

DHANALAKSHMI SRINIVASAN ENGINEERING COLLEGE (AUTONOMOUS)



(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Re-Accredited with 'A' Grade by NAAC , Accredited By TCS,
Re-Accredited by NBA (BME,ECE & EEE)
Perambalur - 621212



Student HandBook

INDEX

- ❖ GENESIS OF THE INSTITUTION
- ❖ ACADEMIC MATTERS
 - ADMISSION
 - ATTENDANCE REQUIREMENTS
 - EXAMINATION SYSTEM
 - GRADING SYSTEM
 - DEFINITION OF TERMS
 - CODE OF CONDUCT FOR EXAM
 - DRESS CODE
 - CLASS ADVISOR
- ❖ GUIDELINES FOR ON/OFF CAMPUS BEHAVIOR
 - DISCIPLINE
 - ANTI RAGGING
 - GRIEVANCE REDRESSAL CELL
 - DO's AND DON'Ts FOR STUDENTS
 - DO's AND DON'Ts FOR PLACEMENT
 - INFORMATION TO PARENTS
- ❖ FACILITIES
 - MEDICAL
 - TRANSPORT
 - LIBRARY
 - SPORTS
 - HOSTEL
- ❖ PUBLICATION OF RESULTS
- ❖ NEED BASED REVISION OF SYLLABUS
- ❖ VIRTUAL LABS

DHANALAKSHMI SRINIVASAN ENGINEERING COLLEGE

PERAMBALUR

(Autonomous Institution)

A. GENESIS OF THE INSTITUTIONS:

Dhanalakshmi Srinivasan Group of Institution was established in the year 1994 by Dhanalakshmi Srinivasan Charitable and Educational Trust. We are proud to share that DS Group is a Silver Jubilee celebrated Group. Our Institution is one among the DS Group of Institution. Our College was started in the year 2001. It was started with 3 Programmes. At present, we have 17 UG programmes and 6 PG programmes. All Eligible UG Programmes are permanently affiliated by Anna University, Chennai. Recently our Institution is received the conferment of Autonomous status from University Grants Commission (UGC) for the period of Ten years. Our Institution is reaccredited with 'A' Grade by NAAC and the departments of BME, ECE and EEE are accredited by NBA. Our college is accredited by TCS.

Regarding infrastructure, our campus is lush green campus and has well equipped laboratories and smart classrooms. Separate hostel facility is available for both boys and girls with multi cuisine food. 24 hours wifi facility is available in our institution and also we have specialized central auditorium with fully air conditioned facility and having the seating capacity of 2500 with state of art facilities. Access to over 70,700 Volumes of Books, 20331 titles , 291 NPTEL videos and e- Journals in the central library which is fully air conditioned with the area of 25,000 sq ft are available.

Highly Competent faculty with Industry and Academic experience caters the needs of students on curriculum which helps them to meet the global challenges and the needs of employers. Project based learning is incorporated to equip Research skills among the students. Various activities are performed by our institution in a student centric basis such as Continuous assessment, Assignment strategies, Student initiative Material, Virtual Lab, Project Monitoring Committee, etc. Regarding Training and Placement, Personality Development program classes are arranged to ensure the transformation of students as campus to corporate level and nearly 85% of students were placed in reputed industries each and every year. Major recruiters are TCS, HCL, Urjitha Electronics, Sutherland and so on.

DSEC/STUDENT HANDBOOK

We Provide the scope for the students to participate in various level of extension activities such as NSS, Fine arts, Sports, Club activities, etc rather than academic competency. Each and every year we organize Student Enrichment Programme through professional societies such as IEEE, ISTE ,BMSI and so on. National and International symposium and conference were also arranged to enrich the technical competency of the student. We have a regular practice of applying a proposal to funding agencies, in which we have received fund on MODROBS, SPDC, Organizing Symposium, Conference, etc.,

VISION:

An active and committed centre of advanced learning focused on research and training in the fields of Engineering, Technology and Management to serve the nation better.

MISSION :

- ❖ To develop eminent scholars with a lifelong follow up of global standards by offering UG, PG and Doctoral Programmes.
- ❖ To pursue Professional and Career growth by collaborating mutually beneficial partnership with industries and higher Institutes of research.
- ❖ To promote sustained research and training with emphasis on human values and leadership qualities.
- ❖ To contribute solutions for the need based issues of our Society by proper ways and means as dutiful citizen.

QUALITY POLICY:

Committed to achieve recognition as "Institution of Excellence" by consistently providing quality education in the fields of Engineering, Technology and Management with professionalism and global outlook ensuring continual improvement

DSEC/STUDENT HANDBOOK

B. ACADEMIC MATTERS:

1. *B.E/B.Tech Admission Procedure*

- ❖ Candidates seeking admission to the first semester of the eight semester B. E. / B. Tech. Degree Programme:

Should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu with Mathematics, Physics and Chemistry as three of the four subjects of study or any examination of any other University or authority accepted by the Syndicate of Anna University as equivalent thereto.

(Or)

Should have passed the Higher Secondary Examination of Vocational stream (Vocational groups in Engineering / Technology) as prescribed by the Government of Tamil Nadu.

Programme Offered:

- ❖ B.E. Aeronautical Engineering
- ❖ B.E. Biomedical Engineering
- ❖ B.E. Computer Science and Engineering
- ❖ B.E. Civil Engineering
- ❖ B.E. Electronics and Communication Engineering
- ❖ B.E. Electrical and Electronics Engineering
- ❖ B.E. Mechanical Engineering
- ❖ B.Tech. Chemical Engineering
- ❖ B.Tech. Food Technology
- ❖ B.Tech. Information Technology
- ❖ B.Tech. Pharmaceutical Technology
- ❖ B.Tech. Artificial Intelligence and Data Science
- ❖ B.Tech. Agricultural Engineering
- ❖ B.Tech, Biotechnology
- ❖ B.Tech. Computer Science and Engineering(Cyber Security)
- ❖ M.C.A. - Master of Computer Applications
- ❖ M.B.A. - Master of Business Administration
- ❖ M.E. - CAD/CAM
- ❖ M.E. - Computer Science and Engineering
- ❖ M.E. - Communication Systems
- ❖ M.E. - Power Electronics and Drives

DSEC/STUDENT HANDBOOK

Lateral entry admission:

- ❖ The candidates who possess the Diploma in Engineering / Technology awarded by the State Board of Technical Education, Tamil Nadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B. E. / B. Tech. in any branch of study.
- ❖ The candidates who possess the Degree in Science (B.Sc.) (10+2+3 stream) with Mathematics as a subject at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B. E. / B. Tech. Such candidates shall undergo two additional Engineering subject(s) in the third and fourth semesters as prescribed by the Institution.

2. ATTENDANCE REQUIREMENTS

- ❖ A Candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.
- ❖ Ideally every student is expected to attend all classes of all the courses and secure 100% attendance. However, in order to give provision for certain unavoidable reasons such as Medical / participation in sports, the student is expected to attend at least 75% of the classes. Therefore, he / she shall **secure not less than 75%** (after rounding off to the nearest integer) of overall attendance
- ❖ However, a candidate who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness) / Participation in Sports events may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate / sports participation certificate attested by the Head of the Institution. The same shall be forwarded to the Controller of Examinations for record purposes.
- ❖ Candidates who **secure less than 65% overall attendance** shall not be permitted to write the examination at the end of the semester and not permitted to move to the next semester. They are required to repeat the incomplete semester in the next academic year, as per the norms prescribed.

DSEC/STUDENT HANDBOOK

3. EXAMINATION SYSTEM

- ❖ Performance in each course of study shall be evaluated based on (i) continuous assessment throughout the semester and (ii) Examination at the end of the semester.
- ❖ Each course, both theory and practical (including project work & viva voce Examinations) shall be evaluated for a maximum of 100 marks.
- ❖ The examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.
- ❖ The examination for project work shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 4 students) by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the supervisor of the project group and an internal examiner.
- ❖ For the examination in both theory and practical courses including project work the internal and external examiners shall be appointed by the Controller of Examinations.

4. GRADING SYSTEM

All assessments of a course will be evaluated on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

Letter Grade	Grade Points	Marks Range
O (Outstanding)	10	91 – 100
A + (Excellent)	9	81 – 90
A (Very Good)	8	71 – 80
B + (Good)	7	61 – 70
B (Average)	6	50 – 60
RA (Re-Appeal)	0	<50
WA (Want of Attendance)	0	
W (withdrawal)	0	

5. DEFINITION OF TERMS:

- ❖ The Semester Grade Point Average (SGPA) for the semester and

DSEC/STUDENT HANDBOOK

- ❖ The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.
- ❖ The list of mandatory courses carried out by the candidate.
- ❖ SGPA is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester.
- ❖ CGPA will be calculated in a similar manner, considering all the courses registered from first semester. RA grades will be excluded for calculating SGPA and CGPA.

$$SGPA / CGPA = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

Where:

C_i is the number of Credits assigned to the course.

GP_i is the point corresponding to the grade obtained for each course.

n is number of all courses successfully cleared during the particular semester in the case of SGPA and during all the semesters in the case of CGPA.

6. CODE OF CONDUCT FOR EXAM:

- ❖ Candidates shall bring their own pens, pencils and other permitted materials and will not be allowed to borrow anything from others in the examination hall. Candidates should use only blue or black or blue black ink/ball pen while answering the questions. Colour pens/sketch pens are allowed only for drawing diagrams/charts.
- ❖ A candidate is permitted to use geometric tools, non-programmable calculators and approved tables and data books only, during the examinations. No other material/gadget (including cell phone) should be brought inside the examination hall.
- ❖ The candidate has to verify the receipt of proper question paper by cross checking the subject code and subject title printed in the question paper with that available in the Hall Ticket before starting to answer. Question papers which are not relevant should be returned to HS immediately.
- ❖ Candidates are forbidden from asking any query relating to meaning or correction or typographical error in the question paper during the examination. Candidates should not

DSEC/STUDENT HANDBOOK

move from his/her place for any purpose during the examination. Drinking water will be served and approved materials for the examination will be given at his/her place.

- ❖ Rough work if any must be done only on the space allotted at the end (last but one page) of the answer-book. No separate answer-book for rough work will be supplied to the candidates.
- ❖ A candidate should neither possess/refer any forbidden material in any form nor seek/obtain assistance in any form from any person/source towards answering the questions during the examinations. He/she should not assist other candidates in any form towards answering the questions during the examinations. The candidate should not reveal his/her identity in any form in the answer-scripts. The candidate should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. The candidate should maintain discipline and decorum during the examinations.
- ❖ Writing the name or the internal assessment mark or any irrelevant matter or making an appeal to the examiner in the answer-book will be treated as a case of malpractice.
- ❖ Writing a wrong register number will lead to rejection of answer-script and the candidate is liable for further punishment.
- ❖ Candidates should not detach any sheet from the main answer-book or take away any sheet/material from the examination hall. He/she should not leave any irrelevant material/sheet inside the answer-script while handing it over to HS.
- ❖ The candidate has to ensure that no forbidden materials/writings are present in his/her vicinity. If any such things are found by the candidate, it should be brought to the notice of HS before the commencement of the examination. The candidate cannot plead innocence and has to bear the punishment if such materials/writings are found by the officials while writing the examination.
- ❖ When the permitted materials like data book/calculator/lab-coat brought inside the examination contain any forbidden writings/materials the candidate cannot plead innocence by claiming that the material/instrument is a borrowed one.
- ❖ Violation of the examination rule in any form during the examinations will attract punishment ranging from levying fine to permanently debarring the candidate from continuing his/her studies.

DSEC/STUDENT HANDBOOK

- ❖ The candidates should read the displayed posters containing nature of violation in the examinations and the punishment recommended.
- ❖ Any personal message to the candidate, shall not, in any case be delivered to the candidate until he/she completes the examination.
- ❖ Candidates who are suffering from infectious diseases of any kind will not be allowed to write the examination.

7. DRESS CODE:

- ❖ Every student should compulsorily wear ID card inside the campus.
- ❖ All the male students should wear self-coloured pants and checked or plain shirts tucked in and wear only leather shoes with socks. On formal days they can wear a tie.
- ❖ All girl students should wear salwar cummies with dupata pinned on both shoulders.
- ❖ Any other dress code is strictly forbidden, for both boys and girls, within the campus.

8. CLASS ADVISOR/ FACULTY ADVISOR

There shall be a faculty advisor for each class. The faculty advisor will be one among the (course-instructors) of the class. He / She will be appointed by the HoD of the department concerned. The faculty advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the faculty advisor shall be:

- ❖ To act as the channel of communication between the HoD and the students of the respective class.
- ❖ To collect and maintain various statistical details of students.
- ❖ To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- ❖ To monitor the academic performance of the students including attendance and to inform the class committee.
- ❖ To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

DSEC/STUDENT HANDBOOK

C. GUIDELINES FOR ON/OFF CAMPUS BEHAVIOR:

DISCIPLINE

- ❖ Students should be present in the college premises ten minutes before the commencement of the classes. Late comers will not be permitted to attend classes. Habitual late comers will be dealt with seriously.
- ❖ Students should have moral responsibility. They should behave in a disciplined manner with teachers; non-teaching staff and fellow students.
- ❖ Students are expected to show respect to teachers by greeting them on their first meeting on each day in the college premises.
- ❖ No student shall leave the classroom either without permission or before the teacher leaves the room.
- ❖ Students, who came to the classroom after the roll call, should enter only on getting permission from the class in-charge/ HOD.
- ❖ Students shall spend their leisure time in the library or in the internet lab.
- ❖ Loitering on the verandah, disfiguring or damaging furniture and writing on walls or desks is strictly prohibited. Students violating this rule will be levied with fine.
- ❖ Students should maintain silence while at work in the classroom, library and laboratory.
- ❖ Students are expected to read the notices/ circulars displayed on the notice/ circulars displayed on the above will not be accepted as an excuse for failure to comply with it.
- ❖ No meeting or debate of any kind shall be arranged/ conducted by any student in the college premises without the written permission from the Principal.
- ❖ Students shall not align themselves with any political party or take part in any political agitations.
- ❖ No student shall organize or instigate strike, of any kind. Any student who contravenes this rule will be expelled from the institution.
- ❖ Teasing, abusing or playing practical jokes on or causing hurt to such student, or asking the student to do any act or perform something which such student will not, in the ordinary course willingly act or perform.
- ❖ Ragging within or outside any educational institution is prohibited.
- ❖ Whoever directly or indirectly commits, participates in abetting or propagating “Ragging” within or outside any educational institution shall be punished with imprisonment for a term which may extend upto two years and shall also be liable to a fine.
- ❖ Any student convicted of such an offence, shall also be dismissed from the educational institution and student shall not be admitted in any other educational institution.

DSEC/STUDENT HANDBOOK

- ❖ Without prejudice to the forgoing provisions, whenever any student complains of ragging to the Head of an educational institution, or to any other person responsible for the management of the educational institution shall enquire into the same immediately and if found true shall suspend the student, who has committed the offence, from the educational institution.
- ❖ Any grievance shall be given, in writing, to the Principal.
- ❖ No subscription of any kind shall be collected by any student without the written permission from the Principal.
- ❖ Any act of misbehavior or indiscipline will entail suspension and/ or expulsion from the college.
- ❖ Students who are using either college bus or the private bus should not indulge in any act of misbehavior during bus journey.
- ❖ Students who are not living with Parents or Guardian shall reside in hostel or in lodging approved by the Principal.
- ❖ In regard to all matters, specified in the forgoing rules, students shall aim conducting themselves befitting the reputation of the college.
- ❖ The Principal's decision shall be final in the matters of punishment to the students for matters of punishment to the students for violation of any of the college rules.

DISCIPLINE COMMITTEE

The discipline committee which ensures to frame rules for students discipline inside the campus and ensure student code of conduct inside the campus is as per norms.

- ❖ Check Dress code, ID, latecomers, possession of mobile phones or any prohibited items and take necessary action against violation of norms.
- ❖ Form enquiry committee in case of any in-disciplinary issues raised. Submit report to Principal and recommend remedial action against defaulters with consent.
- ❖ Maintaining discipline record for individual students through department discipline in charges.
- ❖ Forming committees with additional members in case of Programmes / functions to ensure smooth flow of events.

ANTIRAGGING COMMITTEE

Anti ragging committee helps to ensure compliance with the provision of UGC regulation 2009 at institute level. This committee is responsible to conduct such enquiry observing a fair and transparent procedure and principals of natural justice and after giving adequate

DSEC/STUDENT HANDBOOK

opportunity to the student or student accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging and considering such other relevant information as may be required. To monitor and oversee the performance of anti-ragging squad in prevention of ragging at the institution and also helps to monitor the welfare of fresh students outside the campus are the responsibility of this committee

STUDENT GRIEVANCE CELL

Institution wise:

College has constituted a student's grievance redressal cell. Suggestion boxes are placed in every block. Separate registers are maintained for the grievances to record the date of grievance, grievance details, redressal details and date of redressal. Students having grievances with the internal evaluation process can directly approach the concerned faculty member, who in turn will discuss the performance of the student. Students are also free to consult the Head of the Department through counselor in case of their unsolved grievances, if any.

DO'S AND DONT'S FOR STUDENTS

- ❖ Students should be present in the college premises ten minutes before the commencement of the classes. Late comers will not be permitted to attend classes. Habitual late comers will be dealt with seriously.
- ❖ Students should have moral responsibility. They should behave in a disciplined manner with teachers; non-teaching staff and fellow students.
- ❖ Students are expected to show respect to teachers by greeting them on their first meeting on each day in the college premises.
- ❖ No student shall leave the classroom either without permission or before the teacher leaves the room.
- ❖ Students, who came to the classroom after the roll call, should enter only on getting permission from the class in-charge/ HOD.
- ❖ Students shall spend their leisure time in the library or in the internet lab.
- ❖ Loitering on the verandah, disfiguring or damaging furniture and writing on walls or desks is strictly prohibited. Students violating this rule will be levied with fine.
- ❖ Students should maintain silence while at work in the classroom, library and laboratory.

DSEC/STUDENT HANDBOOK

The Principal's decision shall be final in the matters of punishment to the students for matters of punishment to the students for violation of any of the college rules.

DO'S AND DONT'S FOR PLACEMENT

- ❖ The HRDC conducts a series of placement and employability skills training programs for the benefit of students. This makes them well equipped to face the campus recruitment drives conducted by the companies, which include aptitude tests, group discussions and personal interviews etc., with confidence.
- ❖ The placement activities are to be planned sufficiently in advance based on the list of organizations that have agreed to conduct the campus interviews.
- ❖ Separate lists are prepared for the students based on the percentage of marks secured and grouped so that the preference of different companies can be readily met.
- ❖ When an organisation indicates their willingness to undertake the campus interview the number of students eligible to attend as per their norms together with a list of the potential candidates is submitted to the Organisation.
- ❖ Once the data are confirmed from the organisation, the students are intimated and informed to attend the interview with properly prepared Curriculum vitae.
- ❖ A student of final year in his/her branch will able to attend the campus interview only when she/he satisfies the criteria stipulated by the company.
- ❖ Organizations normally specifies their preference as far as minimum percentage of marks to be minimum fixed for short listing the candidates, usually eliminating those who have had arrears at any stage of the course.
- ❖ The campus interview programme starts with a pre-placement talk to explain the activities and stature of the company, their requirements etc.
- ❖ Candidate selected may be given a provisional appointment letter and asked to submit a resume in the format specified by the recruiting organisation. The appointment offers would be valid only if the selected candidate successfully completes the degree course in that academic year.

DSEC/STUDENT HANDBOOK

INFORMATION TO PARENTS:

- ❖ Faculty advisor takes the responsibility of individual student's performance and periodically updates it to parents.
- ❖ Mentor meeting is conducted for the students by the individual faculty to ensure the improvement in academics and co-curricular activities. The purpose of this meeting is to conduct the SWOC (Strength, Weakness, Opportunities and Challenges) analysis of students.
- ❖ Also Parents' participation in First year inaugural function, Alumni Meet, Graduation Day Function and Appointment Letter Distribution day.

D. FACILITIES:

MEDICAL FACILITIES:

- ❖ Ambulance and cars for emergency.
- ❖ First-aid boxes at key locations.
- ❖ Battery operated cars to help mobility of physically disabled.
- ❖ In Campus Hospital

TRANSPORT:

The Dhanalakshmi Srinivasan Group of Institution has more than 125 buses which are made available to the students and the faculty members for commuting from various points in the city. All students should make use of the DS Groups Transport or should stay in the hostel. This facility has made it possible to start the classes in time and thereby helping the academic process. Our bus facilities have enabled us to maintain discipline among students.

All the buses reach the Campus before 8.15am, so that all the students and faculty can have their breakfast and get ready to attend the classes at 8.30am. The buses leave the campus at 4.20pm, which helps all the students to reach home early and safely. For the benefit of students who are attending special classes, using internet facility, library etc., special buses are arranged everyday which leaves the campus at 5.30pm.

LIBRARY:

The library has online, e-journals access through DELNET services. The library has a large and constantly growing collection of online resources such as NPTEL, e-journals, e-books, and so on. These e-resources are accessible anywhere in the campus at any time. We are using campus wide unlimited access.

DSEC/STUDENT HANDBOOK

Book reviews and trade catalogues are circulated to the Heads of the departments and on their recommendation, the list of books and journals are finalized.

- Online sources to trace latest publications.
- Library committee scrutinizes and approves the requirements of each department collected by the librarian. Books are also purchased by visiting book exhibitions arranged by leading publishers/distributors.

OPAC: OPAC (Online Public Access Catalogue) is provided to the users through NIRMALS library software.

Library Automation:

Library materials and services are automated with commercial software package called NIRMALS. All the transactions are fully computerized. The bar-coded ID and the scanner are used for charging and discharging the books.

Internet bandwidth speed : 500 Mbps and Wi-Fi facility available.

Institutional Repository : Yes.

- ❖ Question bank.
- ❖ Thesis (students projects)
- ❖ Newspapers (last six months)

Working Hours

- ❖ On working days : 08.00 A.M. - 07.00 P.M.
- ❖ On holidays : 08.30 A.M. - 04.00 P.M.
- ❖ Before examination days : 08.00 A.M. - 08.00 P.M.
- ❖ During examination days : 08.00 A.M. - 08.00 P.M.
- ❖ During vacation : 08.30 A.M. - 05.30 P.M.

LIBRARY RULES SERVICES & FACILITIES

The library rules and regulations are introduced to regularize the use of the library resources and will be reviewed periodically to meet the changing needs.

- ❖ Students/staff should scan their ID card in the E Gate Register scanner while entering into the library.
- ❖ The library users should possess their ID card while they are inside the library.
- ❖ Books will be issued only on production of Bar-coded ID card.

DSEC/STUDENT HANDBOOK

- ❖ All members of the library are entitled to produce their ID card when the library staffs demand for checking.
- ❖ Use of Mobile phones is not allowed inside the library.
- ❖ Complete silence is to be maintained inside the library.
- ❖ Personal belongings like files, folders, bags, coats, jerkins, umbrella, issued books etc are not allowed inside the library.
- ❖ Outside members and other college students are allowed only on week days along with the recommendation letter from their Head of the department or the Head of the Institution. They have produced their ID along with the recommendation letter.
- ❖ For the benefit of its users, DSEC Library is following the Open Access System. The books, current journals, back volumes taken out the racks shall not be replaced. They should be left only on the tables. Well trained Library assistants are there to replace them in the proper places.
- ❖ The librarian reserves the right to cancel the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.
- ❖ The books taken from the library are to be returned within 14 days or on or before the due date specified on the due date slip pasted in the last page of the books.
- ❖ If the borrower is not able to replace the book for the book lost within two weeks, they have to pay the cost of the book in two times. If a book is replaced, current edition of the book will only be accepted

LIBRARY SERVICES AND FACILITY

- ❖ Circulation Service
- ❖ Reference Service
- ❖ OPAC
- ❖ Reservation Facility
- ❖ Renewal Service
- ❖ Inter Library Loan
- ❖ Institutional Membership facility
- ❖ Book Bank Service
- ❖ Reprographic facility

DSEC/STUDENT HANDBOOK

- ❖ Back Volumes / Projects
- ❖ New Arrivals Display
- ❖ User Information & Guidance service
- ❖ CD & DVD Writing Facility
- ❖ Conference Alert Service

SPORTS

The college offers wide range of opportunities and facilities for sports and games activities. The institution has a huge sports ground. There are well equipped gym and sports kits. The college provides excellent sports and games facilities in outdoor and indoor games. A full-fledged gym is available to make the students fit with a physique. Annual sports meet and annual carnival are conducted. Students are encouraged to participate in various zonal and inter-zonal tournaments; they are paid daily allowances and travelling expenses.

To manage all sport activities, well qualified physical education faculty members are appointed. The department of Physical Education provides opportunities to involve in outdoor and indoor games.

OUTDOOR GAMES	INDOOR GAMES
Volleyball Football Kabaddi Basketball Ball Badminton Cricket	Carom Chess Badminton Table Tennis

Equipments

Volleyball with net Basketball with racket and net Ball badminton racket with net Football, handball and Tennis ball Cricket bat, ball, stumps, bails Cricket mat High jump post Discus, Javelin and Shot put Running spike First aid boxes, knee caps Skipping rope	Measuring tape Chess board, coins Carom board, powder, coins Hurdles and Hammer Foot pump and hand pump Pole vault with bar Pole vault extension bar Relay line box and pattern Table tennis board with racket Cross bar and toe board Fox 40 Whistle and Stop watch
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DSEC/STUDENT HANDBOOK

HOSTEL- FACILITIES

In our institution separate hostels for boys and girls with good infrastructure are provided. The aesthetically designed modern hostels provide home atmosphere. All the rooms have enough space and furnished with intercom facilities.

Both vegetarian and non-vegetarian foods are provided in a hygienic way. Separate food for Andhra, Kerala and North-Indians are also provided. The ladies hostel is attached with a swimming pool. Boys' hostel is equipped with GYM, recreational facilities. Medical service is available 24 hours a day.

Facilities

- ❖ Following facilities are provided in the Hostel
- ❖ Wi-Fi enabled, Aesthetically built architecture
- ❖ Exclusive uninterrupted study room for students after college hours
- ❖ Uninterrupted power supply , Separate Generator for Students
- ❖ Banking Facility with ATM counter
- ❖ Three aesthetically designed modern hostels with homely ambience
- ❖ Medical facility available with free medicines provided to sick students
- ❖ Medical Lab facility also available
- ❖ Mineral water provided to all the rooms
- ❖ Modern dining hall serving nutritious and hygienic Veg. and Non-Veg. food
- ❖ Separate food for all Other-state's students
- ❖ Swimming Pool facility available
- ❖ Well equipped Fitness Centre
- ❖ Yoga sessions
- ❖ Stationary shop
- ❖ All hostel students and staff members are provided tea and snacks everyday

HOSTEL RULES:

- ❖ Application should be made in the prescribed form, available the office. At the end of each academic year, membership to the hostel will be terminated and members who need hostel facility again shall make application for readmission by paying the hostel room rent.

DSEC/STUDENT HANDBOOK

- ❖ The Dy.Warden will allot room for the inmates. Members may be shifted from one room to another by the deputy warden whenever need arises.
- ❖ Vacating hostel in the middle of an academic year will not be permitted. Even if the student leaves the hostel in the middle of an academic year, the hostel rent will not be refunded.
- ❖ Perfect silence is to be maintained during the study time. Evening Study: 6.00 p.m – 7.00 p.m Night Study : 8.30 p.m – 10.30 p.m
- ❖ The room and surrounding should be kept clean and hygienic.
- ❖ Damage or loss of hostel property will result in strict action. Inmates will have to pay the cost of the property, repair charges at double the cost, in addition to penalty depending upon the damage done.
- ❖ Tampering with electrical installations strictly prohibited.
- ❖ Students are not allowed to keep transistors, tape-recorders, walkman, cellular phones, iron boxes, etc., in the premises. Playing cards or possession of the same is strictly forbidden.
- ❖ Before vacating the rooms, the students should inform the warden/ Dy. Warden, clear dues if any, and then vacate.
- ❖ The rooms should be locked whenever the students leave the room. If lights or fan is switched on, when the room is locked, the inmates of that room are liable to be fined.
- ❖ The hostel management is not responsible for the loss of property in the rooms or other properties owned by the students.
- ❖ Visitors are allowed only on Sundays between 8.00 a.m and 6.00 p.m Visitors / Strangers are not permitted to enter the hostel rooms. Students are permitted to go out with his / she relatives only after he / she has got a valid written permission from the Dy. Warden / Warden.
- ❖ No student is permitted to stay in the hostel during college hours or extend his / her leave after holidays without valid permission from the Dy. Warden / Warden.
- ❖ Students should sign in the outing register (for outing and holidays) and in the movement register every time they leave the hostel and return to the hostel.
- ❖ Hostel inmates should strictly adhere to the mess timings.
- ❖ Menu in the mess may be changed under unavoidable circumstances without prior intimation.
- ❖ Day scholars will not be permitted to enter the hostel premises or dine in the mess.

DSEC/STUDENT HANDBOOK

- ❖ Inmates are not allowed to carry food outside the mess hall.
- ❖ Mess rates will be on the semester basis. Payment of mess bill can be made in cash or as DD.
- ❖ Any problem can be represented to the Dy. Warden / Warden for immediate solution. Collective representation is strictly forbidden. Hostellers should not organize any function or meeting without prior permission from the Warden.
- ❖ Hostellers are expected to maintain good conduct and discipline. Students found violating the rules and regulations will face strict disciplinary action.
- ❖ Computer lab(Internet / WiFi) rules
- ❖ Campus Hostel – Contact Details with mobile no.

E. PUBLICATION OF RESULTS:

The examination cell has a separate committee for the publication of results where the external members incorporate with internal members. Through them the publication of results are published by Passing Board committee. The committee members are University Representative from parent University, Chief Controller of Examination, Management nominee, Principal, Dean, & HODs. The Malpractice cases are enquired and given warning to all the students with the approval of Result Passing Board and ratified.

A student can apply for revaluation of the student's semester examination answer paper in a theory course, within 1 week from the declaration of results, on payment of a prescribed fee along with prescribed application to the COE through the Head of the Institution. The COE will arrange for the revaluation and the results will be intimated to the student concerned through the Head of the Institution.

F. NEED BASED REVISION & SYLLABI/BOS/ACM

Board of Studies: BOS

The Board of Studies is a statutory body and reports to the Academic Council. Each Programme shall have a Board of Studies. All academic matters like Introduction of a new Academic Programme, Revision of a programme / course, review of academic rules, etc. shall be handled by the board of studies.

The Board of Studies of a department in the college shall:

DSEC/STUDENT HANDBOOK

- ❖ Prepare curriculum for the programme by keeping in mind the Programme Educational Objectives.
- ❖ Prepare syllabi for various courses based on the course outcomes, programme outcomes and the objectives of the programme, interest of the stakeholders and societal requirement for consideration and approval of the Academic Council;
- ❖ Suggest methodologies for innovative teaching and evaluation techniques;
- ❖ Ensure updation of state of the art research, adoption of technology enables teaching learning methodologies and other best academic practices into the curriculum and syllabus.

Academic Council: AC

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university

The Academic Council will have powers to:

- ❖ Scrutinise and approve the proposals with or without modification of the Boards of
- ❖ Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications
- ❖ Make regulations regarding the admission of students to different programmes of study in the college.
- ❖ Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- ❖ Recommend to the Governing Body proposals for institution of new programmes of study.
- ❖ Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- ❖ Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.

G. VIRTUAL LABS/ WEBINAR:

Due to the pandemic, the students are not able to done their practical laboratory. The Institution encourages the faculty to get the awareness of the virtual lab and insist them to

DSEC/STUDENT HANDBOOK

conduct the virtual lab for the students. Through these Virtual labs the students are allowed to complete laboratory experiments via online and explore concepts and theories without stepping into a physical lab. Students can try out lab techniques in their own residing place. Similarly the students are not able to attend the curricular activities like seminar conference and symposium etc., The Institution promotes online webinar activities for the students through the help of various professional societies and Sponsoring agencies.

<https://www.vlab.co.in/>. Refer the website for virtual labs.