company, having a package below 3 Lakhs will be permitted to participate in placement drives only for those companies that are providing an annual package of 4 Lakhs and above.
- Students who are placed in a company, having a package between 3 Lakhs and 4 Lakhs will be permitted to participate in placement drives only for those companies that are providing an annual package of 5 Lakhs and above.

- Students who are placed in a company, having a package above 4 Lakhs will be permitted to participate in placement drives for companies that are providing an annual package of 5.5 Lakhs and above.
- Placed students will be permitted to attend placement drives in other companies regardless of the amount of package and domain of the company, only when 70% of students in their respective branches are placed.
- It is mandatory for all eligible students to participate in ‘on-campus’ recruitment drive.
- Direct communications with the company officials is not allowed.

In case a student applies for a company but does not attend the presentation or any further rounds of the company or is late for the process of the company, he/she will be debarred from attending the subsequent placement opportunities. Misconduct/Copying during the written test, or online test will lead to debarment for the whole placement session. Posting company-related information via social media, or any other platform is prohibited, and necessary disciplinary action will be taken against the concerned student. Strict action will be taken if any student shows an improper attitude to company officials in the following manner

- a) Tells the company that he/she doesn't want to join the company
- b) Speaks negatively about the company/College
- c) Lays down the conditions to join the company
- d) Approaches the company executive without proper Channels.

Any kind of misbehaviour/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements/blacklisted.

12. PLAGIARISM CONTROL POLICY

The College is committed to produce and promote original research with highest equality, devoid of plagiarism of any sort while encouraging academic freedom and innovative thinking. Carrying out research works and writing the project reports, papers and assignments without plagiarism are professional and appropriate and they shall bring credit to the students/authors.

- 1) Plagiarism such as claiming another's paper as one's own, copying or paraphrasing substantial parts of another's work without due acknowledgement and claiming credit for another's research work are to be totally avoided.
- 2) Faculty and students shall refrain from taking any activity that could lead to a conflict of interest. The activity should be avoided or abandoned if objectivity and efficacy cannot be maintained.
- 3) Authentic authorship representation is required.
- 4) Any instance of fabrication or misrepresentation will be considered as unethical and will lead to legal consequences.
- 5) All reports/thesis/dissertation/assignment manuscripts submitted by students are subjected to a plagiarism check. The submission of the above will be accepted, only if the percentage of plagiarism is less than 35%, otherwise, it will be rejected.
- 6) Students who desire to publish a research paper in any conference or journal must check for plagiarism, confirm that it is within the permitted percentage, get the approval from the HOD before submission.